

Name _____ Reg. No. _____ Program _____

Applying for the issuance of: **PROVISIONAL TRANSCRIPT**Last Semester (*Spring; Summer; Fall*): _____ Year: _____Provisional Transcript Charges: Rs. 1,000/- per copy No. of copies requested **FINANCE DEPARTMENT:**Payment received for: No. of copies _____ Total amount: __________
Finance Dept. (Sign & Date)_____
Student's Signature & Date **MIGRATION LETTER****FINANCE DEPARTMENT:**Student has cleared all dues Yes No Total balance: __________
Finance Dept. (Sign & Date)_____
Student's Signature & Date**RECORDS DEPARTMENT:****Note:**

- Provisional Transcript will only be issued after payment of all dues at Finance Department
- Provisional Transcript will be issued within 7 working days & at least two weeks after official results have been posted
- Migration Letter will be issued within 3 working days
- CGPA will be mentioned in the Provisional Transcript
- Transfer courses from other university are "not mentioned" on Provisional Transcript
- In case of nominating someone else to collect the Provisional Transcript / Migration Letter, the student has to email an authority letter to the Record Dept. (records@szabist.edu.pk). In order to collect the documents, the nominee has to submit a copy of his/her CNIC.