SZABIST   # REVISED/ DUPLICATE TRANSCRIPT/ DEGREE FORM

STUDENT'S NAME: _____ __ **REG#:** _____

PROGRAM: _____ **CONTACT#:** _____

Applying for the issuance of:

☐   Revised Final Transcript and Degree (Correction in Name **/** Father's Name)

☐   Duplicate Transcript and Pass Certificate

☐   Duplicate Degree (Normal)

☐   Duplicate Degree (Urgent)

Reason to apply for Duplicate Document:-

_____
Signature & Date

....

(FOR OFFICE USE ONLY)

FINANCE DEPARTMENT

Payment received for:

☐   Revised Final Transcript and Degree **Rs. 14,500/-**

☐   Duplicate Transcript and Pass Certificate **Rs. 3,000/-** per copy

☐   Duplicate Degree (Normal) **Rs. 13,000/-** per copy

☐   Duplicate Degree (Urgent) **Rs. 14,000/-** per copy

(Issued Once Only)

No. of Copies: _____

No. of Copies: _____

No. of Copies: _____

Total Payment Received Rs. _____

_____
Signature & Date

RECORDS DEPARTMENT

Transcript#: _____   Serial#: _____   Signature & Date: _____

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Note:

For Issuance of Revised Final Transcript and Degree, student has to submit the following:
- ✓   Original Final Transcript, Pass Certificate and Degree issued by SZABIST
- ✓   Photocopies of all previous educational documents (Matric / O' Levels onwards) and to present the Original documents at Records Department at the time of submitting this form
- For Issuance of Duplicate documents, attach Photocopy of Original Transcript, Pass Certificate/ Degree with this form and submit to the Records Departmient.
- Normal processing time is **ONE Month** for Transcript, Pass Ce1iificate & Degree
- Urgent Degree processing time is **TWO Working Week**
- In case of nominating someone else to collect the documents, the student has to email an authority letter at *records.office@szabist-isb.edu.pk.* The Nominee has to present the original CNIC and to submit a copy of his/her CNIC.

Received by: _____   Signature & Date: _____