

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 / Revised Document:-

Signature & Date

(FOR OFFICE USE ONLY)

FINANCE DEPARTMENT

Payment received for:

- Revised Final Transcript and Degree **Rs. 17,500/-** *(Issued Once Only)*
- Duplicate Final Transcript **Rs. 3,000/-** per copy No. of Copies: _____
- Duplicate Degree (Normal) **Rs. 16,000/-** per copy No. of Copies: _____
- Duplicate Degree (Urgent) **Rs. 17,000/-** per copy No. of Copies: _____

Total Payment Received Rs. _____

Signature & Date

RECORDS DEPARTMENT

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

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 Department.
- Normal processing time is **ONE Month** for Final Transcript & 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@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: _____