

PROVISIONAL TRANSCRIPT / MIGRATION LETTER REQUEST FORM

STUDENT'S NAME: _____ REG #: _____

PROGRAM: _____ CONTACT #: _____

Signature & Date

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: _____

Signature & Date: _____

MIGRATION LETTER

Reason to apply for Migration Letter: _____

FINANCE DEPARTMENT

Student has cleared all dues

Yes

No

Total Balance: _____

Signature & Date: _____

Note:

- Provisional Transcript will only be issued after payment of all dues at Finance Department
- Provisional Transcript will be issued within **7 Working Days** & atleast two week after official results have been posted
- CGPA will be mentioned on the Provisional Transcript
- Transfer courses from other university will "**Not Be Mentioned**" on Provisional Transcript
- Migration Letter will be issued within **3 Working Days**
- Graduates applying for Migration Letter; it is **Mandatory** to attach a photocopy of Final Transcript issued from SZABIST
- 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.