

SZABIST PROVISIONAL TRANSCRIPT/MIGRATION LETTER REQUEST FORM

Name: _____ Reg No: _____ Program: _____

Applying for the Issuance of:

☐ **PROVISIONAL TRANSCRIPT:**

Last Semester (Spring: Summer: Fall): _____ Year: _____

Provisional Transcript Charges: Rs. 1000/- per copy

No. of Copies Requested ☐

FINANCE DEPARTMENT:

Payment Received for: ☐ No of Copies

Total amount: _____

Finance Department: (Sign & Date)

Student's Signature & Date

☐ **MIGRATION LETTER:**

FINANCE DEPARTMENT:

Student has Cleared all dues: Yes ☐ No ☐

Total Balance: _____

Finance Department: (Sign & Date)

Student's Signature & Date

RECORDS DEPARTMENT:

Note:

1. Provisional Transcript will only be issued after payment of all dues at Finance Department.
2. Provisional Transcript will be issued within 7 working days & at least two weeks after official results have been posted.
3. Migration Letter will be issued within 3 working days.
4. CGPA will be mentioned in the Provisional Transcript.
5. Transfer courses from other universities are not mentioned on Provisional Transcript.
6. In case of nominating someone else to collect Provisional Transcript/Migration Letter, the student has to email an authority letter to the Records Department. In order to collect the document, the nominee has to submit a copy of their CNIC at Records Department.