



APPLICATION FOR ISSUANCE OF TRANSCRIPT

(All entries must be filled-please read the instruction before filling the form)

To: **Controller of Examinations,
National University of Technology (NUTECH)
IJP Road Sector I-12 Islamabad.**

For Office Use Only

Application No: _____

Serial No: _____

Date of Delivery: _____

(STUDENT INFORMATION)

1. Name : _____

2. NUTECH ID : _____

3. Email ID : _____

4. Discipline : _____

5. Number of Copy Required : _____

6. Purpose for which Transcript is Required: _____

7. Deposit Slip (ID No) : _____

Dated : _____ Rs. _____

(Please attached original receipt)

8. Have you applied for change/ correction of Personal bio-data during your stay at NUTECH? If yes or no
Give relevant details : _____ Y N

9. Have you ever been issued with transcript for this course? Y N

10. Do you require transcripts in sealed envelope?
(No of transcripts in each envelope _____) Y N

11. Mode of Delivery:

a. By Hand : Self / Authorized Person
Name: _____

CNIC - -

No:
(CNIC copy attached with authority letter)

Tel/ Mobile No: -

b. Through Mail : Yes/ No Y N
: Mailing Address: _____

Date of Application: _____ Signatures of Applicant: _____

12. Please ensure following before submitting application

13. Have you paid all outstanding dues of the NUTECH University Y N

a. Before submitting this application? if yes please enclose copy of
Clearance certificate /copy of degree.

Y N

b. Have you deposited transcript fee as per schedule printed below.

Y N

c. In case of urgent requirement have you deposited urgent processing fee in
addition to transcript fee

Y N

14. **TRANSCRIPT FEE**

The transcript fee can be paid through Cash Deposit/Online transfer in NUTECH A/C NO _____ Habib Bank Limited, I-12 Sector Branch, Islamabad or through Bank Draft/Pay order in favour of "NUTECH, Islamabad".

<u>S. No</u>	<u>Category</u>	<u>Charges per copy</u>	<u>Processing Fee (once)</u>	<u>Minimum time Limit(Working days)</u>
1.	Normal	Rs. 500/-	Nil	14 Days
2.	Urgent	Rs. 500/-	Rs 500/-	7 Days

(Processing fee for urgent transcript is Rs 500/- irrespective of number of copies required.)

Note:

1. The transcript shall include the results of all courses notified till date.
2. In case you opt to receive transcript by hand please ensure receipt within 30 days of application.

FOR OFFICE USE ONLY

No Objection Certificate

It is hereby certified that this department has no objection regarding issuance of academic

Transcript to No _____ Name _____
Of _____ Course of _____
_____ NUTECH.

HoD

Signature: _____

Name: _____

Designation: _____

Department _____

Date _____

(With official stamp)

Treasurer

Signature: _____

Name: _____

Designation: _____

Department _____

Date _____

(With official stamp)

RECEIPT

Received application No _____ for _____ transcript on Urgent / Normal basis form
Mr/Mrs _____ NUTECH ID No _____

Discipline _____

Tentatively, transcripts shall be ready for collection on _____ and will be issued on production of this receipt

Signature: _____

Name: _____

Designation: _____