



# APPLICATION FOR ISSUANCE OF TRANSCRIPT

(All entries must be filled – Please read the instructions before filling the form) (Revised August 2023)

For office use only (Form No. 1002A)

Application No : \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

To: Registrar & Controller of Examinations  
Main Office NUST, Sector H-12  
Islamabad

**Normal**      **Urgent**      **Most Urgent**

(Please tick one)

## Category:

<b>NS</b> (NUST Student)	<b>NFS</b> (NUST Foreign Student)	<b>Offr</b> (Officer)	<b>PC</b> (Paying Cadet)	<b>TC/MC</b> (Technical / Medical Cadet)	<b>FC</b> (Foreign Cadet)	<b>GC</b> (Gentleman Cadet)
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- Name : \_\_\_\_\_
- Registration Number : \_\_\_\_\_
- PM&DC Registration Number : \_\_\_\_\_  
(For medical students only)
- Email ID : \_\_\_\_\_
- College/School/Institute/Centre : \_\_\_\_\_
- Discipline & Batch Number : \_\_\_\_\_
- No. of Copies required : \_\_\_\_\_
- Deposit Slip of HBL No : \_\_\_\_\_ dated: \_\_\_\_\_  
for Rs. \_\_\_\_\_ (Please attach original receipt)

9. Have you applied for changes/correction of personal bio-data during your stay at NUST?  Y  N  
If yes, give relevant details: \_\_\_\_\_

10. Do you require transcripts in sealed envelope for **sending abroad**?  Y  N  
(No of transcripts in each envelope: \_\_\_\_\_)

### 11. Mode of Delivery

a. By hand: Self / Authorized Person  
Name: \_\_\_\_\_

CNIC No.

(CNIC copy attached with authority letter)

Tel / Mobile No: \_\_\_\_\_

b. Through Courier/Email: Yes / No

Mailing Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signatures of Applicant: \_\_\_\_\_

(Continued on Reverse)

### For Officers/ GC/ TC/ MC Only

NOC issued by the Services HQs (GHQ (MS Br)/ NHQ/ AHQ) vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

(Please attach original NOC)

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### RECEIPT (For office Use only)

Received application No. \_\_\_\_\_ for \_\_\_\_\_ Transcripts on Urgent / Normal basis from Mr/Ms. \_\_\_\_\_

Registration No \_\_\_\_\_ College/ School/ Centre/ Institute \_\_\_\_\_ on dated: \_\_\_\_\_

Tentatively, Transcripts shall be ready for collection on \_\_\_\_\_ and will be issued on production of this receipt.

Signatures : \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

12. **Please ensure following before submitting application:**

- Have you paid all outstanding dues of the College/ School/ Institute/ Main Office NUST before submitting this application? If yes, please enclose copy of **Clearance Certificate/ copy of Degree.**  Y  N
- Have you deposited transcript fee as per schedule printed below.  Y  N
- In case of urgent requirement, have you deposited urgent processing fee (Rs. 500 or 1000 as per requirement) in addition to transcript fee?  Y  N
- In case of Officer/ GC/ TC/ MC, have you attached NOC from your respective Services HQ?  Y  N

**Note:**

1. Attach copy of transcript if available.
2. The time frame for issuance of transcripts will commence on receipt of application in Exam Branch, Main Office, NUST.

**3. Please submit application to**

- OIC NUST Affairs of your College/School/Centre/Institute in case of studying student.

**OR**

- Exam Branch, Main Office, NUST, H-12, Islamabad in case of off campus/ withdrawn student/ degree completed.
4. The transcript shall include the results of all courses notified till date. Old and new (improved) grades will also be indicated.
  5. In case you opt to receive transcripts by hand, please ensure receipt within 30 days of application else, the Transcript shall be destroyed and you would be required to apply a fresh.
  6. Officers/ Cadets shall be issued only one copy of the Transcript or as specified in Services HQ NOC.

**No Objection Certificate**

(for Military students only)

It is hereby certified that this department has no objection regarding issuance of academic Transcript to Svc No. \_\_\_\_\_

Rank \_\_\_\_\_ Name \_\_\_\_\_ of degree \_\_\_\_\_

College Name \_\_\_\_\_

Number of Transcripts required: \_\_\_\_\_

Date: \_\_\_\_\_

(with official stamp)

Signatures: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

**TRANSCRIPT FEE**

The Transcript fee can be paid through Cash Deposit/ Online transfer in **NUST-SGI A/C No. 22927000267401** Habib Bank Limited, H-12 Sector Branch, Islamabad or through Bank Draft/ Pay Order in favor of **“NUST, Islamabad”**.

S.No	Category	Charges per copy (including Transcript Verification)	Processing Fee (once)	Time Limit (Working days)
a.	Normal	Rs. 1500/-	NIL	14
b.	Urgent	Rs. 1500/-	Rs. 500/-	07
c.	Most Urgent	Rs. 1500/-	Rs. 1000/-	2 - 3
d.	Local Courier Charges (for one mailing address)	Rs. 500/-	-	1 - 3
e.	Foreign Courier Charges (for one mailing address)	Rs. 3,500/-	-	4 - 7

(Processing fee for urgent transcript as per requirement is Rs. 500/- or 1000/- as mentioned above irrespective of number of copies required)

**For Payment in Dollars:** Organizations/ Students outside Pakistan can remit the requisite amount in NUST US Dollar account having following details:

<b>Account Title:</b>	NUST US Dollars	<b>Account Number:</b>	2292-70006729-10
<b>Currency of Account:</b>	US Dollar	<b>IBAN Number:</b>	PK15 HABB 0022 9270 00672910
<b>Branch Code:</b>	2292	<b>BIC/ SWIFT ID/Code:</b>	HABBPCCA
<b>Purpose of Payment:</b>	Transcript Fee	<b>Bank Name &amp; Address:</b>	Habib Bank Limited, NUST University Branch, Sector: H-12, Islamabad, Pakistan.

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**For online Submission of application Form/ update / query on preparation of Transcript contact on:-**

**Under Graduate**

**Phone:** 051-90851058 : ace\_ug@nust.edu.pk

**Email:** 051-90851056 : addlce@nust.edu.pk

**Post Graduate**

051-90851057 : ace\_pg@nust.edu.pk

051-90851055 : dde@nust.edu.pk

**Note:** Processing time for transcripts preparation will start after the receipt of application in NUST Main Office, Exam Branch and subject to publication of result notification by this office.