



SALIM HABIB UNIVERSITY KARACHI

Nc-24, Deh Dih, Korangi Creek Karachi-74900

APPLICATION FOR ISSUANCE OF FINAL TRANSCRIPT

(For free issue of Final Transcript on Completion of all Degree Requirements)

To be filled by the student (please read instructions below before filling up)

Reg #: _____ Name of Graduate Student: _____

Father's Name: _____ Program: _____ Class & Section: _____

Session: Morning / Evening / Weekend Year & Semester of Passing the Last Examination _____

Telephone# (Res): _____ Mob: _____ E-mail: _____

Please issue me free of cost Final Transcript. *I hereby undertake the following:*

- **that I have completed my all-degree requirements, attached copy of my Result intimation (duly signed by me), has cleared my all dues and nothing is outstanding against me from any Department of the University.**
- **I have not received free of cost original Final Transcript so far.**

Name of the graduate: _____ Signature: _____ Date: _____

Examinations Department (for office use only):

Application (subject to verification) received by: Name: _____ on (date) _____ Signature: _____

Tentative date of delivery: _____ Transcript prepared by: _____ Verified by: _____

As per record held, student has **not** received free of cost Final Transcript so far.

Transcript delivered on _____ Signature of student (on receiving Transcript) _____

Instructions:

- Before applying for issuance of Final Transcript (1st free issue), please ensure that:
- Academic Deficiency (if any) has been cleared. **Please attach copy of Result Intimation duly signed by you confirming that all particulars and GPA/ CGPA etc. mentioned therein are correct. Please get the Result Intimation issued on completion of the Program.**
- **No liability of any Department including Fee etc; is outstanding against you.**
- **After receipt of application in the Examinations Department, delivery of the Transcript will be within fourteen working days.**
- Please deposit this Form in the Examinations Department duly completed and attached with the signed copy of the Result Intimation.

Receipt for Graduate Student - Application for Issuance of Final (Free issue) Transcript

Particulars to be Filled by the Graduate

Reg #: _____ Name of Graduate Student: _____ Class & Section: _____

Expected Delivery Date (which will be subject to verification of records & entitlement): _____

Signature of receiving person: _____ Name: _____ Office Stamp: _____