



# UNIVERSITY OF SWAT

## Transcript Request Form

Fresh  REVISED  IOG

FRESH/REVISED/IOG

Registration No. \_\_\_\_\_ Roll No. \_\_\_\_\_ Session: \_\_\_\_\_ Passed out Year: \_\_\_\_\_

Department/Centre/Institute/College: \_\_\_\_\_ Program: \_\_\_\_\_ Transcript: Complete  Incomplete

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

CNIC: \_\_\_\_\_ Mobile No. \_\_\_\_\_ email: \_\_\_\_\_

Have you ever been issued transcript for this course?  Yes  No

### FILL IF APPLYING FOR REVISED TRANSCRIPT

Reason for apply (Please tick with ✓):  Revision in Name  Revision in Father's Name

ANY OTHER (IF ANY) SPECIFY \_\_\_\_\_

Fee Deposited of Bank Al-Habib/NBP No. \_\_\_\_\_ dated: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ for Rs: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Certified that the above mentioned information are checked and found correct accordingly to this office

record. Name: \_\_\_\_\_

Signature of Coordinator \_\_\_\_\_

\_\_\_\_\_  
Signature with official seal  
of  
Director/HOD/Incharge/Principal

### ACKNOWLEDGEMENT

Roll No. \_\_\_\_\_ Name: \_\_\_\_\_ Father's Name \_\_\_\_\_

Department/Centre/Institute/College Name: \_\_\_\_\_ Dated: \_\_\_\_\_

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Incomplete

**Tick (√) relevant box please**

<b>S/No.</b>	<b>Information</b>	<b>Check Box</b>
1.	Spelling of name is correct as per SSC	<input type="checkbox"/>
2.	Spelling of Father's name is correct as per SSC	<input type="checkbox"/>
3.	Photocopy of clearance for final transcript (for Fresh transcript only)	<input type="checkbox"/>
4.	Photocopy of SSC DMC	<input type="checkbox"/>
5.	Photocopy of CNIC is attached	<input type="checkbox"/>
6.	If applying for Revised transcript (attached original Transcript) and photocopies of relevant educational certificates, documents, degrees after getting revised from concerned BISE or University	<input type="checkbox"/>
7.	If applying for IOG transcript (attached original Transcript)	<input type="checkbox"/>
8.	Original Fee Receipt of Rs: 700/-	<input type="checkbox"/>
9.	01 color recent passport size photograph	<input type="checkbox"/>

**Note:**

1. Normal time for processing and issuance of Transcript is approximately **15** working days.
2. Transcript will be handed over to semester coordinator only.