

INSTRUCTIONS:

- Please make sure that your all dues are cleared before you request for a transcript.
- Actual mailing charges are to be paid if document is to be delivered within Pakistan through courier.
- If the student is in Pakistan and desires transcripts (any) to be mailed overseas, he/she may deposit Rs. 3,000/- through any of the modes. This includes urgent handling.
- If there are more than one mailing addresses overseas than the requisite charges would be multiplied accordingly.
- The charges prescribed for overseas requirements are subject to change that may occur due to change in market conversion rates.
- If you require more than one transcript, please clearly mention the name of institution/ mailing address and total number of transcripts per envelop i.e (2) means there will be two transcripts in one envelop and (1+1) means that two transcripts will be in separate envelops.
- The time frame for the issuance of transcript will commence upon receipt of this application form in Exam Directorate.

ISSUANCE FEE

- No fee will be charged for one normal interim/Final transcript. Additional copies of transcripts will be charged @ Rs. 200/- each. Fee for urgent transcripts will be charged as mentioned below:
 - Final Transcript Rs. 1500/-
 - Interim Transcript Rs. 1000/-
 - For overseas students US \$ 25 for any transcript including mail charges
- Please attach copy of payment receipts for urgent cases & extra number of copies.

MODES OF PAYMENT:

For Students in Pakistan:

- a. By Pay Order/DD drawn in favour of Bahria University, Islamabad.
- b. On line banking through following:

Account Title: Bahria University
Bank Name : Bank Alfalah Limited, Shop No 4-6, Kalim Plaza, F-8 Markaz, Islamabad, Pakistan
Account No : 5000706278
Branch Code: 5627
IBAN Number: PK69ALFH5627005000706278
SWIFT: ALFHPKKA

For Overseas Students:

Payment is to be made in US Dollars through online banking in

Account No: 2000957553
IBAN Number: PK88SAUD0000022000957553
Silk Bank Razia Sharif Plaza, Blue Area Islamabad

Note: Receipt of payment (through any mode) must be enclosed with the application form.