BAHRIA UNIVERSITY, ISLAMABAD

Application for Issuance of Transcript

INTERIM ☐ FINAL ☐

Picture.
2.0" x 1.5"
Blue
Background
(Not attested)
(Paste with Gum)
(Without Attestation)

☐ **Ordinary**
(Transcript will be issued (10-15 working days) after receipt of application at BUHO)

☐ **Urgent**
(Transcript will be issued (05 working days). After receipt of application at BUHO. **Attached Original Fee Deposit Slip**

STUDENT'S OWN & FATHER'S NAME MUST BE AS ON HIS/ HER SSC/ IBCC EQUIVALENCE CERTIFICATES AND CNIC/ PASSPORT)

PARTICULARS: (TO BE FILLED IN BLOCK LETTERS):

Name: _____ **Father's** _____

CNIC # Student | | | | | | - | | | | | | | | - | | **Date of Birth:** _____

Enrolment No. _____ **Reg.** _____. **Degree Program:** _____**Specialization:** _____

E. Mail. _____**Contact No** _____ **Date:** _____

WHEN APPLYING FOR THE FINAL TRANSCRIPT IT SHALL BE UNDERSTOOD THAT AT THE TIME OF APPLICATION, THE STUDENT HAS NOT REGISTERED FOR ANY COURSE FOR IMPROVEMENT OF RESULT, NOR SHALL REGISTER SO AFTER THE APPLICATION IS SUBMITTED.

FOLLOWING ATTACH WITH APPLICATION FOR FINAL TRANSCRIPT ONLY

- Attested Photocopy of CNIC
- Attested Photocopies of SSC, & HSSC /IBCC Equivalence Certificate
- Attested photocopy of Bachelor's Degree (in case of Masters)
- Copy of notification (in case of PhD)
- NTS result submission is necessary only for intakes before Fall 2014

Student's Sign_____

FOR USE BY BAHRIA UNIVERSITY, CAMPUS

In case of Final Transcript: Nothing dues are outstanding; Degree Fee have been received and student's Clearance is completed. Caution money will be refunded soon.

_____
(Account Officer's Sign & Stamp)

- **Result of Project/Thesis** ☐ **Internship** ☐ **and CSP** ☐ are forwarded and received by the BUHO (Exams Dte), all degree requirements have been completed. Moreover, **Name and father's name of the applicant have been verified as per the attached SSC Certificate**. Student may be issued with the Transcript as requested.

- Date given for collection of transcripts(s) _____

_____
Dy/Asst Director (Acad/ Exams)

FOR USE BY BU HEAD OFFICE (EXAMS DTE)

Total Number of Transcripts issued_____from S.No _____to _____ dated ___/___/2024

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 (Ordinary) interim/Final transcript.
- Fee will be charge for additional copies/Duplicate of transcripts @ 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.