

Types of transcript

1 - Unofficial Transcript of Credit: an electronic copy can be automatically generated by the students themselves from the ERP . Its, attestation for official correspondence is also possible.

Fee Payment: No fee payment is required

Delivery: Same day or one working day (if attestation is required)

2. Provisional Transcript of Credit: applicable for all students who have not yet graduated.

| | NORMAL | URGENT |
|----------|----------------|----------------|
| FEE | Rs.2,500/= | Rs.5,000/= |
| DELIVERY | 7 working days | 3 working days |

3. Official Transcript of Credit (also called Final or Original Transcript):

| | NORMAL | URGENT |
|----------|-----------------|----------------|
| FEE | Rs.2,500/= | Rs.5,000/= |
| DELIVERY | 15 working days | 3 working days |

4. Official Copy (issued on official letterhead): for admission in other universities

| | NORMAL | URGENT |
|----------|----------------|----------------|
| FEE | Rs.2,500/= | Rs.5,000/= |
| DELIVERY | 7 working days | 3 working days |

5. Duplicate Transcript of Credit: issued in case of loss of the original transcript

| | NORMAL | URGENT |
|----------|-----------------|----------------|
| FEE | Rs.2,500/= | Rs.5,000/= |
| DELIVERY | 15 working days | 3 working days |

Procedure for Requesting Transcripts

Students have to submit the transcript request form with fee voucher (in case of 2 & 4 above) on the portal.

For Duplicate Transcripts the requirements are given below:

1. An affidavit on a stamp paper of Rs.100/= duly attested by a First Class Magistrate
2. Original cutting from any newspaper announcing the loss of transcript
3. FIR for lost transcript
4. CNIC copy
5. Application requesting a duplicate transcript
6. Paid Fee voucher