**SZABIST**

**REVISED / DUPLICATE TRANSCRIPT / DEGREE FORM**

Name: ___________________________________________________________________________

Registration No.: ___________________________ Program: ___________________________

Applying for the issuance of:

- [ ] Revised Final Transcript and Degree (Correction in Name / Father’s Name Only)
- [ ] Duplicate Final Transcript and Pass Certificate
- [ ] Duplicate Degree (Normal)
- [ ] Duplicate Degree (Urgent)

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<th>Signature</th>
<th>Contact Number</th>
<th>Date</th>
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**FOR OFFICE USE**

**Finance Office:**

Payment received for:

- [ ] Revised Final Transcript and Degree: Rs. 10,000/-
- [ ] Duplicate Final Transcript: Rs. 2,000/- per copy No. of copies _________________
- [ ] Duplicate Degree (Normal): Rs. 6,500/- per copy No. of copies _________________
- [ ] Duplicate Degree (Urgent): Rs. 7,500/- per copy No. of copies _________________

Total payment received Rs. ________________________

(Signature & Date)

**Records Department:**

Transcript #: __________________________ Serial #: __________________________

                                      Date of Issuance: __________________________

Signature

**Note:**
- Photocopy of Original Transcript & Pass Certificate / Degree along with payment receipt must be attached with this form & submitted to the Records Department.
- Normal processing time is 1 month for Transcript and Pass Certificate and 1 month for Degree.
- Urgent Degree in 2 working weeks.
- In case of nominating someone else to collect the Duplicate Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the CNIC.
- For issuance of Revised Final Transcript and Degree, student has to return the Original Final Transcript, Pass Certificate and Degree issued by SZABIST.
- Photocopies of all previous educational documents (Matric /O’Level onwards) must be submitted and Original documents to be presented at Records Department at the time of submission of Form.
- Revised Final Transcript and Degree will be issued only ONCE.

Revised January 21, 2014