

(For Student Use)

Name _____ Reg. No. _____ Program _____

Applying for the issuance of: **PROVISIONAL TRANSCRIPT**Last Semester (*Spring; Summer; Fall*): _____ Year: _____Last Quarter (*For EMBA students only*): _____ Year: _____

No. of courses passed in last semester / quarter: _____ Total courses passed: _____

Per Provisional Transcript Charges: Rs. 500/- No. of copies requested **MIGRATION LETTER**_____
Student's Signature & Date-----
FOR OFFICE USE**FINANCE DEPARTMENT:****CLEARANCE FOR PROVISIONAL TRANSCRIPT:**Payment received for: No. of copies _____ Total amount: __________
Name of Finance Officer_____
Signature_____
Date**CLEARANCE FOR MIGRATION LETTER:**Student has cleared all dues Yes No Total balance: __________
Name of Finance Officer_____
Signature_____
Date**RECORDS DEPARTMENT:****Note:**

- Provisional Transcript will only be issued after payment of all dues at Finance Department
- Provisional Transcript will be issued within 7 working days & at least two weeks after official results have been posted
- Migration Letter will be issued within 3 working days
- CGPA will be mentioned in the Provisional Transcript
- Transfer courses from other university are "not mentioned" on Provisional Transcript