SZABIST  LETTER GRADE / MIGRATION LETTER REQUEST FORM
(For Student Use)

Name ________________________________ Reg. No. __________________ Program _____________

Applying for the issuance of:

☐ LETTER GRADE

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 Letter Grade Charges: Rs. 500/- No. of copies requested ☐

☐ MIGRATION LETTER

__________________________ Student’s Signature & Date

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FOR OFFICE USE

FINANCE DEPARTMENT:

CLEARANCE FOR LETTER GRADE:

Payment received for: ☐ No. of copies Total amount: _______________________

__________________________ Signature ______________________ Date

__________________________ Name of Finance Officer

CLEARANCE FOR MIGRATION LETTER:

Student has cleared all dues ☐ Yes ☐ No Total balance: _______________________

__________________________ Signature ______________________ Date

__________________________ Name of Finance Officer

RECORDS DEPARTMENT:

Note:
- Letter Grade will only be issued after payment of all dues at Finance Department
- Letter Grade 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 Letter Grade
- Transfer courses from other university are “not mentioned” on Letter Grade

Revised July 15, 2015