



Gandhara University Peshawar

APPLICATION FOR ISSUANCE OF TRANSCRIPT

(Please tick the appropriate boxes)

Please Issue Transcript:

Normal Issue of Transcript (25 working days) after receipt application.

Urgent Issue of Transcript (15 working days) (Payment details are overleaf)

(Please attach a copy of payment receipt)

Paste Your
passport size
Photograph
Here

PARTICULARS:

(To be filled in BLOCK LETTERS) by the candidate in his/her own handwriting. Student's own & father's name must be as on his/her SSC/IBCC equivalence Certificate and CNIC/Passport)

Name: _____ Date of Birth: _____

Father's Name: _____ Postal Address: _____

University Reg. #: _____ CNIC #: _____ - _____ - _____

Program: _____ Date of Admission: _____

Contact No: _____ Date of Completion: _____

Date: / /

Students Sign: _____

For Use by Gandhara University, Peshawar

☛ In case of Transcript, Outstanding dues are cleared, degree Fee is received.

Account Officer's Sign & Stamp

☛ In case of Transcript, result of project/Thesis are forwarded and received by the Gandhara University, all degree requirement have been completed.

Moreover, name and father's name of the application have been verified as per the attached SSC certificate. Students may be issued with the transcript as required.

Date given for collection of transcript: ____/____/____.

Deputy Controller of Examination
(P.T.O)

INSTRUCTIONS:

- Please make sure that all your dues are cleared before you request for Transcript
- Documents are necessary to be attested by the Principal or Vice Principal of your concerned discipline/program with this application form.
- Authority letter in case a third person is collect attested by gazette Officer/Principle or Vice Principal.

Fee will be charged as under:

Normal Transcript (25 working days) after receipt of application at GU -----	Rs. 2500/-
Urgent Transcript (15 working days) -----	Rs. 3000/-
Revised / Duplicate Normal (25 Working Days) -----	Rs. 2500/-
Revised / Duplicate Urgent (15 Working Days) -----	Rs. 3000/-
Transcript Verification Charges-----	Rs. 1500/-

Please attach a copy of the payment receipt.

MODES OF PAYMENT:

For students in Pakistan:

By Pay order/DD Drawn in favor of Gandhara University.

Accountant title: GANDHARA UNIVERSITY

Bank Name: FAYSAL BANK

Account No: 3201307900227023

Note: receipt of Payment (through any mode) must be enclosed with the application form.

FOR USE BY THE EXAMINATION DEPARTMENT, GANDHARA UNIVERSITY

Total Number of the Transcripts issued: _____ S.No: _____ Dated: ____/____/____

STUDENT RECEIPT

Urgent/Ordinary request for issuance of final transcript in respect of:

Name: _____, University Registration Number: _____

Program: Received by _____ Collection Date _____

Documents needed to be attached in following Sequence:

S.No	Document Attested	✓ x
1	Passport Size Pic (White background) (Attested Backside)	<input type="checkbox"/>
2	CNIC Copy	<input type="checkbox"/>
3	Fee Slip	<input type="checkbox"/>
4	Application Form	<input type="checkbox"/>
5	All DMC's	<input type="checkbox"/>
6	Matric and F.Sc Certificates	<input type="checkbox"/>
7	Provisional Character Certificate	<input type="checkbox"/>
8	The Photocopy of Degree if issued	<input type="checkbox"/>

Student Signature

Important Note:

All mentioned documents are necessary to be attached with this application form else application will not be considered till the provision of required documents.