



Gandhara University Peshawar

APPLICATION FOR ISSUANCE OF TRANSCRIPT

(Please tick the appropriate boxes)

Please Issue Transcript;

- Ordinary Issue of Transcript (10 working days) after receipt of application.
 Urgent Issue of Transcript (05 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: _____

- Attach a copy of CNIC and one recent passport size photograph Backside attested.
- Attach attested copy of Secondary School Certificate/ IBCC Equivalence Certificate.
- Attach attested copies of all Professional Examinations DMCs.

Date: / /

Student's 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 applicant have been verified as per the attached SSC certificate. Students may be issued with the transcript as requested.
- Date given for collection of transcript: ___/ ___/ ____.

Deputy Controller of Examination

INSTRUCTIONS:

- o Please make sure that all your dues are cleared before you request for Transcript.
- o Documents are necessary to be attested by the Principle or Vice Principle of your concerned discipline/program with this application form.
- o Authority letter in case a third person is to collect attested by gazette Officer/Principle or Vice Principal.
- o Fee will be charged for:
 Ordinary Transcript (10 working days) after receipt of application at GU -----RS. 1500/-
 Urgent Transcript (05 working days) -----RS. 2000/-

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.

Account 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 _____

_____.

Student Signature

Documents needed to be attached in following Sequence;

S.No	Document Attested	✓ / X
1	Passport Size Pic (White background) (Attested Backside)	
2	CNIC Copy	
3	Fee Slip	
4	Application Form	
5	DMCs 1 st , 2 nd , 3 rd , 4 th Year	
6	Matric and F.Sc Certificates	
7.	Provisional Character Certificate	
8.	The Photocopy of Degree if issued	

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.