



University of Central Punjab

Examination Department

Please read the instruction over leaf carefully before applying for Transcript

Application Form FOR TRANSCRIPT

Student Information			
Ref. No. (for Official use)		Date of Application	
CNIC No.:		1st Time apply <input type="checkbox"/>	2 nd Time apply <input type="checkbox"/>
Student Name: <small>use CAPITAL WORDS</small>		Reg. No.	
Father's Name: <small>use CAPITAL WORDS</small>		DOB	
Program:		Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>
Contact Info:	Mobile No.	Email:	
		CGPA	

Other Query If any: _____

Applicant Signature: _____

For Official Use			
Received By:	Date	Dues paid	Signature

Department:	Received by (Name & Signature):	Date:



University of Central Punjab

APPLICATION FOR TRANSCRIPT Acknowledgement

REF. NO.		DATE:	RECEIVED BY:
DOCUMENT:	TRANSCRIPT		
REGISTRATION NO.			
STUDENT NAME:			

Instructions and Requirements for Issuance of Transcript

Please fill up accurately all the details and submit alongwith the documents as required below:

Sr#	Check List	
1.	Spelling of name is correct on portal as per Matric certificate	<input type="checkbox"/>
2.	Spelling of Father's name is correct on portal as per Matric certificate	<input type="checkbox"/>
3.	Date of birth on portal is correct as per Matric certificate	<input type="checkbox"/>
4.	Clearance certificate from Accounts office is attached	<input type="checkbox"/>
5.	Certificate from VIS office (if applicable) is attached	<input type="checkbox"/>
6.	Attested Copy of Matric/O-Level Result Cards & (Equivalence) Certificate (Original Show) is attached	<input type="checkbox"/>
7.	Copy of attested CNIC is attached	<input type="checkbox"/>
8.	(There are no charges for issuance of final Transcript for the first time) Deposit slip of Rs.500/- from the Accounts office (In case degree requirements are not completed) is attached	<input type="checkbox"/>
9.	For multiple copies (up to 03) of final transcript, deposit slip of Rs.1000/- of the Accounts office is attached	<input type="checkbox"/>

For issues related to academics, please contact the concerned Dean.

Note:

- Normal time for processing and issue of Transcript is approximately 07 working days.
- Bring original CNIC and copy along with acknowledgement slip for collection of Transcript.
- In-case transcript is being collected on your behalf then the nominated person during collection is to submit:
 - Acknowledgment slip
 - CNIC copy of the applicant
 - Original CNIC of nominated person
 - Before coming to collect the transcript, please confirm on Phone: 0423-5880007 Ext.410, (Muhammad Rizwan Rashid) or on email address: rizwan.rashid@ucp.edu.pk