



University of Central Punjab

Examination Department

Please read the instruction carefully at back 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:		Reg. No.	
Father's Name:		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:

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Acknowledgement			
Ref. No.		Date:	
Document:	Transcript <input type="checkbox"/>		
Registration No.		Received by:	
Student Name:			

Instructions and Requirements for Issuance of Transcript

Accurately fill up all the details in the application form and submit it as instructed bellow:

Sr#	Instruction	Check Box
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.	Copy of Matriculation Certificate (Result Card) is attached	<input type="checkbox"/>
7.	Copy of CNIC is attached	<input type="checkbox"/>
8.	<u>For MS /MPhil. / Ph.D. Students</u> In addition to the above, they are required to attach copy of their degree notification.	<input type="checkbox"/>
9.	<u>NOTE: There are no charges for issuance of final Transcript for the first time</u> Deposit slip of Rs.500/- from the Accounts office (In case degree requirements are not completed) is attached	<input type="checkbox"/>
10.	For multiple copies (up to 03) of final transcript, deposit slip of Rs.1000/- of the Accounts office is attached	<input type="checkbox"/>

For any academic issue/s, please contact the concerned Dean.

Note:

- Normal time for processing and issue of Transcript is approximately 7 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

For any query please contact: Muhammad Rizwan Rashid Phone: 0423-5880007 Ext.410

or at email: rizwan.rashid@ucp.edu.pk