

Read the instructions carefully overleaf



IF ON campus:

- Get this form signed from G-16, Submit Fee in F-13, Attach Receipt, Submit the form in G-04, Collect transcript(s) from G-05

ELSE

- Download , fill and send the form with payment proof to GIKI.

Transcript Request Form-GIKI

Name: _____ Reg No. _____ Faculty _____

Financial Clearance from Account Department (Room No. G-16)

Certified that the above mentioned student has no outstanding dues against him/her.

Accounts Officer's Signature: _____ Date: _____

Transcript required for (General Use / University/Org./Dept. etc)	No of Copies	Sealed	Delivery **
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C

**

(A) Pick up transcripts (B) Send to the university directly (C) Send at the address given below

Address: _____

Cell No and Email address of the student: _____

Requested By: Name _____ RegNo. _____ Signature: _____

Collected By: Same as above OR Name & Signature: _____

For office use only

Total no. of transcripts issued _____ from S.No. _____ To: _____

Date: _____ Signature _____

Instructions for getting a Transcript

1. Request for Transcripts will not be processed unless financial clearance is obtained from **Room No. G-16 Accounts Department**.
2. It is advised to submit the request at least three days (**72 hours**) in advance.
3. Attach proof of payment of Rs.950 (US \$ 10, if applying from abroad) per order per first copy. Rs 650 (US \$ 8, if applying from abroad) for each additional set of max 3 copies (*), if ordered at the same time. Internal delivery by courier, if requested, will be charged extra.

(* As per requirement of University, a maximum of 3 copies can be provided per university/organization University name will be printed on each.)

Similar charges will apply for any subsequent order. International delivery by courier, if requested will be charged extra.

4. Please mention clearly the name of the graduate school, complete mailing address with country name and total number of transcripts per envelopes i.e. (2) means that there will be two transcripts in one envelope and (1+1) means that the two transcripts will be in separate envelopes.
5. Payment breakup:
6. Please provide complete address of the Graduate School/ University/ Department to which the transcript is to be sent directly else only name of the university is sufficient.
7. Attach **original proof of payment in ANY of the following format:**
 - a) Receipt of cash payment to account office, **Room No. F13** Administration Block
 - b) OR Receipt of online payment to
 - HBL A/C No. 19790000085901 for payment in PKR
 - HBL A/C No. 19790002044611 for payments in US \$
 - c) OR Receipt of swift transfer of US Dollars to Institute's accounts as detailed below:

Bank	Habib Bank Limited
Title of Account	GIK Institute Topi
Account No.	19790002044611
Branch Code	1979
SWIFT Code	HABB PKK AXXX
IBAN	PK76 HABB 0019 7900 0204 4611
 - d) OR Draft in favor of G.I.K. Institute withdraw able at HBL GIKI Branch must be attached with the Transcript Request Form.
8. Name, Registration No., Faculty and Complete mailing address along with Phone No. OR Hostel & Room No. should be provided.
9. The Transcripts are sent overseas and inland through registered mail and courier service respectively. There are no extra charges for mailing. However, to send your transcripts overseas through courier, additional payment of Rs. 1525/_ (US \$ 15) is required with a proof of payment as given in (6) above.

Request to be sent to:

The Office of Director Admissions & Examinations
Administration Building,
G. I. K. Institute, Topi
23640, Distt. Swabi,
Khyber Pakhtoonkhwa, Pakistan
Tel: 0938-281026 Ext. 2205, 2425, 2518, Fax : 0938-281052