



Transcript Request Form-GIKI

Name: _____ RegNo. _____ Faculty _____

Financial Clearance from Account Department (Room No. G-09)

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

Accounts Officer's Signature: _____ Date: _____

Delivery Option (Specify against each request)

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

Name of Destination University/Department (full address, in case to send directly)	No of Copies	Sealed	Delivery option										
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(D) Address: _____

Contact No: _____

Requested By: Name _____ RegNo. _____ Signature: _____

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

For office use only

Total no. of transcripts sheets 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. G09 Accounts Department**.
2. It is advised to submit the request at least three days (**72 hours**) in advance.
3. Some universities/organizations require multiple transcripts packed in specific manner. Please mention clearly the name of the graduate school 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. Please note that a maximum of 3 transcripts can be issued per university/organization. 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. The Institute may demand proof of multiple transcripts requirement.
4. Attach proof of payment of Rs.1,500 (US \$ 30, if applying from abroad) per order (a maximum of upto 3 transcripts for each university/organization, if so required).

Rs 750 (US \$ 20, if applying from abroad) for each additional order (a maximum of upto 3 transcripts for each university/organization, if so required).
5. The Transcripts are sent overseas through registered mail and inland through courier service without any extra charges for mailing. However, to send your transcripts overseas through courier, additional payment of Rs. 1250 (US \$ 25, if applying from abroad) is required along with payment as given in (4) above.
6. Attach **original proof of payment in ANY of the following format:**
 - a) Receipt of cash payment to HBL GIK Institute branch in account no. 19790000085901 during banking hours OR receipt of cash payment to account office, **Room No. G12** Administration Block, GIK Institute after banking hours
 - b) Receipt of online payment in Pak Rupees to HBL A/C No. 19790000085901
 - c) 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
 - d) Draft (in Pak Rupees denomination only) in favour of G.I.K. Institute drawable at HBL GIKI Branch.

Note: Personal Cheques, Money Orders, and draft drawable at other branches/banks are not acceptable.
7. Name, Registration No., Faculty and Complete mailing address along with Phone No. OR Hostel & Room No. should be provided.

Request to be sent to:

The Office of Director Admissions & Examinations
H.U. Beg Administration Building,
G. I. K. Institute of Engineering Sciences and Technology,
Topi 23640, Distt. Swabi,
Khyber Pakhtunkhwa, Pakistan

Tel: +92-938-271858-61 Ext. 2205, 2425, 2518

Fax : +92-938-272951