



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: _____

Phone/Mobile# _____

Requested By: Name _____ RegNo. _____ Signature: _____

Received By: Name _____ RegNo. _____ 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. G09 Accounts Department**.
2. It is advised to submit the request at least three days (**72 hours**) in advance.
3. A maximum of three transcripts per Graduate School/ University can be issued upon payment of Rs.500/- (US \$10 if applying from abroad). However, if you require more than one transcript per graduate school then 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. Don't forget to attach documentary evidence of number of transcripts required.
4. To obtain transcripts by hand in separate sealed envelopes a payment of Rs.500/- per transcript is required
5. 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.
6. Attach **original proof of payment in ANY of the following format:**
 - a) Receipt of cash payment to account office, **Room No. G12** Admin Block
 - b) Receipt of online payment to HBL A/C No. 19790000085901 for payment in PKR and HBL A/C No. 19790002044611 for payments in US \$
 - c) Draft in favor of G.I.K. Institute drawable at HBL GIKI Branch must be attached with the Transcript Request Form.
7. Name, Registration No., Faculty and Complete mailing address along with Phone No. OR Hostel & Room No. should be provided.
8. 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, extra payment of Rs. 1250/_ 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,
N.W. F. P., Pakistan

Tel: 0938-271858-61 Ext. 2205, 2425
Fax : 0938-272951