



# 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"/>	2nd 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:

✂ -----

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.	<b>(There are no charges for issuance of final Transcript for the first time)</b> 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 academic issues, 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

Phone: 0423-5880007

Ext.140

Muhammad Rizwan Rashid

[rizwan.rashid@ucp.edu.pk](mailto:rizwan.rashid@ucp.edu.pk)