



# AIR UNIVERSITY

(Office of the Registrar)

## URGENT TRANSCRIPT / DEGREE APPLICATION FORM

**URGENT**

D-3

U/G  P/G

To be filled by the candidate in CAPITAL LETTER

Student Name																									
Father Name																			Date of Birth						
Registration No.													Class							Section	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>		
Semester	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year							<input type="checkbox"/> PAF	<input type="checkbox"/> Non-PAF	E-mail												
Department																									
CNIC No.																									
Address																									
Contact No																									

1. Transcript \*

2. Degree †

Comments/Reason \_\_\_\_\_

Declaration:- I have cross-checked / proper filled all my personal details. I.e. Name, Father Name, Date of Birth, etc.

Student Signature \_\_\_\_\_

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
DATE		MONTH		YEAR

**Mandatory Documents:**

1\* HEC verified photocopies of previous Transcript and Degree, NTS, GAT result (MBA, MS, M.Phil, PhD) Blue Background Picture Passport Size, SSC Degree Attested Copy, HSSC Degree Attested Copy, IBCC Equivalence Certificate Attested Copy, Grade Report, Clearance Form, Departmental Verification that academic requirements for the program have been successfully completed. **Processing Fee Rs. 1000/-**

2 † Copy of Transcript. **Processing Fee Rs. 3000/-**

1. **07** working days for processing.\*

**Processing Time:**

**ISSUANCE OF DOCUMENTS**

1. The Transcript / Degree / Diploma or any other official document(s) would only be issued to graduate under formal receipt.

2. In case of inevitable circumstances a graduate can authorize his/her nominee through formal authority letter, proof of non-availability for self-collection and copies of graduate/nominee CNICs.

**For Office Use Only**

- 1. Verify with ID Card
- 2. Verify from System
- 3. Issued / Decline

Registration Assistant \_\_\_\_\_

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
DATE		MONTH		YEAR

Name, Father Name, Gender, DOB, CNIC all checked and verified from SSC +CNIC