

Transcript Request Form

GIK Institute of Engineering Sciences & Technology

Name _____ Reg No. _____ Faculty _____

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

It is certified that above mentioned student has no outstanding dues against him/her.

Accounts Officer's Signature _____ Date: _____

B. Delivery Option (Specify against each)

1. Pick up transcripts
2. Send to the university directly
3. Send at the address given in **C** below

Name of Destination University/Department (full address, in case to send directly)	No of Copies	Sealed	Delivery option
		Yes ☐ No ☐	1 ☐ 2 ☐ 3 ☐
		Yes ☐ No ☐	1 ☐ 2 ☐ 3 ☐
		Yes ☐ No ☐	1 ☐ 2 ☐ 3 ☐
		Yes ☐ No ☐	1 ☐ 2 ☐ 3 ☐

Charges. PKR. 2,000 / US \$ 8 Per Copy. For more details see instructions

C. Address: _____

Contact No. _____

Requested By: Name _____ Reg. No.: _____ Signature: _____

Collected By: Name _____ Reg. No.: _____ Signature: _____

For Office Use Only:

Total No. of Transcripts issued _____ From S. No.: _____ To: _____

Date: _____

Signature: _____

► Transcript(s) may be ordered by emailing this form along with payment proof to **muhammad.israr@giki.edu.pk**

Instructions for getting a Transcript

1. Request for Transcripts will not be processed unless financial clearance is obtained from **Room No. G-09 Finance Department**.
2. It is advised to submit the request at least three days (**72 hours**) in advance.
3. Attach proof of payment of Rs. **2,500** (US \$ 15, if applying from abroad) per order per first copy. **Rs. 1000** (US \$ 10, if applying from abroad) for each additional set of max 3 copies (*), if ordered at the same time. Similar charges will apply for any subsequent order.
4. The fee be paid in GIK Institute account as detailed below:

IBAN / Account Number: PK70HABB 0019790000085901

Name on the Bank Account: G.I.K Institute Topi

Beneficiary Address: G.I.K Institute of Engineering

Sciences and Technology Topi Swift Code: HABB PKK

AXXX

Bank Name: Habib Bank Limited GIKI Topi

Bank Address. Habib Bank Ltd G.I.K Institute Branch (1979), Topi
District Swabi KPK Pakistan

Request to be sent to:

The Office of Director Admissions and Examinations

H. U. Beg Administration Building,

GIK Institute, Topi, Distt, Swabi,

Khyber Pakhtoonkhwa, Pakistan

Tel: 0938-281026 Ext. 2205, 2425, 2518, Fax : 0938-281052

Email: muhammad.israr@giki.edu.pk