

Read the instructions carefully overleaf



## Transcript Request Form-GIKI

IF ON campus:

- Get this form signed from G-16, Submit Fee in F-13, Attach Receipt, Submit the form in G-04, Collect transcript(s) from G-05

ELSE

- Download, fill and send the form with payment proof to 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: \_\_\_\_\_

Transcript required for (General Use / University/Org./Dept. etc)	No of Copies	Sealed	Delivery **
1.		Yes <input type="checkbox"/> No <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
2.		Yes <input type="checkbox"/> No <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
3.		Yes <input type="checkbox"/> No <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
4.		Yes <input type="checkbox"/> No <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
5.		Yes <input type="checkbox"/> No <input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

\*\*

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

Address: \_\_\_\_\_

Cell No and Email address of the student: \_\_\_\_\_

Requested By: Name \_\_\_\_\_ RegNo. \_\_\_\_\_ Signature: \_\_\_\_\_

Collected By: Same as above ☐ OR Name & 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. 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.**1,500** (US \$ 10, if applying from abroad) per order per first copy. Rs. 750 (US \$ 8, 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.  
  
\* As per requirement of University, a maximum of 3 copies can be provided per university/organization University name will be printed on each.
4. Please mention clearly the name of the graduate school, complete mailing address with country name and total number of transcripts per envelopes i.e. (2) means that there will be two transcripts in one envelop and (1+1) means that the two transcripts will be in separate envelopes.
5. 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, additional payment of Rs. 2300/\_ (US \$ 25) is required with a proof of payment as given in para 7 below. International delivery by courier, if requested will be charged extra.
6. 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.
7. Attach **original proof of payment in ANY of the following payment modes:**
  - a) Receipt of cash payment to account office, **Room No. F13** Administration Block
  - b) For those applying from within Pakistan fee is charged in Pak Rupees. For those applying from abroad the fee is prescribed in US\$. However equivalent amount in Pak Rupees must be paid according to prevailing exchange rate. 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
  - c) Draft/Banker's Cheque in favor of G.I.K. Institute drawable at HBL GIKI Branch must be attached with the Transcript Request Form.
8. 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  
Administration Building,  
G. I. K. Institute, Topi  
23640, Distt. Swabi,  
Khyber Pakhtoonkhwa, Pakistan  
Tel: 0938-281026 Ext. 2205, 2425, 2518, Fax : 0938-281052  
Email: muhammad.israr@giki.edu.pk