## DOCUMENTS REQUIRED FOR TRANSCRIPT

**Name:** __________________________  **Reg. No.** ________  **Email:** __________________________

**Program:**  
- BBA (H)  
- MBA  
- B.E  
- MS  
- ADMS  
- BMS  
- BS  
- PhD  

**Type of Transcript:**  
- Complete: [ ]  
- Incomplete: [ ]  
- on plain sheet: [ ]  
- Camp. Transfer: [ ]

<table>
<thead>
<tr>
<th>Degree / Program</th>
<th>Marksheet (✓)</th>
<th>Certificate / Degree / (Receipt) (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation / O Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate / A Level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IBCC Equivalence Certificate (for A &amp; O level’s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other document / Transfer Form / GAT / Evidence for requesting Incomplete transcript on format.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues clearance from EDP.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Requirement of Placement department is mentioned on Placement form.

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**Student’s Signature:** __________________________  **Received by:** __________________________  
**SIC Officer/Coordinator**

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**Student Receipt**

**Dated:** ____________

**Name:** __________________________  **Reg. No.** ________  **Prog:** ________

**Type of Transcript:**  
- Complete: [ ]  
- Incomplete: [ ]  
- on plain sheet: [ ]  
- Camp. Transfer: [ ]

**Student’s Signature:** __________________________  **SIC Officer/Coordinator**

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For transcript information contact to SIC Deptt. 111-264-264, Main 1028, EDC 1080.
APPLICATION FOR TRANSCRIPT
(INCOMPLETE PROGRAM)

Name: ____________________________________________
(IN BLOCK LETTERS)

Father’s Name: ____________________________________________
(IN BLOCK LETTERS)

Registration No: ________ Phone/Mobile No. _________________________

E-mail address ____________________________________________

Date of Admission (mention term and year) __________________________

Program

□ BBA (H) □ MBA □ B.E □ M S
□ BMS □ BS □ BCS/BIT □ PhD

Field of Specialization ____________________________ by Majors _______________________
(In complete cases only)

Signature of Chairman of the Dept ____________________________________________
(In case of programme completed only) Signature

Transcript already issued (if any) ____________________________________________

Transcript required for term (s) ____________________________________________

Are you enrolled in current term? ____________________________
(Course names) / Project

__________________________ ______________
Signature of Applicant Date of application

Verified by Accounts Officer
Dues Clear)

Verified by Head IRC

Transcript Received By

Name: ____________________________

Signature: ____________________________

Controller of Examination
STUDENTS CLEARANCE CERTIFICATE

Certifies that nothing is outstanding against Mr./Mrs./Miss. __________________________
Registration #: __________________ Programme/Deptt: __________________ Date: __________
at the time of leaving the Institute:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Resource Center</td>
<td></td>
</tr>
<tr>
<td>Head of Department</td>
<td></td>
</tr>
<tr>
<td>Accounts Department</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Registrar

I affirm that irrespective of the above clearance given by Respective Department I do not owe anything to Iqra University. If any due is found against me, I authorize Iqra University Management to recover the same from my final account.

Signature________________________________

Cheque issued in favor of (Capital Letter)
UNDERTAKING  

I ______________________ S/o. / D/o. ______________________
bearing Registration No. __________________, Student of ____________, have
applied for my complete / incomplete transcript.

CORRECT NAME SPELLING

I undertake that, I follow my _____________________ Certificate / Degree to use my
father name and my name spelling which are :

Name: __________________________________________________________
Father’s Name: ___________________________________________________

The above information must be printed on my Transcript and Degree.

UNAVAILABLITY OF DEGREE  / CERTIFICATE

I undertake the (incase of unavailability of previously earned degree / certificate), I will
submit a photo copy of my degree / certificate duly verified by the issuing University / Board at the time of submitting my final degree application(s).

I fully undertake that the information provided above is true, I have carefully read and
filled, incase of misrepresentation and misunderstanding, Iqra University, Karachi will not
be responsible by any mean.

Signature & Date:

• For Master Degree: Bachelor Degree / previously earned.
• For Bachelors: Intermediate Final Certificate (Incase of A’Level: Equivalency from IBCC).
• Pass certificate will not be accepted.
• The undertaking will be used for future reference.
ENROLLMENT FORM

Application for enrollment supported by the necessary certificate shall be submitted to the Registrar within 6 weeks of the date of admission in case of normal admission. The undersigned hereby applies for enrollment as a student of Iqra University.

My particulars are as under:-

Name: ____________________________________________ Reg. No. __________

Father’s Name: ___________________________ Father’s Occupation: _______________________

Program: _______________ Cell No. _____________________ Phone_____________________

NIC No. ___________________________ Marital Status: _______________ Gender: ___________

Date of Birth: _________________ Nationality: _______________ Religion________________

Address: ______________________________________________________________________

___________________________________________________________________________

EDUCATION:

<table>
<thead>
<tr>
<th>Certificate of Degree</th>
<th>Board / University</th>
<th>Year of Passing</th>
<th>Division / Grade</th>
<th>Subject of Major Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation / O’Level</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Master Degree</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The above information is correct to the best of my knowledge. Incorrect information may result in cancellation of enrollment / admission and detention from examination.

Date of Provisional Admission in 1st Semester _______________

______________________________
Signature of Applicant
CERTIFICATE

Certified that candidate has been admitted in this institution in _____________ term ________
Programs recommended for enrollment for the academic session______________.

Date ______________

Assistant Registrar Enrollment

FOR OFFICE USE ONLY

The entries in the form have been checked and found in order. On the basis of the above information he / she be enrolled.

__________________
In charge (Enrollment)

The candidate may be enrolled.

DATE:_____________

REGISTRAR

IMPORTANT NOTES AND INSTRUCTIONS

1. Enrollment fee Rs. 200/= should be deposited in Accounts Department and the receipt be attached with application form.
2. This form should be invariably filled in by the candidate himself/herself.

<table>
<thead>
<tr>
<th>The fees of Transcripts:</th>
<th>Incomplete Transcript (On the format)</th>
<th>Rs.1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Transcript (On the format)</td>
<td></td>
<td>Rs.2000</td>
</tr>
</tbody>
</table>

DOCUMENTS TO BE SUBMITTED -
Photocopies of the following documents duly attested by the Assistant Registrar / Deputy Registrar must be enclosed with the enrolment form, failing which enrolment will be liable to cancellation and the fee shall not be refunded.

2. Intermediate / A’ Levels Certificate and Mark Sheet.
3. Bachelor Degree and Mark Sheet (only for Master’s Programme Candidates).
4. Two recent photographs.
5. Any other necessary document(s) may be asked for.