



# KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK

## EXAMINATIONS (SECRECY) SECTION

27200 - Karak, Khyber Pakhtunkhwa, Pakistan Ph. # 0927-291024

### APPLICATION FOR FINAL TRANSCRIPT

(Before filling in the form, please read the instructions overleaf, carefully)

Please tick mark (✓) the relevant box.

<b>Nature of Transcript:</b>	<input type="checkbox"/> Original	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Revised
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<b>Tick Whether Student of</b>	<input type="checkbox"/> KKKUK	<input type="checkbox"/> Affiliated Colleges
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Affix Recent  
Passport Size  
Photograph

To be  
Attested on  
Back Side

- Name (in block letters): \_\_\_\_\_  
(as per Secondary School Certificate)
- Father's Name (in block letters): \_\_\_\_\_  
(as per Secondary School Certificate)
- CNIC/Passport No. \_\_\_\_\_
- Department/College/Institute: \_\_\_\_\_
- Contact No: \_\_\_\_\_ 5. Date of Birth: \_\_\_\_\_ 6. Date of Admission: \_\_\_\_\_
- Last Semester  Fall 20\_\_\_\_  Spring 20\_\_\_\_
- Previously held Degree/Certificate/Diploma \_\_\_\_\_  
(On the basis of which admission was sought/granted)
- Name of Board /University/DAI \_\_\_\_\_  
(From where the Last Degree/Certificate/Diploma obtained)
- Session/Year: (For Regular Students): From Spring/Fall - 20 To Spring/Fall - 20
- Session/Year: (For Private Candidates): \_\_\_\_\_
- Total Marks/CGPA: \_\_\_\_\_ Obtained Marks/CGPA \_\_\_\_\_ Division \_\_\_\_\_
- Result Declaration Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Exam Passed:  As a Whole  In Parts
- Mode of Study:  Regular  Private  Late College  Online Distance Learning
- Detail of previously held qualifications:

Documents Check List		
Please tick mark (✓)		
1	Photograph	
2	Fee Slip	
3	CNIC	
4	MS/MPhil Degree	
5	MS/MPhil Transcript	
6	MSc/MA Degree	
7	MSc/MA DMC	
8	BSc/BA Degree	
9	BSc/BA DMC	
10	HSSC Certificate	
11	HSSC DMC	
12	SSC Certificate	
13	SSC DMC	
14	Clearance	

S.No.	Degree /Certificate	Obtained	Total	Percentage	University/Board
1.	MS/M Phil				
2.	MSc/MA/BS/Equivalent				
3.	BSc/BA/AD/ Equivalent				
4.	HSSC/Equivalent				
5.	SSC/Equivalent				

### UNDERTAKING

Certified that I have completed all the requirements for the issuance of Transcript and have deposited Rs. \_\_\_\_ vide Bank Deposit Slip/ Draft No. \_\_\_\_ in \_\_\_\_\_ Bank \_\_\_\_\_ Branch, Dated \_\_\_\_/\_\_\_\_/20\_\_\_\_. Further certified that the information provided is true and the documents attached are genuine, to the best of my knowledge and belief and that nothing has been concealed. In case of any concealment of facts or forgery of documents, I will be held responsible and the University shall have the right to cancel my Transcript or make any other decision, whatsoever, as per its rules/regulations.

Dated \_\_\_\_/\_\_\_\_/20\_\_\_\_

Signature of the Applicant

Attestation of Chairperson/ Head of the Department/Principal of the College/Gazetted Officer

(Please read instruction 12 to 13 overleaf)

Certified that the above data is correct and the Department/College/Institution has no objection regarding issuance of the Transcripts to the applicant.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Office Seal: \_\_\_\_\_

### (For Office Use Only)

The applicant has completed all the degree requirements and cleared all outstanding dues/documents. The transcript, may therefore, be processed please.

ACE/DCE(Conduct)      ACE/DCE (Semester)      ACE/DCE (DR&M)      ACE/DCE (Secrecy)

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### Acknowledgement

Received Transcript Application Form in respect of Mr/Ms./Dr. \_\_\_\_\_ s/d of \_\_\_\_\_  
 Registration No. \_\_\_\_\_ Program \_\_\_\_\_ Session/Year \_\_\_\_\_  Annual  Supply  Semester  
 on \_\_\_\_/\_\_\_\_/20\_\_\_\_

<b>Application Priority:</b>	<input type="checkbox"/> Normal	<input type="checkbox"/> Urgent	<input type="checkbox"/> Most Urgent
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For Information, please contact at 0927291038.

Dealing Assistant (Secrecy Section)

## INSTRUCTIONS

1. Please fill in all the columns. **Do Not** leave any column unattended. **Write N/A where not applicable.**
2. Incomplete Form shall **NOT BE ENTERTAINED** under any circumstances.
3. Attach attested copies of all the documents in the same sequence as provided in the check-list at the right margin of the front page
4. **Fee** must be deposited as per the following rates at the Designated Bank/Branch.

S.No	Priority	Issuing Period/Timeline	Fee Rate (Rs.)
1.	Normal	20 working days	Rs. 1100/-
2.	Urgent	10 working Days	Rs. 2200/-
3.	Most Urgent	03 working Days	Rs. 3300/-

**NB.: Fee remitted by Money Order will not be accepted.**

5. The photograph must be taken in formal dress, and attested at the back side.
6. For an **Urgent Transcript**, the form must be submitted before 11:00 A.M, of the working day, positively.
7. For the reason of incomplete Form/wrong information/Result Late Case/Name Correction Problem/Non availability of the signing authorities or any other unforeseen situation, the office shall **not be held responsible for delay in the issuance of Transcript within the stipulated time.**
8. The receipt must be verified by Account Section, KKKUK in case the fee has been deposited in other than the designated Bank Branch.
9. In case, where the specialization is to be mentioned on the transcript, a certificate to the effect is to be submitted from the concerned Department/ Institution/ College.
10. The application for **Duplicate/Triplicate Transcript** should be supported by an **affidavit on stam paper** (specimen obtainable from the Examination Section/KKKUK website), along with copy of press cutting and FIR/Police.
11. The name and father's name are written in the Transcript as per Registration Card. In case of any error in the Registration Card/Marks Sheet, it must be corrected before submission of the form.
12. (i) University students are required to attest the Form by the Chairperson/Head of the concerned Department.  
(ii) Students of affiliated college(s) are required to attest it from the Principal of the concerned college.
13. The attestation officer will be held accountable for any wrong attestation.

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### Procedure for Receiving Degree

- a The **Acknowledgement Receipt and Original CNIC** must be produced at the time of receiving the degree.
- b Degree will be issued to the applicant in person. In absence of the applicant, however, the following documents must be produced:

S.NO	Documents	S.No.	Documents
<b>i</b>	Original Acknowledgement receipt	<b>iii</b>	Authority letter duly signed by the Applicant in favour of the the recipient
<b>ii</b>	Copy of CNIC of the applicant	<b>iv</b>	Original CNIC of recipient along with a photocopy

The candidate/ recipient failing to produce the above documents at the time of receiving the degree will not be entertained