



KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

EXAMINATIONS SECTION

Kohat-26000, Khyber Pakhtunkhwa, Pakistan Ph # 0922-554563-65, Fax # 554556

GUIDELINES/ PROCEDURE/ REQUIREMENTS & FEE STRUCTURE FOR OBTAINING FINAL TRANSCRIPT (SEMESTER SYSTEM)

Read out the following Instructions carefully before applying for the Final Transcript

1. Obtain Provisional Transcript from your concerned Department/ Institute/ Centre/ College.
2. Check your Name, Father's Name, Enrollment No., and University Registration No. in the Provisional Transcript.
3. Verify your University Registration No. from the Registration & Migration Section of Examination Section, KUST.
4. Mention your MAJOR SUBJECT/ SPECIALIZATION on the Provisional Transcript.
5. Endorse/ Verify the Provisional Transcript from the Chairman/ Director/ Principal of your concerned department.
6. Deposit Fee for the Provisional Transcript in HBL, KUST Account and attach the Original Deposit Slip and copy of NIC below the Provisional Transcript. (Amount of Fee explained at the end).
7. Attach Clearance Certificate duly signed by the all concerned.
8. Attach the Provisional Certificate issued from the Department/ Institute/ Centre/ College.
9. Attach photocopy of your Secondary School Certificate and/or DMCs, if SSC not yet issued.
10. Attach photocopy of your Intermediate Certificate and/or DMCs, if HSSC not yet issued.
11. Attach photocopy of your B.Sc. or BS (Hons) Degree (if applicable) and/or DMCs, if the Degree not yet issued.
12. The M.Phil/Ph.D scholars shall attach the copy of the Final Result Notification by Examination Section, KUST.
13. Attach Affidavit/ Stamp Paper in case of Name Correction or any other reason, if applicable.
14. Attach all the documents in the order explained above.
15. Apply for and/or receive the Final Transcript in person. Inform the concerned section if a nominee/ authorized person is requested to receive the Final Transcript.
16. Please Note that the Transcript(s) will be issued with in the stated period subject to the availability of the signing authority.

PLEASE NOTE:

SUBMIT YOUR DOCUMENTS IN ORDER OF THE LIST GIVEN ABOVE. THE CASE WILL NOT BE PROCESSED IF ANY DOCUMENT(S) OR INFORMATION FOUND MISSING. RESULTANTLY, THE STAFF WILL NOT BE RESPONSIBLE FOR ANY DELAY DUE TO SUCH REASONS OR ANY CIRCUMSTANCES BEYOND CONTROL, IRRESPECTIVE OF THE URGENCY OF THE CASE.

FEE STRUCTURE FOR OBTAINING FINAL TRANSCRIPT

Working Days	Category	Fee
2 Days	Most Immediate	Rs. 1000/-
3 Days	Immediate	Rs. 700/-
7 Days	Urgent	Rs. 500/-
14 Days	Normal	Rs. 100/-

Please Note that the Transcript(s) will be issued with in the stated period subject to the availability of the signing authorities.