



# KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

## EXAMINATIONS SECTION

Kohat-26000, Khyber Pakhtunkhwa, Pakistan Ph # 0922-5291501, 0922-52914749

### 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 **duly signed by** the Chairman/ Head/ Director/ Principal of the 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. **Deposit Fee** for the Final Transcript in HBL, KUST Account 100-0 and **attach the Original Deposit Slip and copy of NIC** above the Provisional Transcript. (Amount of Fee explained at the end).
6. Attach **Clearance Certificate** duly signed by the all concerned.
7. Attach the **Provisional Certificate** issued from the Department/ Institute/ Centre/ College.
8. Attach photocopy of your **Secondary School Certificate** and/or DMCs, if SSC not yet issued.
9. The **M.Phil/ Ph.D scholars** shall attach the copy of the **Final Result Notification** issued by the Examination Section, KUST.
10. **Attach all the documents in the order explained above.**
11. **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.
12. **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/-

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