

OFFICE OF THE CONTROLLER OF EXAMINATIONS

(Final Transcript Request Form)

PERSONAL DETAILS

Student's Name:		Registration No.:	
Father Name:		Session:	
Department:		Passing Year:	
CNIC No.:		Contact No.:	
Postal Address:			

TRANSCRIPT FEE PAYMENT DETAILS

Payment Date:		Receipt No.:	
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CLEARANCES

Clearance by:	Remarks if any:	Signatures
Registrar		
Course Coordinator		
Treasurer Office		
Library		
Transport In-charge		
Hostel In-charge		
Store In-charge		

Student's Signature & Date: _____

Controller of Examinations

FOR OFFICE USE ONLY (Do not write below this line)

Transcript No.: _____

Issued by: _____

Original Transcript Received by:

Name: _____

Signatures with date: _____

INSTRUCTIONS

1. This form is only for the issuance of final transcript, no request will be entertained without this form.
2. The candidates must get all clearances before submitting this Form to the Office of the Controller of Examinations (CoE).
3. Please attach photocopy of Computerized National Identity Card (CNIC).
4. Transcript fee will be deposited to the Treasurer Office and attach deposit slip in original with this form. Following is the Transcript Fee:-
 - a. Original Transcript Rs. 1,500 /-
 - b. Duplicate Transcript Rs. 1,000 /-
 - c. Revised Transcript Rs. 1,000 /-
5. Final Transcript will only be issued after completing all the degree requirements according to the PIFD Semester Regulations.
6. No grade improvement / change is admissible once the Final Transcript is issued.
7. The student is advised to receive Final Transcript in person, for being residing abroad he/she may send his/her blood relation nominee with an authority letter & a copy of CNIC to collect Final Transcript.
8. Incomplete form will not be processed.

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