

SZABIST LETTER GRADE / MIGRATION LETTER REQUEST FORM

(For Student Use)

Name _____ Reg. No. _____ Program _____

Applying for the issuance of:

LETTER GRADE

Last Semester (*Spring; Summer; Fall*): _____ Year: _____

Last Quarter (*For EMBA students only*): _____ Year: _____

No. of courses passed in last semester / quarter: _____ Total courses passed: _____

To be issued in sealed envelope: Yes No

Per Letter Grade Charges: Rs. 500/- No. of copies requested

MIGRATION LETTER

Student's Signature & Date

FOR OFFICE USE

FINANCE DEPARTMENT:

CLEARANCE FOR LETTER GRADE:

Payment received for: No. of copies _____ Total amount: _____

Name of Finance Officer

Signature

Date

CLEARANCE FOR MIGRATION LETTER:

Student has cleared all dues Yes No Total balance: _____

Name of Finance Officer

Signature

Date

RECORDS DEPARTMENT:

Note:

- Letter Grade will only be issued after payment of all dues at Finance Department
- Letter Grade will be issued within 7 working days & at least two weeks after official results have been posted
- Migration Letter will be issued within 3 working days
- CGPA will be mentioned in the Letter Grade