

COMSATS Institute of Information Technology

Lahore Campus

Incomplete Transcript Request Form

To be filled by the Student:-

Registration No.: _____ Department: _____

Name: _____ Father's Name: _____

Reason for apply (Please tick with ✓): DI Status Rustication Admission Cancellation

Remarks: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 2,500/- for Incomplete Transcript).
2. Clearance from all departments.
3. Copy of the CNIC of the applicant.

I declare that this information submitted by me is true to the best of my knowledge and I agree with the rules/regulations of CIIT.

Date: _____ Student Cell #: _____ Student Signature: _____

For Registration Office Only

Admission Cancellation Date: _____ Marked on CuOnline Yes or No

Name & Signature: _____ Date: _____

For Examinations Office Only

Diary In No: _____ Is documentation Complete or Incomplete

Remarks: _____

Received by(Name & Signature): _____ Date: _____

Marked to: _____ Date: _____

Covering letter for PS has been prepared: Yes or No

Incomplete Transcript has been prepared/verified: Yes or No

Name & Signature: _____ Date: _____