



COMSATS University Islamabad

Lahore Campus

Incomplete Transcript Request Form

Registration No.: CIIT / _____ / LHR		SfS Clearance Query #: _____
Student's Name: _____		Father's Name: _____
Postal Address: _____		
Contact #: _____		Email: _____
Current Status: ☐ Admission Cancelled ☐ Currently Enrolled		
I declare that the information submitted by me is true to the best of my knowledge and I agree with the rules/ regulations of CUI.		
Date: _____		Signature: _____
Documents Required:-		
If status is Admission Cancelled (left the University without completing degree)	If you are currently enrolled (studies in progress at CUI) and require an Incomplete Transcript for HEC attestation	
1. Original paid challan receipt (Rs. 2000/- for issuance of an Incomplete Transcript). 2. Copy of the CNIC of the applicant. 3. Copy of SfS completed clearance certificate 4. Remarks from Registration Section	1. Original paid challan receipt (Rs. 2000/- for issuance of an Incomplete Transcript). 2. Clearance Remarks from Account Section in the given below section	
For Registration Section Only	For Accounts Section Only	
Admission Cancellation Date: _____	All Previous Fee Cleared: ☐ Yes or ☐ No	
Marked on Cu-Online: ☐ Yes or ☐ No	Details of pending fees: _____	
Name of the Official: _____	Name of the Official: _____	
Sign & Stamp: _____	Sign & Stamp: _____	
Date: _____	Date: _____	
For Examinations Office		
Diary In No: _____	Documentation Status	☐ Complete or ☐ Incomplete
Incomplete Transcript has been prepared/verified:	☐ Yes	or ☐ No
Issuance Serial NO. _____	Name & Signature: _____	Date: _____