



# INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

## APPLICATION FOR DETAILED TRANSCRIPT OF CREDIT

**The Director  
Institute of business Administration  
Karachi.**

Respectfully I apply for detailed Transcript of Credit. My particulars are as under:

NAME OF STUDENT: \_\_\_\_\_ Enrolment No: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CONTACT NO. \_\_\_\_\_

NAME OF EXAM PASSED: \_\_\_\_\_ MONTHS & YEAR OF COMPLETION. \_\_\_\_\_

PROGRAMME (MORNING/EXECUTIVE/MIS/BCS) \_\_\_\_\_

DATE OF COMPREHENSIVE EXAMINATION PASSED \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

## CLEARANCE FORM THE LIBRARY

Certified that no library books, Magazines, etc. is outstanding against Mr./Ms. \_\_\_\_\_

\_\_\_\_\_ and that the borrower's card issued to him has been cancelled.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Librarian

## CLEARANCE FORM THE HOSTEL

Certified that no Hostel dues are outstanding against Mr./Ms. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Hostel Superintendent

## INTERNSHIP CLEARANCE

Certified that Mr./Ms. \_\_\_\_\_ has completed  
Internship program with \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Placement Officer



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## CLEARANCE FROM ACCOUNTS SECTION

Certified that no dues are outstanding against Mr./Ms. \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Accountant

Mr./Mrs \_\_\_\_\_ has paid Transcript fee Rs. \_\_\_\_\_ vide receipt

No. \_\_\_\_\_

Dated. \_\_\_\_\_

\_\_\_\_\_  
Accounts Section

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## CLEARANCE FROM DAY PROGRAM OFFICE

The above information given by the student is correct. His/her transcript of BBA ( Hons.)/ MBA may be issued.

\_\_\_\_\_  
Program Office

The above transcript No. \_\_\_\_\_ of BBA/MBA has been prepared on \_\_\_\_\_

\_\_\_\_\_  
Prepared By

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I have completed the following optional/additional courses:

OPTIONAL COURSES	TEACHER	SEMESTER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
ADDITONAL COURSES (if any)		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

\_\_\_\_\_  
Student's Signature