



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



INSTITUTE OF BUSINESS ADMINISTRATION KARACHI

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

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

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