

Name: _____

Registration No.: _____ Program: _____

Applying for the issuance of:

- Revised Final Transcript and Degree (Correction in Name / Father's Name Only)
- Duplicate Final Transcript and Pass Certificate
- Duplicate Degree (Normal)

Signature

Contact Number

Date

FOR OFFICE USE

Finance Office:

Payment received for:

- Revised Final Transcript and Degree: AED 250/-
- Duplicate Final Transcript: AED 250/- per copy No. of copies _____
- Duplicate Degree (Normal): AED 500/- per copy . No. of copies _____

Total payment received AED. _____

(Signature & Date)

Records Department:

Transcript #: _____ Serial #: _____

Date of Issuance: _____

Signature

Note:

- Photocopy of Original Transcript & Pass Certificate / Degree along with payment receipt must be attached with this form & submitted to the Records Department.
- Normal processing time is 2 month for Transcript and Pass Certificate and 1 month for Degree.
- In case of nominating someone else to collect the Duplicate Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the Emirates ID.
- For issuance of Revised Final Transcript and Degree, student has to return the Original Final Transcript, Pass Certificate and Degree issued by SZABIST.
- Photocopies of all previous educational documents (Matric /O'Level onwards) must be submitted and Original documents to be presented at Records Department at the time of submission of Form.
- Revised Final Transcript and Degree will be issued only ONCE.