



PROVISIONAL TRANSCRIPT/MIGRATION LETTER REQUEST FORM

Name: _____ Reg. No. _____ Program: _____

Contact No: _____ E Mail ID: _____

Provisional Transcript

Last Semester (Spring, Summer; Fall) _____ Year: _____

Migration Letter

Reason:

Per Letter charges: AED 31.50/- (Including 5% VAT) No. of Copies

Student's Signature & Date

For Office Use

Admissions Office: Comments _____ Signature _____ Date _____

Controller Records: Comments _____ Signature _____ Date _____

Program Manager: Comments _____ Signature _____ Date _____

Finance Clearance:

Payment received for:

Provisional Transcript: No. of copies Total Amount: _____

Migration Letter: *Student has cleared all dues and clearance done* Yes No

Amount Paid: _____ Signature & Date: _____

Manager Operations: Comments _____ Signature _____ Date _____

Note:

- Provisional Transcript will only be issued after payment of all dues at Finance Office.
- Provisional Transcript will be issued within **7 Working Days** and at least two weeks after official results have been posted on ZABDesk.
- Urgent request processing fees AED 63/- (VAT Included) (*Letter will be issued within two working days*)
- CGPA will be mentioned in the Provisional Transcript
- Transfer courses from other university will "**Not Be Mentioned**" on Provisional Transcript
- Migration letter will be issued in **7 Working Days**
- Graduates applying for Migration Letter: it is Mandatory to attach a photocopy of Final Transcript issued from SZABIST
- Continuing students cannot apply for migration letter, in order to get the letter student status must be officially left
- In case of nominating someone else to collect the Provisional Transcript the student has to email an authority letter to Records Department. The Nominee has to present the original Emirates ID and to submit a copy of his/her Emirates ID
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations