SZABIST
DUBAI CAMPUS

REVISED / DUPLICATE TRANSCRIPT / DEGREE FORM

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 315/- (Kenxf kpi '7' "XCV)

☐ Duplicate Final Transcript:AED 262.50/- per copy (Kenxf kpi '7' "XCV) No. of copies _____

☐ Duplicate Degree (Normal): AED 525/- per copy (Kenxf kpi '7' "XCV) 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 <u>ONCE.</u>*
  5% VAT applicable as per U.A.E Federal Tax Authority regulations

Revised On: September 9, 2018