



NUTECH TRANSCRIPTS AND CERTIFICATES
POLICY
(NTCP)

NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)
ISLAMABAD, PAKISTAN

NUTECH TRANSCRIPTS AND CERTIFICATES POLICY (NTCP)

1. **Transcript and Certifications**

- a. **Online Transcript Ordering.** Transcripts, in either paper or electronic format, can be ordered online. Electronic transcripts are delivered as a secure PDF, and can be sent to any valid email address. The electronic transcript is available to anyone who has attended a course at NUTECH.
- b. **Certifications.** Certifications of current enrollment can order online. Other types of certifications can be ordered at directly from the Registrar's Office.

2. **Transcripts**

- a. **Electronic Transcripts (eTranscripts).** NUTECH will offer an official electronic transcript, which will be delivered to any valid email address via secure certified PDF. The recipient will be notified by email to download the electronic PDF transcript from a secure web site. eTranscript orders will be delivered to the recipient within one working day of the order. The students must be aware that orders that include any forms to be completed by the Registrar's Office may require additional processing time.
- b. **Paper Delivery.** Official paper copies of transcripts may also be ordered. Most paper transcript orders will be processed and sent within one to two business days. A person may choose delivery by first class mail or express shipping.
 - (1) **Charges for Express Shipping.** The students will be charged per destination for express shipping. Shipping multiple transcripts or certification letters together to the same address is considered a single destination.

3. **Attendance and Degree Certifications**

- a. **How to Order In Person.** The students may visit the Registrar's Office to request a certification of their attendance and degree(s). In most cases, the certification can be produced on the spot. The office hours are Monday-Friday 9:00 am to 5:00 pm.

b. **How to Order by Fax, Mail, or Email.** The applicant must send a request to the Registrar's Office which includes:

- (1) His/her complete name (while at NUTECH).
- (2) Own NUTECH ID number (if known).
- (3) Date of birth of the applicant.
- (4) Approximate dates of attendance.
- (5) NUTECH degrees awarded (if any).
- (6) The information he/she would like included in the certification.
- (7) Name and address or fax number where the applicant wants the certification sent. If necessary, he/she may choose to have the certification sent via express shipping service.
- (8) A daytime phone number or email address where he can be reached
- (9) The signature of the applicant if he/she wants GPA or undergraduate quartile class rank included.

4. **Enrollment Certifications.** Enrollment certifications provide official proof of current enrollment of students at NUTECH. There are a variety of common reasons why you may be asked to provide this proof, such as for scholarships or insurance, or for opportunities such as potential internships or employment:

5. **Subject Registration Letters.** Subject registration letters provide not only proof of current enrollment status, but also list the subjects for which a student is currently registered. Subjects do not appear on transcripts until the term comes to an end and final grades are recorded. If an insurance company, scholarship organization, or other entity requires written evidence of in-progress subjects, a subject registration letter will satisfy this need. A subject registration letter shall include:

- a. Complete name of an applicant.
- b. Start and end dates of the current term (Please note that although IAP is considered to be part of the fall term for enrollment purposes, a fall subject registration letter does not include the dates for IAP. If an applicant require a letter during the fall term that certifies his/her enrollment through the end of IAP (please see the instructions for enrollment certifications).

- c. The level (undergraduate or graduate) of applicant.
- d. Registration load status for the current term (full-time, three-quarters time, half-time, or less than half-time).
- e. Subject numbers, titles, and number of units for each subject for which the applicant is currently registered.
- f. **How to Order In Person.** Visit the Registrar Office:
 - (1) Monday, Wednesday, and Friday: 9:00am-5:00pm.
 - (2) Tuesday and Thursday: 10:00am-5:00pm.
- g. **How to Order by Fax or Mail.** The student must send a request to Registrar:
 - (1) Complete name of an applicant.
 - (2) NUTECH ID number.
 - (3) The degree he/she is pursuing.
 - (4) The information an applicant would like included in the certification.
 - (5) Name and address or fax number where he/she wants the certification sent. If necessary, an individual may choose to have the certification sent via express shipping service.
 - (6) A daytime phone number or email address where he/she can be reached.
 - (7) Signature of an applicant.

8. **Dean's Certifications.** Applications to professional schools sometimes require a "Dean's Certification Form" to be completed and signed by a Dean or other school official at NUTECH. If a student is applying to a professional program that requires this type of certification, the Registrar's Office can coordinate completion of the form for him/her. Completion of a Dean's certification form usually involves a check of the student disciplinary record. It must be noted that the office does not report academic probations, warnings, or required withdrawals, and we do not respond to questions regarding the general character of students. Processing the form can take up to two

weeks. The office will make every effort to process the forms quickly, but the applicant must plan well in advance.

a. **How to Order**. The student will first need to obtain the Dean's certification form from the school to which he/she is applying. Then, submit it to the Registrar's Office (open Monday-Friday 9:00 am to 5:00 pm) in person, by fax, or by mail. To submit by fax or mail, he/she must send the Dean's certification form along with a completed request for Dean's certification. In lieu of this request form, the student may submit a cover letter which includes the following:

- (1) His/her complete name (while at NUTECH).
- (2) His/her date of birth.
- (3) His/her NUTECH ID number (if known).
- (4) Approximate dates of attendance at NUTECH.
- (5) NUTECH degrees awarded (if any).
- (6) A daytime phone number or email address where he/she can be reached.
- (7) His/her signature (required on the cover letter as well as the Dean's certification form).
- (8) Name and address of the school for which the form is being completed.
- (9) Instructions regarding how he/she would like the office to handle the form upon its completion. If necessary, he/she may choose to have the Dean's certification sent via express courier service.

Some schools will require that the forms are sent directly to them, others will prefer that it should be sent back to this office and that he/she submit it with his/her other application materials. All instructions must be read carefully and include this information on the request form or cover letter. All forms will be sealed in an envelope with a signature across the back flap. If he/she is submitting forms from multiple schools, it is not necessary to include a cover letter for each. Simply list the names and

addresses of the schools and provide instructions for each on a single request form or cover letter, if possible. Submit the request and the Dean's certification form(s) to the Registrar's Office.