

**Date:**

**To**

The Controller of Examinations  
Pokhara, Gandaki Province, Nepal

**Subject:** Request for the Transcript / Migration / Provisional

**Respected Sir,**

I, the undersigned, was admitted to the faculty of .....at  
this University in the Year .....in the program..... I  
successfully completed the program in the year .....

As per the University rules, I have paid the required fees and hereby attach the following documents  
for your kind consideration:

- Grade-Sheets of the completed level
- Citizenship Copy
- Clearance letter from library
- Clearance letter from LAB
- Receipt of Transcript Fee
- Receipt of Migration Fee
- Receipt of Provisional Fee

I sincerely request issuance of my Transcript / Migration / Provisional at the earliest convenience.

**Applicant Details**

- Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_