



Examinations Department

**Application Form for Issuance of
Duplicate Copy of Transcript / Degree**

(Only in case of lost/ Misplaced/ Burnt)

Attach one
Passport Size
Color Photo
without stamp
and paste with
gum.

1. Nature of Document(s) required: **Transcript:** Fee Rs.2500/- **Degree:** Fee Rs.10000/-
- } Will be issued after two months

Fee paid Rs. _____ Bank Challan No. _____ Dated _____

2. Name of applicant (in Block Letters) _____
as per Matric Certificate
3. Father's Name (in Block Letters) _____
as per Matric Certificate
4. Gender: Male / Female (~~delete/strike~~) 5. Regd.No.: CIIT/ _____ - _____ - _____ /WAH
6. Passed the Degree of _____ in passing session/year _____
7. Date of lost the Certificate(s): _____ / Place: _____
8. Permanent Address (Complete) _____

9. CNIC No. of the applicant _____ Email: _____
10. Telephone No (If any). Resident: _____ Office: _____ Cell No. _____

I solemnly declare that I have filled-up the form and the particulars mentioned therein are correct to the best of my knowledge and belief.

Document Attached:

1. Original Fee Challan 2. Copy of Old Transcript / Degree 3. Copy of CNIC (Student only)
4. Original Newspaper (carrying the concerned advertisement) 5. Original FIR
6. Notarized Affidavit (Rs. 20/- or above) detailing the circumstances under which the original certificate was lost

Note:

1. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
2. Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered.

Student's Signature
Date: / /201__

FOR OFFICIAL USE ONLY

The above student: Old Transcript No. _____ FRN S.No. _____ passing year _____
 Old Degree No. _____ FRN S.No. _____ passing year _____
Convocation No. _____ held on dated _____

Exams Official

Submitted for further process and necessary action.

Diary No. _____ dated: _____