



Sarhad University

of Science & IT, Peshawar

APPLICATION FOR THE AWARD OF TRANSCRIPT/DMC and DEGREE/DIPLOMA/CERTIFICATE (IN ABSENTIA)

Applied for the award of: Transcript DMC Degree Diploma Certificate
(Tick the appropriate check box)

Name of Student: _____

Father's Name: _____

Registration Number: _____ Roll Number: _____

Program: _____ Semester (If program is not completed): _____ Session: _____

Name of Approved Study Centre (if distant student): **National Textile Institute, Islamabad**

Demand Draft or Pay Order Number: _____ Amount Submitted: _____

Postal Address: _____

Contact Number: _____

Dated: ____ / ____ /2011 .

Signature of the Applicant _____

(For Study Centre Use)

NOC

Clearance By:
Accounts; _____

Library; _____

(Recommended & Forwarded to SUIT Liaison Office for necessary action)

Dated: ____ / ____ /2011 .

Signature and Seal of Centre Manager _____

(For University's Account Section Use)

Amount Received: _____ On Account of: _____ Dated: ____ / ____ /2011 .

Signature and Seal of Accounts Officer – SUIT

(Recommended & Forwarded to Controller of Examinations for necessary action)

Prescribed Fee w.e.f. 01 June, 2009:

Transcript / DMC for all Programs
Special Processing Fee for Urgent Transcript / DMC
Degree for all programs except mentioned below
Degree of B.Tech (Pass) 2 Years and B.Tech (Hon) 2 Years
Degree of M.Sc HPE/M.Ed/B.Ed/BA/BSc/Diploma & Certificate
Special Processing Fee for Degree / Diploma / Certificate

Rs.1000/- (Time of issuance, 2 weeks after the receipt of application to the Exam Section)
Rs.500/- (Time of issuance, 5 days after the receipt of application to the Exam Section)
Rs.5000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Rs.2500/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Rs.2500/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Rs.1500/- (If to be issued within 6 Months of declaration of result)

Documents to be attached for Transcript / DMC:

1. Original receipt of payment made for the said purpose.
2. NOC from Study Centre in case of distant student
3. Copy of Clearance Form in case of main campus student

Documents to be attached for Degree / Diploma / Certificate:

1. Original receipt of payment made for the said purpose.
2. Copy of Transcript / DMC if already issued.
3. For Master Degree/B.Ed/Diploma: (Verified Photocopy of Bachelor Degree/SDPE with sign and Seal by the authorized official of concerned University or verification letter from concerned University)
4. For M.Ed Degree: (Verified Photocopy of B.Ed Degree with sign and Seal by the authorized official of concerned University or verification letter from concerned University)
5. For Bachelor Degree / Diploma / Certificate: (Verified Photocopy Intermediate Certificate duly attested by Inter-Board Committee or verification letter from respective Intermediate Board)
6. Authority letter in case a third person is to collect attested by the gazetted officer.

Important Note:

Payment should be made through demand draft or pay order payable at Islamabad in the name of Sarhad University, Islamabad.

The required academic documents are those on the basis of which applicant has secured admission in the University. All mentioned documents are necessary to be attached with this application form else application will not be considered till the provision of required documents. Complete application should reach the following address:

Sarhad University, Liaison Office
181, Street 48, F-10/4, Islamabad, Pakistan
Contact No: +92-51-2212962-4, 111-666-000, Fax: +92-51-2212965

NOTE: Pay Order/Demand Draft of National Bank will not be acceptable.

ہدایات برائے اجراء ڈگری / ڈپلومہ / مارک شیٹ

مارک شیٹ (DMC/Transcript) کے لیے -/1000 روپے کا پے آڈر نام

نام: **Sarhad University Islamabad**

(HBL/ UBL/ MCB/ ABL/ Meezan Bank) کی کسی بھی برانچ سے بنوائیں اور فارم لائبریری سے دستخط کروانے کے آفس میں جمع کروادیں۔

ڈگری / ڈپلومہ

M.Ed, B.Ed, MA Education, M.Sc.HPE, JDPE, DM کے لیے -/2500 روپے کا پے آڈر
EMBA, MBA, B.Com, B.A T& FD, M.A T&FD, MLIS, BLIS کے لیے -/5000 روپے کا پے آڈر

نام: **Sarhad University Islamabad**

(HBL/ UBL/ MCB/ ABL/ Meezan Bank) کی کسی بھی برانچ سے بنوائیں اور فارم لائبریری سے دستخط کروانے کے آفس میں جمع کروادیں۔

☆ (اگر امتحانی نتائج رزلٹ یا Completion Date کو چھ ماہ نہیں گزرے تو -/1500 روپے بطور (سٹیشنل پروسیسنگ فیس) مزید ادا کرنے ہوں گے۔

ڈگری / ڈپلومہ کے لیے فارم کے ساتھ مندرجہ ذیل دستاویزات کا منسلک ہونا ضروری ہے۔

☆ آخری سابقہ تعلیم Last Previous Qualification مثلاً (FA/F.Sc/B.Com/B.A T&FD/ BLIS) کی سند /
ڈگری / ڈپلومہ وغیرہ کی متعلقہ بورڈ یا یونیورسٹی سے تصدیق شدہ ڈیٹا کی کاپی (اصلی مہروالی) یا تصدیقی لیٹر (Verification Letter) کی فوٹو کاپی۔
☆ (DMC/Transcript) کی کاپی۔