



UNIVERSITY OF GUJRAT

APPLICATION FORM FOR FINAL TRANSCRIPT (SEMESTER SYSTEM)

Please read the instructions overleaf carefully. Fill in all the relevant information, provided in this form and attach all the required documents. Incomplete form will be rejected.

Please mark (✓) only one your requirement:

- Original Transcript
- Duplicate Transcript
- Verification of final Transcript
- Detailed Marks Certificate (DMC)
- Provisional Certificate

For office use only	
No.:
Date:

1. Name of Degree: _____

Semester System: Session _____ Roll No _____

Ending Semester: _____

2. Registration No. _____
(Gujrat University)

3. Name of Candidate _____
(Block Letters)

4. C.N.I.C. No. _____

5. Father's Name _____
(Block Letters)

6. Father's C.N.I.C. No. _____

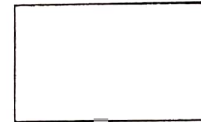
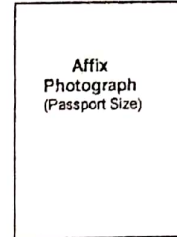
7. CGPA Obtained : _____ Division/Grade/OPM/CGPA: _____

8. Date of Birth : _____

9. Name of Institution: _____

10. Address : _____

11. Permanent District: _____ 12. Contact Number: _____



I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences. I have attached attested photocopies of the following documents.

1. Copy of all Previous Academic Record
2. Degree of Graduation in case applying for higher Certificate/Verification
3. Computerized National Identity Card
4. Original Clearance form of UOG

Signature of the Candidate : _____

Name of HOD

Signature and Office Stamp

C.N.I.C. No _____

13. Fee Information for Transcript Verification:

It is verified that an Amount of Rs.: _____ Bank Challan No : _____ Dated : _____
Branch : _____ has been received

Postal Address for Despatch of Verification Letter / D.M.C. etc.
COURIER SERVICE / REGISTERED

Name : _____

Father's Name : _____

Address : _____

Contact Number: _____

Name of Degree: _____
Semester System: Session _____ Roll No _____

If undelivered may be returned to :

Assistant Controller of Examinations, Department of Examinations, Semester System Admin.
Block, Hafiz Hayat Campus, Jalal Pur Jattan Road, University of the Gujrat, Pakistan. Ph: 053-3643334 Extension-146 Website- www.uog.edu.pk

INSTRUCTIONS

Application Form should be filled in accordance with the following instructions:

1. Attestation must be signed by the Chairman or Head of Department of Hafiz Hayat Campus and City campuses. Further the attestation of sub-campus will be forwarded by the director campus concerned.
2. Candidates are required to attach the attested photocopies of all previously passed examinations i.e Matriculation, Intermediate, Bachelor and Masters.
3. Spellings of Student 'name and his/her father's name will be printed as per candidate's registration card and copy of University registration card must be attached with the application form. Any change / correction will only be done after issuance of revised registration card. In case of non availability, a duplicate registration card can be obtained from registration branch on deposit of prescribed fee and form.
4. The candidates are required to submit the complete clearance form duly signed and stamped by the concerned offices of University of Gujrat.
5. If a candidate is applying for any certificate he/she must attach photograph and give thumb impression on the application form, which would be signed by an attesting officer to prove his identity.
6. If a candidate has C.N.I.C. having name of her husband then she should also provide photocopy of her father I.D. Card.
7. In case of duplicate final transcript, candidates are required to attach one recent passport size photograph, Copy of CNIC, Prescribed fee/Paid challan form of Rs. 500/- , advertisement in newspaper and original FIR with application form.
8. MPhil transcript and notification will be issued after submission of receiving of hard bind copies of thesis through proper channel in relevant departments.
9. Original/duplicate transcripts will be issued to the concerned student only.
10. Final /duplicate transcripts of sub-campus/affiliated colleges will be dispatched to the concerned colleges/ campuses. No student will be given the original transcript directly/ personally from the office of the Controller of Examinations.
11. For issuance of verification letter a challan form of Rs. 200/- must be attached with this application form.

NOTE:

Only those forms will be accepted that are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates.

***Controller of Examinations
University of the Gujrat***