

# UNIVERSITY OF GUJRAT

## Application Form

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

For office use only

No: .....

Date: .....

### 1. Please mark (✓) your requirement:

- |  |   |
|--|---|
| <input type="checkbox"/> 01 Urgent/Original Degree/ Diploma/ Merit Certificate | <input type="checkbox"/> 05 Verification (Degree/Result Card) |
| <input type="checkbox"/> 02 Duplicate Degree/Merit Certificate/Diploma         | <input type="checkbox"/> 06 Verified Copy                     |
| <input type="checkbox"/> 03 Revised Degree/Merit Certificate/Diploma           | <input type="checkbox"/> 07 Result Card Duplicate             |
| <input type="checkbox"/> 04 Degree Completion Letter                           | <input type="checkbox"/> 08 Result Card Revised               |

Affix  
Photograph  
(Passport Size)  
  
Attested from  
Front

### 2. Degree Information:

1. Registration No. 

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 Roll No. 

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2. Examination: Passing year \_\_\_\_\_ Session:  Spring  Fall  Annual  Supplementary
3. Marks Obtained: \_\_\_\_\_ CGPA: \_\_\_\_\_
4. If Revised: Change from: \_\_\_\_\_ To: \_\_\_\_\_
5. Name of Institute: \_\_\_\_\_

### 3. Candidate Information:

1. Name of Candidate: \_\_\_\_\_ (IN BLOCK LETTERS) امیدوار کا نام (اردو میں)
2. CNIC NO. 

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3. Father's Name \_\_\_\_\_ والد کا نام (اردو میں)
4. Postal Address \_\_\_\_\_ گھر کا پتہ (اردو میں)
5. Contact No. \_\_\_\_\_

### 4. Fee Information:

Amount: \_\_\_\_\_ Bank Challan No: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Branch: \_\_\_\_\_

### 5. Declaration:

1. I hereby declare that the entire particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences.
2. I have attached all required documents as per instructions given on back page.
3. **Mode of Delivery (Tick one Option)**
- Send via Pakistan Post (registered mail) on above mentioned postal address (Postal/Processing Fee Rs. 500)
- I will receive my document personally.

Signature of the Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

### 6. Attestation:

1. It is certified that the applicant has completed all the requirements for the issuance of degree/document.
2. It is further stated that institute (in case of regular candidate of College/Campus/PPP Campus/Sub-Campus) has no objection if the candidate collects his/her degree/result card/required document personally from the Degree Cell, Hafiz Hayat Campus, University of Gujrat.

Attested by

- i. Any Gazetted Officer (in case of private candidate)
- ii. Principal of College (in case of regular candidate)
- iii. Head of Department (in case of semester system)
- iv. Director PPP Campuses/Sub-Campuses

Signature and Office Stamp

Name: .....

CNIC# 

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PTO

# Instructions

## 1. Urgent/Original Degree/ Diploma/ Merit Certificate:

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Bachelor (Degree, Transcript/RIC) [ ]
- v. Masters (Degree, Transcript/RIC) [ ]
- vi. M.Phil. (Degree, Transcript/RIC) [ ]
- vii. Ph.D. (Degree, Transcript/RIC) [ ]
- viii. Fee Rs. 2500 (if result declaration date is within one Year) [ ]

**NOTE:** Application Processing Period: within 6-8 Weeks

## 2. Duplicate Degree/Merit Certificate/Diploma:

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Bachelor (Degree, Transcript/RIC) [ ]
- v. Masters (Degree, Transcript/RIC) [ ]
- vi. M.Phil. (Degree, Transcript/RIC) [ ]
- vii. Ph.D. (Degree, Transcript/RIC) [ ]
- viii. Advertisement in National Level News Paper (Original News Paper having Name) [ ]
- ix. FIR (Original) [ ]
- x. Fee + Postal/Processing Fee Rs. 2500 [ ]
- xi. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 6-8 Weeks

## 3. Revised Degree/Merit Certificate/Diploma:

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Bachelor (Degree, Transcript/RIC) [ ]
- v. Masters (Degree, Transcript/RIC) [ ]
- vi. M.Phil. (Degree, Transcript/RIC) [ ]
- vii. Ph.D. (Degree, Transcript/RIC) [ ]
- viii. Previous Original Degree/Certificate/Diploma [ ]
- ix. Fee [ ]
  - a. Rs. 2000 (within two years) [ ]
  - b. Rs. 3000 (after two years) [ ]
  - c. Rs. 5000 (after three years) [ ]
- x. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 6-8 Weeks

## 4. Degree Completion Letter:

Attested photocopies of the following documents

- i. Transcript/RIC [ ]
- ii. Fee Rs. 1000+500 [ ]

**NOTE:** Application Processing Period: within 15 working days

## 5. Verification (Degree/Result Card):

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Masters (Degree/RIC) [ ]
- v. M.Phil. (Degree/RIC) [ ]
- vi. Ph.D. (Degree/RIC) [ ]
- vii. Fee [ ]
  - a. Degree/Merit Certificate Rs. 1500 per candidate [ ]
  - b. Result Card Rs. 500 per candidate [ ]
- viii. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 15 working days

## 6. Verified Copy:

Un-Attested photocopies of the following documents

- i. Transcript/ RIC / Degree [ ]
- ii. Fee Rs. 1000 per copy [ ]
- iii. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 15 working days

## 7. Result Card Duplicate:

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Bachelor (RIC) [ ]
- v. Masters (RIC) [ ]
- vi. Affidavit Rs. 50 (with oath commissioner stamp) [ ]
- vii. Fee Challan Rs. 1000 [ ]
- viii. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 15 working days

## 8. Result Card Revised:

Attested photocopies of the following documents

- i. CNIC [ ]
- ii. Matriculation (Final Certificate) [ ]
- iii. Intermediate (Final Certificate) [ ]
- iv. Bachelor (RIC) [ ]
- v. Masters (RIC) [ ]
- vi. Revised Registration Card [ ]
- vii. Previous Result Card (Original) [ ]
- viii. Postal/Processing Fee Rs. 500 [ ]

**NOTE:** Application Processing Period: within 15 working days

Fee Challan (Paste Here)

فیس کا چالان یہاں چسپاں کریں

*Department Copy Here*