



UNIVERSITY OF THE PUNJAB
Degree / Verification Form

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 (✓) your requirement :

Degree (Original ☐ Duplicate ☐) Verification ☐

For office use only

No :

Date :

1. Examination :..... Part Annual/Supply Roll No.

2. Punjab University Registration No :

3. Name of Candidate :
(IN BLOCK LETTERS)

امیدوار کا نام (اردو میں)

4. N.I.C. No :

5. Father's Name :
(IN BLOCK LETTERS)

والد کا نام (اردو میں)

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

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

8. Date of Birth :

9. Name of Institution :

10. Permanent District :

11. Postal Address :

Affix Photograph
(Passport Size)

Thumb Impression

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. Pass Result Cards
2. National Identity Card
3. Affidavit (for duplicate degree)
4. Internship Certificate (for B.Com/M.Com, B.Sc./M.Sc.Engg)

Signature of the Candidate :

Attestation (for Degree applicant only, see instruction 1, 2 and 3)

(a)

Signature and Office Stamp

Name

NIC#

(b)

Signature and Office Stamp

Name

NIC#

Fee Information :

It is verified that an amount of Rs. :..... Bank Challan No :..... Dated :.....

Branch :..... has been received

(Signature & Stamp of the Fee Clerk)

Postal Address for Despatch of Degree/Verification :

ON PAKISTAN STATE SERVICE ONLY Registered

Name : Father 's Name :

Address :

Examination : Annual/Supplementary Roll No.

If undelivered may be returned to :
Deputy Controller Certificates, Department of Examinations, Admin Block
New Campus, University of the Punjab, Lahore - 54590 ; Pakistan

INSTRUCTIONS

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

1. (i) Attestation (a) must be signed by the Headmaster/principal of a School/College or Chairman of Department from where the candidate has taken the examination.
(ii) If the School/College is outside from the University jurisdiction or if the applicant has taken his examination as a private candidate, Attestation (a) must be signed by any one of the following.
 1. Headmaster of a Registered School
 2. Principal of the relevant affiliated college
 3. Inspector Madaras
 4. Fellow Punjab University
 5. Chairman of the Department, University of the Punjab
2. Attestation (b) should also be signed by a high rank officer of grade A alongwith Attestation (a) if the applicant lies in the category 1 (ii)
3. Criteria of attestation for overseas candidates is as under:
 - (i) In case the candidates hold Indian Nationality, Attestation (a) should be signed in the same way as described above and Attestation (b) by any one of the following:

A Diplomatic or Councilor officer i.e. Envoy, High Commissioner, Deputy High Commissioner, any Secretary or Representative of the Diplomatic Mission, Consul General, Deputy Consul General, Officer Secretary or Councilor Agent. *(Application should be sent to Ministry of Education, Govt. of Pakistan through Ministry of Education, Govt. of India)*
 - (ii) The Candidates living in any country other than Indo-Pak sub-continent will follow the same instructions for Attestation (b) as described at 3 (i).
4. In case the applicant is in Pakistan Army, the commanding Officer has authority to sign Attestation (b) while Attestation (a) would be signed according to the rules mentioned above.
5. If a candidate is applying for the degree of such examination held in 1941 or before, he/she must attach photograph or give thumb impression on the application form, which would be signed by an attesting officer to prove his identity.
6. If the applicant is applying for the Degree of Regulation for the year 1941 or before, an affidavit, duly attested by a Magistrate of grade A alongwith Attestation (a) & Attestation (b), on which the father's name of the candidate is written, should be attached with the application form.
7. No application should be submitted to obtain a Detailed Marks Certificate (DMC) for any examination held before 1942. (Syndicate Jan 29, 1951)
8. The Degree is normally issued in a period of two months after receiving the application form & fee. (Subject to completion of form and availability of record)
9. Nobody can apply or receive the Degree from the office on behalf of the candidate. The Degree is always posted by a registered mail or insured.
10. Deposit the required amount of fee in Habib Bank Ltd. New Campus/Old Campus branch Lahore, or in the nominated branches of Habib Bank Ltd. in all big cities. Attach the original Bank Challan fee receipt with the application form otherwise the application will not be accepted.
11. An amount of Rs. 1000/- (per candidate) will be charged if the Principal of a College or Headmaster of a School requires subject-wise collective list of obtained marks of the successful candidates who appeared from their institution provided that the number of those candidates is not less than 10. (Syndicate Jan 30, 1942)
12. Merit Certificate is issued to the first 80 successful candidates in the Matriculation examination, first 20 in the Intermediate, first 10 in B.A./B.Sc. and first 5 in M.A./M.Sc. and in all other examinations according to the marks obtained by them. (Syndicate Jan 30, 1942)
13. The Degrees of B.A. (Hons.) and Fazil Certificate cannot be issued before due date under any circumstances.
14. The applicants of a School or College, who apply for before time Degrees, must attest their forms by the head of their institution. A written consent of the head of the institution about no objection for directly issuance of the degree to the candidate is also required.
15. If any Candidate could not attend the first Convocation held right after the declaration of his/her result due to some factual reasons and he/she requires his/her original Certificate before the next convocation, he/she can put up an application to the worthy Vice Chancellor for the "Certificate of Absence."

Note: The candidates who have the right to obtain Degrees of 2nd Division under the rules of 45% marks must attach their original Degree of 3rd Division with the application form if they want to acquire a new Degree with 2nd Division. In case the original degree is lost, an affidavit, duly attested by a Magistrate of grade A must be attached with the application form otherwise the degree of 2nd Division will not be issued. Moreover, the candidates who have not received their old degrees should deposit a sum of Rs.1000/- (for Certificate of Attendance) to draw their first Degrees, which will be attached with the application form to obtain the verified Degree.

Only those forms will be accepted that are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates. They are duty bound to complete the form and send back to the office by registered post without any further delay. The fee paid shall be confiscated after three months from the date of depositing and the candidate shall have no right then to claim for its return. (Syndicate Jan 29, 1951)