

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 Head of Department from where the candidate has taken the examination.
(ii) If the School/College is outside from the University jurisdiction and 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	4. Fellow Punjab University
2. Principal of relevant affiliated College	5. Head of the Department, University of the Punjab
3. Inspector Madaras	
2. Attestation (b) should also be signed by a high rank officer of grade A along with Attestation (a) if the applicant lies in the category 1 (ii).
3. Criteria of attestation for overseas candidates are 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 Consular 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 Consular 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 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 the applicant is applying for the Degree of Regulation for the year 1941 or before, an affidavit, duly attested by a 1st Class Magistrate along with 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 (D.M.C) for any examination held before 1942. (Syndicate Jan 29, 1951)
8. The Degree is normally issued in a period of Sixty working days after receiving the application form & fee (Subject to completion of form and availability of record)
9. No degree / verification is issued within 60 working days from the date of declaration of result.
10. Nobody can apply or receive any certificate from the office on behalf of the candidate. The certificates are always posted by a Courier Service / Registered mail.
11. 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 examination according to the marks obtained by them. (Syndicate Jan 30, 1942)
12. The Degree of B.A. (Hons.) and Fazil Certificate cannot be issued before due date under any circumstances.
13. The candidate of a college or department, who apply for before time Degrees. This form must be attested by the head of the Institution concerned. A written consent of the head of the institution about no objection for direct issuance of the degree of the candidate is also required.
14. 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.
15. Attach attested photocopies of all Pass Result Cards.
16. For acquiring D.M.C candidate should attach list of his/her subjects signed by the Principal of College or Chairman of Department from where the candidate has taken the examination.
17. Candidate should provide attested copies of his / her previous academic record for acquiring duplicate degree / D.M.C. along with an affidavit of Rs. 20/- duly attested by the Oath Commissioner.
18. The degree already issued for convocation but not received by the candidate will be issued after depositing prescribed fee.
19. If a candidate applying for Improved division degree, previous original degree must be attached with application form.
20. Detailed marks certificate will be issued by the Department of Examinations for annual system exam only, the candidates who required Transcript for semester system exam should be contact with their department concerned.
21. Detailed Marks Certificate and Verification Letter will be issued to successful candidate only.

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 Punjab, Lahore.



UNIVERSITY OF THE PUNJAB

APPLICATION FORM FOR CERTIFICATES (FEE RECEIPT)

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 Degree / Diploma
 Duplicate Degree / Diploma

- Verification
 Detailed Marks Certificate (DMC)
 Merit Certificate (MC)

For office use only

No :

Date :

1. Name of Examination: _____

Annual System: Part _____ Annual/Supply _____ Roll No.

Semester System: Session _____ (Year) _____ Roll No. _____

2. Registration No.
(Punjab University)

3. Name of Candidate
(Block Letters)

اُمیدوار کا نام (اردو میں لادیں):

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

5. Father's Name
(Block Letters)

والد کا نام (اردو میں لادیں):

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

7. Marks Obtained :

Division/Grade/OPM/CGPA:

8. Date of Birth :

9. Name of Institution: _____

10. Address :

11. Permanent District: _____

12. Telephone number:

(In case of female candidate parents/guardians phone number may be given)

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.

Signature of the Candidate :

13. Fee Information :

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

Branch : has been received
(Signature & Stamp of the Fee Assistant)

TO BE FILLED IN BY THE CANDIDATE

Name:

Name:

Father's Name:

Father's Name:

Address:

Address:

Deputy Controller Certificates, Department of Examinations, Admin. Block,
Quaid-e-Azam Campus, University of the Punjab, Lahore - 54590; Pakistan. Ph: 042-99231114

Affix Photograph
(Passport Size)

Thumb Impression

LIST OF AUTHORISED HABIB BANK LTD. BRANCHES FOR COLLECTION OF UNIVERSITY FEE

IMPORTANT INSTRUCTIONS:

1. Deposit the required amount of fee in Habib Bank Ltd. All online branches. Attach the original Bank Challan fee receipt with the application form otherwise the application will not be accepted.
2. No fee will be charged in case of applicant applying for original degree after 1 year of declaration of result.
3. An amount of Rs. 1400/- (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)
4. Fee through Money Orders, Postal Orders, Bank Drafts or Cheques shall not be accepted.
5. An amount of US \$ 35 will be charged for Before Time Degree, Duplicate Degree, Detailed Marks Certificates, Merit Certificate and Verification Letter for the students from abroad.
6. The fee paid shall be confiscated after three months from the date of depositing and the candidate shall have no right to claim for its return (syndicate for 29, 1951)

• Before time Degree	2150/-
• Duplicate Degree	2150/-
• Detailed Marks Certificate.....	2150/-
• Degree Return from Convocation.....	2150/-
• Merit Certificate	2150/-
• Verification Letter	1375/-

Note: The amount of fee can be revised as and when notified by Accounts Branch.