



UNIVERSITY OF THE PUNJAB

APPLICATION FORM FOR CERTIFICATES

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 option :

- 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.

3. Name of Candidate

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

5. Father's Name

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

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

8. Date of Birth :

9. Name of Institution: _____

10. Permanent District: _____

11. Address:

Telephone number:

13. Fee Information : (In case of female candidate parents/guardians number may be given)

Rs.: _____ Bank Challan No : _____ Branch : _____ Date : _____

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 (**All Parts/Profs.**), Transcript of apply document.
(Annual System) / (Semester System)

2. Previous qualification Certificates & Degrees.

3. Computerized National Identity Card

Signature of the Candidate :

Attestation (For Degree / Diploma / D.M.C. Applicant only, see instruction)

Signature and Office Stamp
 Name Name
 CNIC# CNIC#

Postal Address for Despatch of Degree / Diploma / Verification / D.M.C. / M.C. etc.

COURIER SERVICE / REGISTERED

Name

Father's Name :

Address :

Telephone number:

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

If undelivered may be returned to :

Deputy Controller Certificates, Department of Examinations, Admin. Block,
 Quaid-e-Azam Campus, University of the Punjab, Lahore - 54590; Pakistan. Ph UAN 042-111-00-1882

Price Rs. 30/-

Affix Photograph
 (Passport Size)

Thumb Impression

INSTRUCTIONS

1. The application form should be got attested in line with below guidelines.
 - (a) (i) In case of regular/late college candidates by the principal of parent college or the head of concerned University department.
 - (ii) In case of external/private candidates by any two class-I gazetted officers.
 - (iii) In case of de-affiliated college by any two class -I gazetted officers.
- (b) In case of overseas candidates the form will be attested by the concerned consulate or embassy.
2. The candidate must attach Photograph and give thumb impression on the application form.
3. No degree /verification is issued with in 60 days from the date of declaration of result.
4. Nobody can apply or receive any certificate from the office on behalf of the candidate, unless authorized by the candidate concerned. The certificates are always posted by a Courier Service / Registered Post.
5. Merit Certificate is issued to the 1st five position holders in the examination.
6. In case a female candidate has changed her name after marriage, she should also provide her father's C.N.I.C Copy.
7. For acquiring D.M.C's the candidate should attach list of all the subjects.
8. If a student remain unable to attend the convocation without submission of refusal to the office, his/her degree will be issued after depositing prescribed fee.
9. In case of applying for Improved division degree, previous original degree must be attached with application form.
10. Detailed marks certificate will be issued by this office for annual system examination only. The candidates who require Transcript for semester system examination should contact their concerned academic departments.

NOTE:

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

IMPORTANT INSTRUCTIONS:

1. Please deposit the required amount of fee in all online branches of Habib Bank Ltd., or United Bank, Ltd., and paste the original challan on this page, 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. Fee through Money Orders, Postal Orders, Bank Drafts or Cheques shall not be accepted.
4. The Fee structure is given at www.pu.edu.pk
5. Fee depositor of foreign countries may use following detail for online fee deposit in US \$ 35 or Pak Rupees 5600/- to deposit fee in the account of University of the Punjab Lahore-Pakistan.

For US Doller		For Pakistani Rupees	
HBL Account No.	01827901121210	UBL Account No.	0224516998
Branch Code.	0182	Branch Code.	0913
IBAN.	PK35HABB0001827901121210	IBAN.	PK48UNIL0109000224516998
Swift Code.	HABBPCCA182	Swift Code.	UNILPKKA0028
Title of Account	Punjab University Exam Fee	Title of Account	Punjab University Exam Fee
Beneficiary	Treasurer University of the Punjab, Lahore	Beneficiary	Treasurer University of the Punjab, Lahore

Note:

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