



Sarhad University of Science & IT, Peshawar

APPLICATION FOR THE AWARD OF TRANSCRIPT/DMC and DEGREE/DIPLOMA/CERTIFICATE (IN ABSENTIA)

Applied for the award of: Transcript ☐ DMC ☐ Degree ☐ Diploma ☐ Certificate ☐
(Tick the appropriate check box)

Name of Student: _____

Father's Name: _____

Registration Number: _____ Roll Number: _____

Program: _____ Semester (If program is not completed): _____ Session: _____

Name of Student Support Centre (if distant student): _____

Demand Draft or Pay Order Number: _____ Amount Submitted: _____

Postal Address: _____

Contact Number: _____

Dated: ____ / ____ /20 ____.

Signature of the Applicant _____

NOC Granted by Centre Manager

(Recommended & Forwarded to SUIT Liaison Office for necessary action)

Dated: ____ / ____ /20 ____.

Signature and Seal of Centre Manager

(For Study Centre Use)

Detail of Amount Received and under Account of

(Recommended & Forwarded to Controller of Examinations for necessary action)

Signature and Seal of Accounts Officer – SUIT

(For SUIT Accounts Office Use)

Prescribed Fee w.e.f. Fall 2023:

Transcript / DMC for all Programs

Special Processing Fee for Urgent Transcript / DMC

Degree for all programs

Diploma & Certificate of Programs

Special Processing Fee for Degree / Diploma / Certificate

Rs.2500/- (Time of issuance, 2 weeks after the receipt of application to the Exam Section)

Rs.500/- (Time of issuance, 5 days after the receipt of application to the Exam Section)

Rs.10000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

Rs.5000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

Rs.1500/- (If to be issued within 6 Months of declaration of result)

Documents to be attached for Transcript / DMC:

1. Original receipt of payment made for the said purpose.
2. NOC from Study Centre in case of distant student
3. Copy of Clearance Form in case of main campus student

Documents to be attached for Degree / Diploma / Certificate:

1. Submit filled application form, fee deposit slip along with following documents at SSC for further necessary action.
2. For Bachelor/ Associate Degree / Diploma / Certificate: (Verified Photocopy Intermediate Certificate duly attested by Inter-Board Committee or verification letter from respective Intermediate Board)
3. For Master Degree/B.Ed 1.5 /PG Diploma: (Verified Photocopy of Bachelor Degree with sign and seal by the Controller of Examinations/ Registrar of concerned University or verification letter from concerned University or Attested copy of Degree/Transcript by HEC with CNIC Copy)
4. Authority letter in case a third person is to collect (CNIC copy of applicant and receiving person must be provided).

Important Note:

Payment should be made through online mode or demand draft payable at Islamabad in the name of Sarhad University.

The required academic documents are those on the basis of which applicant has secured admission in the University. All mentioned documents are necessary to be attached with this application form else application will not be considered till the provision of required documents. Complete application should reach the following address:

Sarhad University, Liaison Office

1st Floor, Pak Pavilion Plot # 65-E, Fazal-e-Haq Road Blue Area Islamabad, Pakistan, Contact No: +92-051-2824143-44-45

Email: degree.exam@suit.edu.pk