

Guidelines for Name Correction of Degree/Transcript and Duplicate Degree / Transcript

Graduates requiring corrections to their academic records or the issuance of duplicate documents must follow the procedures outlined below.

1. Procedure for Name / Father's Name Correction (Revised Degree/Transcript)

If there is a mismatch between your Matriculation Certificate and the Degree or Transcript issued by the University, you must submit a formal application along with the required supporting documents.

Case A: Correction Based on Existing Matric Certificate

Use this option if your University documents do not match your current, correct Matric Certificate.

- Application: Written request addressed to the Examination Section.
- Attested Copy: One attested photocopy of your Matriculation Certificate.
- Original Documents: The original Degree and/or Transcript previously issued to you (for replacement).

Case B: Correction Based on a Revised Matric Certificate

Use this option if you have recently changed your name through the Board of Intermediate and Secondary Education (BISE) and possess a newly issued Matric Certificate.

- Application: Written request addressed to the Examination Section.
- Revised Copy: One photocopy of your newly revised Matriculation Certificate.
- Original Documents: The original Degree and/or Transcript previously issued to you.

2. Procedure for Duplicate Degree and Transcript

Graduates who have lost or damaged their original documents may apply for duplicates by fulfilling the following requirements:

- Application: Written request addressed to the Examination Section.
- Affidavit: An official legal affidavit confirming that the original Degree/Transcript was lost or damaged.
- Photocopy: A photocopy of the lost Degree/Transcript (if available).

3. Fee Structure and Submission Process

The correction and duplicate issuance services are subject to processing fees, which must be cleared before submitting your paperwork.

Fee Details

- Revised/ Duplicate Degree Fee: Rs.5000/- (PKR)
- Revised/ Duplicate Transcript/DMC fee: Rs.1250/- (PKR)

Payment Methods

- On-Campus: Deposit the fee via cash challan directly at the University Bank Counter.
- Bank Deposit/Transfer: Deposit or wire the funds to the official Allied Bank Limited (ABL) account listed below.

University Bank Account Details

Bank Name: Allied Bank Limited (ABL)

Branch: F-7/2 Markaz Branch, Islamabad, Pakistan (Branch Code: 0581)

Account Title: Sarhad University (TRANSCRIPT/D)

Account Number: 01-200-3520-9

IBAN: PK86ABPA0010002165820074

SWIFT Code: ABPAPKKA

Final Step

Attach your paid fee deposit challan and all required supporting documents to your application form. Hand over the complete file to the desk at the Examination Section for processing or email at degree.exam@suit.edu.pk