



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 Approved Study Centre (if distant student): _____

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

Postal Address: _____

Contact Number: _____

Dated: ____ / ____ /20 ____

Signature of the Applicant _____

<i>(For Study Centre Use)</i>	
NOC Granted by Centre Manager	
(Recommended & Forwarded to SUI Liaison Office for necessary action)	
Dated: ____ / ____ /20 ____	Signature and Seal of Centre Manager

<i>(For SUI Accounts Office Use)</i>	
Detail of Amount Received and under Account of	
(Recommended & Forwarded to Controller of Examinations for necessary action)	Signature and Seal of Accounts Officer – SUI

Prescribed Fee w.e.f. 25 Feb, 2013:

Transcript / DMC for all Programs	Rs.1250/- (Time of issuance, 2 weeks after the receipt of application to the Exam Section)
Special Processing Fee for Urgent Transcript / DMC	Rs.500/- (Time of issuance, 5 days after the receipt of application to the Exam Section)
Degree for all programs except mentioned below	Rs.5000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Degree of BA/BSc/ B.Tech (Pass/Hon) 2 Years	Rs.3000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Degree, Diploma & Certificate of Programs with duration less than 2 Years (M.Ed, B.Ed, DM, CT, JDPE, M.Sc.HPE 1 Year)	Rs.3000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)
Special Processing Fee for Degree / Diploma / Certificate	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. Original receipt of payment made for the said purpose.
2. Copy of Transcript / DMC if already issued.
3. For Master Degree/B.Ed/Diploma: (Verified Photocopy of Bachelor Degree/SDPE with sign and seal by the authorized official of concerned University or verification letter from concerned University)
4. For M.Ed Degree: (Verified Photocopy of B.Ed Degree with sign and seal by the authorized official of concerned University or verification letter from concerned University)
5. For Bachelor Degree / Diploma / Certificate: (Verified Photocopy Intermediate Certificate duly attested by Inter-Board Committee or verification letter from respective Intermediate Board)
6. Authority letter in case a third person is to collect attested by the gazetted officer.

Important Note:

Payment should be made through demand draft or pay order 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
289-B, Street 1, E-11/4, Islamabad, Pakistan
Contact No: +92-51-2318166-8, Fax: +92-51-2318169**