



UNIVERSITY OF TURBAT

APPLICATION FORM FOR CERTIFICATES

Tick the (✓) relevant box:

Semester Marks Certificates

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Original Degree | <input type="checkbox"/> Degree Verification | <input type="checkbox"/> 1 st Semester | <input type="checkbox"/> 2 nd Semester |
| <input type="checkbox"/> Transcript | <input type="checkbox"/> Transcript Verification | <input type="checkbox"/> 3 rd Semester | <input type="checkbox"/> 4 th Semester |
| <input type="checkbox"/> Duplicate Degree | <input type="checkbox"/> Duplicate Transcript | <input type="checkbox"/> 5 th Semester | <input type="checkbox"/> 6 th Semester |
| <input type="checkbox"/> Correction of Name in _____ | <input type="checkbox"/> Merit Certificate | <input type="checkbox"/> 7 th Semester | <input type="checkbox"/> 8 th Semester |
| | | <input type="checkbox"/> 9 th Semester | <input type="checkbox"/> 10 th Semester |

UoT Registration No: _____ Enrollment No.: _____

Program of Study: _____ Department _____ Specialization: _____

Current Semester _____ Session: _____

Name of Student (in Block Letter):. _____

Father's Name (in Block Letter):. _____

C.N.I.C No.

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Date of Birth:. (dd/mm/ yy):. _____ Gender: _____

Contact No: _____

Postal Address: _____

Fee Information:. Bank Challan No: _____ Dated: _____

Ordinary Urgent Applicant Signature: _____

FOR OFFICE USE ONLY

Due Date: _____ Received by: _____

Degree / Transcript / Semester Mark Sheet No: _____ Issuance date: _____

Issued by: _____ Remarks: _____

Name of Student: _____ Registration No. _____

Nature of Certificate: _____

Received Date: _____ Due Date: _____

INSTRUCTIONS

Details of documents shall be attached with this application is as under.

Degree	Transcript
<ul style="list-style-type: none"> ✓ Copy of Matriculation Certificate (DMCs not accepted) ✓ Copy of Transcript ✓ Copy of Registration card ✓ Copy of CNIC ✓ Original Fee Challan ✓ Copy of Clearance form 	<ul style="list-style-type: none"> ✓ Original Clearance form ✓ Copy of Matriculation Certificate (DMCs not accepted) ✓ Copy of Registration card ✓ Copy of CNIC ✓ Original Fee Challan
Semester Mark Sheets	Merit Certificate
<ul style="list-style-type: none"> ✓ Original Fee Challan ✓ Copy of Matriculation Certificate ✓ Copy of Registration Card 	<ul style="list-style-type: none"> ✓ Copy of Transcript ✓ CNIC

1. The attached documents must be attested by a gazetted officer.
2. Application shall be entertained if it is complete in all aspects. Incomplete forms will not be entertained.
3. The Fee shall be deposited in HBL Turbat.
4. No person shall be entitled to receive another person's Transcript or degree from Controller office without proper authority letter. (format of authority letter is available from Examinations office)
5. Details of Fee for different certificates / degree as under.

S.No.	Certificates / Degrees	Ordinary Fee	Urgent Fee	Duplicate	Remarks
1.	Semester Marks Sheets	100/- per semester	200 per semester	Ord. within 7 days urgent within 3 days
2.	Final Transcript	500/-	1000/-	1500/-	Ord. within 15 days urgent within 7 days
3.	Degree	2000/-	4000/-	6000/-	Ord. within 30 days urgent within 15 days
4	Verification Certificates / Degrees (by students personally)	500/ (per Documents per page)	Within 7 days
5.	Verification Certificates / Degrees (by external departments / organization or courier)	800/= (per Documents per page)			Within 7 days