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 (as per Metric Certificate): _____

Father's Name (as per Metric Certificate): _____

Registration Number: _____ Roll Number: _____

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

Name of Distance Education Centre (DEC)/Campus: _____

Amount submitted via Demand Draft/Pay Order/Account _____ Amount Submitted: **_____**

Postal Address (reachable by courier service): _____

_____

_____

_____ Contact Number: _____

Date: _____   Signature of the Applicant_____

Undertaking taking by student if he/she is applying for Final/Completed Status **(To be filled in by Student)**

I hereby declare that after applying/obtaining Final Transcript/ Provisional Certificate/ Degree with **QFD/Completed** status of my program, I shall not claim/ apply in any subject/course for improvement/ re-appear purpose in future for the said degree program.

Date: -_____   **Signature of Student:** _____

(For DEC/Sub Campus Use)

NOC Granted and Recommended & Forwarded to University for necessary action

Date: -_____   **Signature and Seal of Authorized**

Accounts Office of Sarhad University
Detail of Amount Received and under Account of

(Recommended & Forwarded to **Controller of Examinations** for necessary action) **Signature and Seal of Accounts Officer – SUIT**

Remarks by Examination Section:

Important Note:
Payment should be made through Cash Deposit at any Allied Bank Branch in Account Number (0010002165820074) in the name of Sarhad University Islamabad.

Fee Details and Documents to be attached with this application are mentioned overleaf of this form. Only complete applications will be accepted and time duration will be considered when application completed in all respects will be received at Examination Section. 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

Prescribed Fee with effect from 1st Feb, 2022:

Transcript / DMC for all Programs
> Rs.1500/- (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)

Diploma & Certificate of all Programs
> 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. No Objection Certificate (NOC) from DEC/Sub Campus

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 Bachelor/Associate Degree / Diploma / Certificate:
   (Verified Photocopy Intermediate Certificate duly attested by Inter-Board Committee or verificationletter from respective Intermediate Board)

4. For Master Degree/B.Ed/PG Diploma:
   (Verified Photocopy of Bachelor Degree/SDPE with sign and seal by the Controller of Examinations/ Registrar of concerned University or verification letter from concerned Universityor Attested copy of Degree/Transcript by HEC)

5. For M.Ed Degree:
   (Verified Photocopy of B.Ed 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)

6. Authority letter in case a third person is to collect attested by the gazetted officer.

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.

For any query or further assistance please contact your DEC/Director Sub Campus
or email at degree.exam@suit.edu.pk