

INSTRUCTIONS / GUIDELINES FOR THE ISSUANCE OF DUPLICATE DEGREE / TRANSCRIPT

- 1) All requests of degree/transcript issuance are forwarded to the Degree Release Cell (DRC) for initial screening and processing of documents
- 2) Student must fill this form carefully as the Institute shall not be responsible for any delay in the issuance of Duplicate Degree/Transcript, in case this form is incomplete or wrongly filled
- 3) Student must provide a valid copy of CNIC and paste one photograph in the specified box
- 4) Student must attach the following document/s (whatever applicable) with this form in support of the request:
 - i. *An Affidavit on a Stamp Paper (please obtain the contents/material from DRS)*
 - ii. *Original Advertisement of National Level Newspaper to report the lost/stolen etc. of document*
 - iii. *Original FIR or Police Report filed for misplacement of the document*
 - iv. *Copies of Previous Issued Degree and Transcript*
 - v. *Authority Letter for the Collection of Document/s (if applicable)*
 - vi. *Copy of paid Bank Challan/Receipt or other support for fee payment*

NOTE

*Only forms with relevant and required information will be accepted.
Incomplete forms shall not be entertained and returned to the candidates*