



SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

EXAMINATION DEPARTMENT  
APPLICATION FOR THE ISSUANCE OF  
MARKS CERTIFICATE (S)

Ordinary

Duplicate   
Correction

Date: \_\_\_\_\_

1. Name: \_\_\_\_\_ 2. Father,s Name: \_\_\_\_\_

(As per Matric Certificate)

(As per Matric Certificate)

3. Roll No: \_\_\_\_\_ 4. Enrolment No : \_\_\_\_\_

5. Cell#: \_\_\_\_\_ 6. Email Address: \_\_\_\_\_

7. Address (present): \_\_\_\_\_

8. Please tick the box for which mark certificate are required.

1 <sup>st</sup> semester <input type="checkbox"/>	2 <sup>nd</sup> semester <input type="checkbox"/>	3 <sup>rd</sup> semester <input type="checkbox"/>	4 <sup>th</sup> semester <input type="checkbox"/>
5 <sup>th</sup> semester <input type="checkbox"/>	6 <sup>th</sup> semester <input type="checkbox"/>	7 <sup>th</sup> semester <input type="checkbox"/>	8 <sup>th</sup> semester <input type="checkbox"/>

\_\_\_\_\_  
(Applicant Signature)

8.

Please mention the reason for issuance of duplicate Mark certificate(s).	
Please mention the reason for issuance of Correction of Mark certificate(s).	

9. Clearance With signature & seal of Authorized Person:

Finance Department

10. **INSTRUCTIONS: Documents to be submitted for Duplicate/Correction Marks certificate(S).**

a. Original voucher paid receipt.

11. **Additional document required for correction:**

a. Copy of the Matric certificate.

b. copy of the Mark certificate in which correction required.

c. Student revised the Matric certificate & than apply for correction to submitted the fee for correction marks certificate(original voucher paid receipt).

12. **Marks Certificate fee & Processing Time:**

a. For ordinary Mark certificate @ Rs 300 per Semester duplicate Mark certificate delivery in 1 month.

b. For ordinary Mark certificate @ Rs 300 per Semester Correction Mark certificate delivery in 1 month.

Note: -

1. Please bring Original CNIC for collection of Duplicate/ Correction marks certificate.

2. Obtain Deposit receipt of this Form from Help desk & bring at the time of collection of Duplicate/ Correction certificate(s).

\_\_\_\_\_  
(Receiver's Signature with date)