

# Sir Syed University of Engineering & Technology

(Examinations Department)

## Application Form for (Provisional Certificate/Transcript/Degree)

(Please tick the appropriate box)

<input type="checkbox"/> Transcript	<input type="checkbox"/> Most Urgent Fee Rs. 4000 [24 working hours]	<input type="checkbox"/> Urgent Fee Rs. 2000 [15 working days]	<input type="checkbox"/> Ordinary Fee Rs. 1000 [30 working days]	<input type="checkbox"/> Duplicate <input type="checkbox"/> Correction <input type="checkbox"/> Most Urgent <input type="checkbox"/> Urgent <input type="checkbox"/> Ordinary Note: Fee applicable as per category mentioned.
<input type="checkbox"/> Provisional Certificate	<input type="checkbox"/> Rs. 4000 [24 working hours]	<input type="checkbox"/> Rs. 2000 [15 working days].	<input type="checkbox"/> Rs. 1500 [30 working days]	<input type="checkbox"/> Duplicate <input type="checkbox"/> Correction <input type="checkbox"/> Most Urgent <input type="checkbox"/> Urgent <input type="checkbox"/> Ordinary Note: Fee applicable as per category mentioned.
<input type="checkbox"/> Degree	<input type="checkbox"/> Rs. 10000 [24 working hours]	<input type="checkbox"/> Rs. 6000 [7 working days]	<input type="checkbox"/> Rs.4000 [30 working days]  <input type="checkbox"/> Before Convocation Absentia Rs. 6000 [30 working days]  Rs. 8000 urgent [7 working days].	<input type="checkbox"/> Duplicate <input type="checkbox"/> Correction <input type="checkbox"/> Most Urgent <input type="checkbox"/> Urgent <input type="checkbox"/> Ordinary Ordinary Fee Rs. 5000[30 working days] Urgent Fee Rs. 8000(7 working days) Most Urgent Fee Rs.12000 (24 working hours)
<input type="checkbox"/> Duplicate Mark sheet <input type="checkbox"/> Summer	<input type="checkbox"/> Regular <input type="checkbox"/> Resit/Backlog	Required Semester Mark sheets of _____		<input type="checkbox"/> Rs. 300 per semester mark sheet [1 to 8 Mark sheets] [30 working days]

Note: a) Most Urgent Category will be accepted before submission of Form from the Controller of Examinations. b) Fee once paid cannot be refunded. c) The Examinations Dept. will not issue any document if the correct particulars & attestations are not given by the applicant. d) Please fill the form In Capital Letters.

Roll No.	Enrolment #	Batch
Name (As per Matric Certificate)	Father's Name (As per Matric Certificate)	
Cell #	Email	
Degree Completed	BS / BBA / MS / MBA / Ph.D. (_____)	CGPA _____ Year of Passing _____

### Declaration by the Applicant

I have fulfilled all requirements of the degree mentioned above, I hereby request for issuance of Provisional/Transcript/Degree.

I \_\_\_\_\_ s/o-d/o \_\_\_\_\_ hereby solemnly affirm that the information given in the form is correct to the best of my knowledge. I shall be responsible for the consequences in case of wrong entry/information. I have attached all the required documents and the original paid voucher.

Date & Time of Submission by Student: \_\_\_\_\_ Handing over Date of Documents: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Please enclose the following documents:

For Original Provisional/ Transcript/ Degree	For Duplicate Provisional/ Transcript/ Degree	For Correction Provisional/ Transcript / Degree
<p><b>Common documents to be submitted for Original/Duplicate/Correction</b></p> <p>a) Copy of Matric Certificate/ 'O' Level Certificate attested by Dy. Registrar-II. b) Copy of Enrolment Card. c) Copy of CNIC. d) Original Affidavit (Only for Interior Sindh Students). e) Original Clearance Certificate. f) Copy of all Semesters Mark sheets. g) Original Voucher paid receipt. h) Recent Passport size photograph.</p>		
<p><b>Clearance from Finance Department</b> (Signature and Seal)</p>	<p>h) Original FIR about lost (Provisional/ Transcript/Degree) documents. i) Affidavit stating the facts (Degree). j) Original News Paper ad about loss of Degree. k) An attested copy of lost Provisional/ Transcript/ Degree issued.</p>	<p>h) Affidavit stating the facts (Degree). i) Original last Provisional/ Transcript/ Degree issued. j) Copy of Revised &amp; Old Matric Certificate.</p>

Note: Degree/Provisional/Transcript shall be issued to the applicant only after verification of signature from original CNIC.

Please mention the reason for issuance of Duplicate (Provisional/Transcript/Degree), if applicable.	
Please mention the correction in (Provisional/ Transcript/ Degree), if applicable.	

### FOR OFFICE USE

Date of Receiving from Information Desk at Examinations Department.	Degree No.	Transcript No.
Checked by	Verified by	COE
Degree/ Provisional/ Transcript Received	Name of Receiver	Relationship
Received Date & Time	CNIC #	Cell #

**SPECIMEN OF AFFIDAVIT**  
***(must be filled on minimum Rs. 50 Affidavit)***

I, \_\_\_\_\_ S/O, D/O \_\_\_\_\_, Muslim, adult, holding CNIC No: \_\_\_\_\_, resident of House No: \_\_\_\_ Street No: \_\_\_\_\_, do hereby state and declare as under:

1. That I am the deponent of this Affidavit and fully conversant with the facts mentioned herein.
2. That my name is \_\_\_\_\_ S/O D/O \_\_\_\_\_ is written on all of my documents (including B.FORM. Birth Certificate, CNIC). But my Matric Certificate mentions my surname as \_\_\_\_\_ in extra Column in concerned board.
3. That I have no objection if Sir Syed University of Engineering & technology, Karachi mentions my name as \_\_\_\_\_ S/O, D/O. \_\_\_\_\_ on my Transcript, Provisional Certificate & Degree.

Whatever stated above is true and correct to the best of my knowledge and belief.

Karachi

Dated: \_\_\_\_\_ Deponent: \_\_\_\_\_

**SPECIMEN OF AUTHORITY LETTER**  
***(must be filled on minimum Rs. 50 Affidavit)***

The Controller of Examinations  
Sir Syed University of Engineering & Technology,  
Karachi.

It is stated that I **(name)** s/o **(father's name)** am a graduate of SSUET under Roll No. **(your complete Roll No.)** and Enrolment No. **(Your complete Enrolment No.)**. I cannot come in person to receive my degree and final transcript due to **(Please mention reason)**. Therefore I hereby authorized Mr./Ms. **(Name and relation of person who will receive documents on your behalf)** to collect my original degree and final transcript on my behalf. I fully understand that the careful handling of these documents is the responsibility of authorized person and in case of any damage, forgery or loss of these documents; the SSUET will not be responsible for any compensation.

<b>(Particulars)</b>	<b>(Particulars authority letter holder)</b>
Name: _____	Name: _____
NIC. # _____	NIC. # _____
Address _____	Address _____
Mobile # _____	Mobile# _____
Signature _____	Signature _____
Date _____	Date _____

<b>Witness 1</b>	<b>Witness 2</b>
Name: _____	Name: _____
NIC.# _____	NIC.# _____
Address: _____	Address: _____
Signature: _____	Signature: _____
Date _____	Date _____

{Kindly attach a copy of CNIC for all signatories mentioned above}

Note: For Blood Relation [Mother, Father, Brother & Sister not required the undertaking on Stamp Paper]

**For Office Use only**

Form Receiving Date: \_\_\_\_\_ Fee Amount Paid: \_\_\_\_\_ Batch: 19\_\_ - 20\_\_. Discipline: BS\_\_ - MS\_\_

Roll #. \_\_\_\_\_

Documents Required:	<input type="checkbox"/> Transcript	<input type="checkbox"/> Provisional	<input type="checkbox"/> Degree
	<input type="checkbox"/> Most Urgent	<input type="checkbox"/> Most Urgent	<input type="checkbox"/> Most Urgent
	<input type="checkbox"/> Urgent	<input type="checkbox"/> Urgent	<input type="checkbox"/> Urgent
	<input type="checkbox"/> Normal	<input type="checkbox"/> Normal	<input type="checkbox"/> Normal

Degree of the student bearing the following Roll Number according to the list (highlighted) of passed out student (enclosed) has been prepared according to their Matric Certificate and submitted for signature of Registrar and the Vice Chancellor and embossing on the red sticker.

**Controller of Examinations**

**Registrar**

**Vice Chancellor**