

Sir Syed University of Engineering & Technology

(Examinations Department)

Application Form for (Provisional Certificate/Transcript/Degree)

(Please tick the appropriate box)

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|--|--|--|--|--|
| <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>Common documents to be submitted for Original/Duplicate/Correction</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>Clearance from Finance Department (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 & Old Matric Certificate.</p> |

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

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|---|--|
| 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 # |