



Sarhad University

of Science & IT, Peshawar

APPLICATION FOR THE AWARD OF TRANSCRIPT/DMC and DEGREE/DIPLOMA (IN ABSENTIA)

For MAIN CAMPUS STUDENTS

Applied for the award of: Transcript ☐ Degree ☐ DMC ☐ Diploma ☐

(Tick the appropriate check box)

Name of Student (as per Matric Certificate): _____

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

Registration Number: _____ Roll Number: _____

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

Receipt Number of Payment Slip: _____ Amount Submitted: _____

Postal Address (reachable by courier service): _____

_____ Contact Number: _____

Dated: _____

Signature of the Applicant _____

Remarks by Exam Section (if any):

Prescribed Fee w.e.f. from Fall 2023 Session:

Transcript for All Programs

Rs.2500/- (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 Fee for all Programs

Rs.10,000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

Diploma/Certification Fee

Rs.5000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

Special Processing Fee for Degree

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. Copy of Clearance form

Documents to be attached for Degree / Diploma:

1. Original receipt of payment made for the said purpose.
2. Clearance Form signed from all required university officials
3. Copy of Transcript / DMC if already issued.
4. For Master Degree or PGD: (Verified Photocopy of Bachelor 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)
5. For Bachelor Degree or Diploma: (Verified Photocopy of Intermediate Certificate duly attested by Inter-Board Committee or verification letter from respective Intermediate Board)
6. Authority letter in case a third person is to collect attested by gazette officer

Important Note:

All mentioned documents are necessary to be attached with this application form else application will not be considered till the provision of required documents.