



Sarhad University of Science & IT, Peshawar

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

Applied for the award of: Transcript DMC Degree Diploma Certificate
(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: _____

Name of Distance Education Centre (DEC)/Campus: _____

Amount submitted via Demand Draft/Pay Order/Account #: _____ Amount Submitted: _____

Postal Address (reachable by courier service): _____

_____ Contact Number: _____

Date: _____

Signature of the Applicant _____

Undertaking taking by student if he/she is applying for Final/ Completed Status (To be filled in by Student)

I hereby declare that after applying/obtaining Final Transcript/ Provisional Certificate/ Degree with **QFD/ Completed** status of my program, I shall not claim/ apply in any subject/ course for improvement/ re-appear purpose in future for the said degree program.

Date: _____

Signature of Student: _____

(For DEC/Sub Campus Use)

NOC Granted and Recommended & Forwarded to
University for necessary action

Date: _____

Signature and Seal of Authorized

Accounts Office of Sarhad University

Detail of Amount Received and under Account of

(Recommended & Forwarded to **Controller of Examinations** for necessary action) Signature and Seal of Accounts Officer – SUIT

Remarks by Examination Section:

Important Note:

Payment should be made through demand draft or pay order payable at Islamabad in the name of Sarhad University or via Account Number (001-200-3520-9) of Allied Bank, F7/2 Markaz Islamabad.

Fee Details and Documents to be attached with this application are mentioned overleaf of this form. Only complete applications will be accepted and time duration will be considered when application completed in all respects will be received at Examination Section. Complete application should reach the following address:

Sarhad University, Liaison Office
1st Floor, Pak Pavilion Plot # 65-E, Fazal-e-Haq Road Blue Area Islamabad, Pakistan
Contact No: +92-051-2824143-44-45

Prescribed Fee with effect from 1st Feb, 2022:

Transcript / DMC for all Programs
Rs.1500/- (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 for all programs except mentioned below
Rs.5000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

Diploma & Certificate of all Programs
Rs.3000/- (Time of issuance, 1 month after the receipt of application to the Exam Section)

**Special Processing Fee for Degree / Diploma / Certificate
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. No Objection Certificate (NOC) from DEC/Sub Campus
3. Copy of Clearance Form in case of main campus student

Documents to be attached for Degree / Diploma / Certificate:

1. Original receipt of payment made for the said purpose.
2. Copy of Transcript / DMC if already issued.
3. For Bachelor/ Associate Degree / Diploma / Certificate:
(Verified Photocopy Intermediate Certificate duly attested by Inter-Board Committee or verification letter from respective Intermediate Board)
4. For Master Degree/B.Ed/PG Diploma:
(Verified Photocopy of Bachelor Degree/SDPE 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 M.Ed Degree:
(Verified Photocopy of B.Ed 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)
6. Authority letter in case a third person is to collect attested by the gazetted officer.

The required academic documents are those on the basis of which applicant has secured admission in the University. All mentioned documents are necessary to be attached with this application form else application will not be considered till the provision of required documents.

For any query or further assistance please contact your DEC/ Director Sub Campus or email at degree.exam@suit.edu.pk