

HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR APPLICATION FORM FOR DEGREE

Instructions:

- 1. Form should be filled-in and signed by the graduate himself/herself
- 2. Following documents should be attached with the application form:
 - a. Attested copy of Final Transcript, HSSC certificate, SSC certificate and CNIC.
 - b. Paid Challan of Degree fee:
 - i. In case of normal Rs 4000/- (Will be issued within 10 working days)
 - ii. In case of Urgent Rs.6000/- (Will be issued within 05 working days)

To: The Registrar	
Having fulfilled all requirements of the degree, I hereby request for its issuance on the following basis:-	
1. Registration No	2. Name of Program:
3. Name:(As per Secondary School Certificate)	
5. CNIC NO:	- 6. Cell No.
7. Current Mailing Address:	
8. E-mail: 9. Ple	ase check as appropriate: Normal Urgent U
Date:	Signature:
FOR COE OFFICE	
Date of Notification:	Date of Issue:
Verified By:	Signature & Stamp:
FOR OFFICE USE ONLY	
Date of Receipt of Request:	Tentative Date of Delivery:
Request Received By:	Signature:

Note:

- Original CNIC is to be produced at time of issuance of degree.
- Degree will issued to the concerned student only.
- > Duplicate degree will be issued after completion of following formalities:
 - a. News clippings in at least two prominent/national newspapers about loss of degree with complete particulars.
 - b. Copy of FIR lodged at the nearest Police Station be registered immediately with necessary details as regards loss of degree.
 - c. Rs. 4000/- Degree fee is payable at any branch of Bank Askari Ltd
- Revised degree will be issued after completion of following formalities:
 - a. Attested copies of Revised Final transcript, Revised HSSC certificate and Revised SSC certificate.
 - b. Rs. 4000/- fee is payable at any branch of Bank Askari Ltd