



# Sarhad University

## of Science & IT, Peshawar

Recent  
Photograph (for  
the students of  
Health & Physical  
Education only)

### 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: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Program: \_\_\_\_\_ Semester (If program is not completed): \_\_\_\_\_ Session: \_\_\_\_\_

Name of Approved Study Centre (if distant student): **Comwave Institute, Islamabad**

Demand Draft or Pay Order Number: \_\_\_\_\_ Amount Submitted: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Contact Number: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ /2013 .

Signature of the Applicant \_\_\_\_\_

(For Study Centre Use)

**NOC**

Clearance By:

Accounts; \_\_\_\_\_

Library; \_\_\_\_\_

(Recommended & Forwarded to SUIT Liaison Office for necessary action)

Dated: \_\_\_\_ / \_\_\_\_ /2013 .

Signature and Seal of Centre Manager \_\_\_\_\_

(For University's Account Section Use)

Amount Received: \_\_\_\_\_ On Account of: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ /2013 .

**Signature and Seal of Accounts Officer – SUIT**

(Recommended & Forwarded to Controller of Examinations for necessary action)

**Prescribed Fee:**

Transcript / DMC for all Programs

Rs.1250/- (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)

Degree of B.Tech (Pass) 2 Years and B.Tech (Hon) 2 Years

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

Degree of M.Sc HPE(1 year)/M.Ed/B.Ed/BA/BSc/Diploma & Certificate

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. NOC from Study Centre in case of distant student
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 Master Degree/B.Ed/Diploma: (Verified Photocopy of Bachelor Degree/SDPE with sign and Seal by the authorized official of concerned University or verification letter from concerned University)
4. For M.Ed Degree: (Verified Photocopy of B.Ed Degree with sign and Seal by the authorized official of concerned University or verification letter from concerned University)
5. For Bachelor Degree / Diploma / Certificate: (Verified Photocopy 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 the gazetted officer.

**Important Note:**

**Payment should be made through demand draft or pay order payable at Islamabad in the name of Sarhad University, Islamabad.**

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. Complete application should reach the following address:

Sarhad University, Liaison Office  
House No.181, Street No. 48,  
Sagheer Market, F-10/4, Islamabad  
Contact No: +92-51-2212962-4

Note: Pay order/DD of National Bank will not be acceptable