

E-43

**APPLICATION FORM FOR THE ISSUANCE OF DMC/PROVISIONAL
CERTIFICATE/DEGREE/MIGRATION CERTIFICATE**

All the particulars required below should be legible and accurately filled by the candidate in his own handwriting. Form complete in all respects would only be accepted. The incomplete form would be returned to the candidate which must be resubmitted to this office immediately.

**THIS OFFICE WILL NOT BE RESPONSIBLE FOR ANY DELAY IN A CASE
WHERE THE FORM IS NOT COMPLETE IN ALL RESPECTS
(READ CAREFULLY INSTRUCTIONS OVERLEAF)**

1. Name of applicant in block letters _____
2. Father's Name _____
3. Present Address _____
4. Permanent Address _____
5. CNIC No. _____
6. E-mail _____ Phone/Cell #. _____
7. Nature of document required _____
8. Regd. No. _____ 9. Bank Challan No. _____ Dated _____
10. Record of Examinations Passed

(For Undergraduate Students)

Degree _____ Faculty _____ Major/Section _____

Year of passing _____ Marks obtained _____ CGPA _____

(For Postgraduate Students)

Degree _____ Faculty _____ Major/Section _____

Year of passing _____ Marks obtained _____ CGPA _____

I solemnly declare that the facts mentioned in the application are correct

Signature of the Applicant

**IF THE CERTIFICATE/DEGREE IS TO BE DESPATCHED,
ADDRESS MUST BE GIVEN HERE**

Signature of the Applicant

Note:-

Original CNIC must be shown at the time of receiving Certificate/Degree

INSTRUCTIONS

- Application for certificate should be accompanied by the following documents:-
 - Certificate 'A' signed by Dean of the Faculty/Director of Institute/Principal College concerned.
 - Clearance certificate from the Hostel Warden, Head, Department of Library, Senior Tutor, & Fee Clerk.
 - Clearance certificate from Director Graduate Studies for Migration Certificate and Employment Services for Provisional Certificate only.
 - Attested copy of CNIC.
- In case the candidate is employed in Government or Semi-Government Institution, certificate 'B' must be signed by the Head of Institution.
- In the case of a candidate who seeks admission to a degree more than two years after the sanction of the degree (i) if he is not employed in any Government or Semi-Government Institutions, a certificate of good character signed by the Dean of the Faculty; (ii) Pakistani students studying abroad, an attestation from his Supervisor be required. Provided that in a proper case, the Vice Chancellor may waive the requirements of such certificates.

CERTIFICATE 'A'

[To be signed by the Dean of Faculty/Director of Institute/Principal, College concerned]

1. _____ hereby certify on the basis of my personal knowledge and on the evidence produced before me that Mr./Miss/Mrs. _____ Son/Daughter of _____ is the same person whose particulars given in this application form is the same person who passed the _____ Major _____ Examinations in _____ (year) from University of Agriculture, Faisalabad/College concerned. His/her particulars filled in by the application are correct and his/her signature is attested.

Dated _____

Signature _____
Seal of the Office _____

- Clearance by the Fee Assistant _____
- Clearance Certificate by the Head, Department of Library _____
- Clearance Certificate by the Hostel Warden _____
- Clearance Certificate by the Incharge Alumni Relations Officer (for Provisional Certificate only) _____
- Clearance Certificate by Senior Tutor, (for Provisional Certificate only) _____
- Clearance Certificate by the Director Graduate Studies (for Migration Certificate only) _____
- Clearance from Employment Services, District Office Labour, Faisalabad (for Provisional Certificate) only _____

CERTIFICATE 'B'

1. _____ hereby certify on the basis of my personal knowledge and on the evidence produced before me that Mr./Miss/Mrs. _____ Son/Daughter of _____ is the same person whose particulars given in this application form and his/her signature are attested.

Dated _____

Signature _____
Seal of the Office _____

Rate of fee as approved by the Syndicate vide Notification No. B-1/110/2165/B&F dated 9-11-2018

i-	Degree in Absentia	Rs.3500/-
ii-	Urgent Degree	5000/-
iii-	Provisional Certificate/Detailed Marks Certificate/Transcripts for two semesters	500/-
iv-	Migration Certificate	2500/- (Normal) 5000/- (Urgent)
v-	Duplicate Degree/Provisional Certificate/Migration Certificate	5000/-
vi-	Duplicate copy of Registration Card	750/-

Note:-

- Double fee will be charged if DMC/Transcript is required urgently within 48 hours (Syndicate meeting dated 21-5-1987).
- DMC will be issued to successful candidates only.

(Within Pakistan)

To

The Controller of Examinations,
University of Agriculture,
Faisalabad.

Subject:- **DEGREE IN ABSENTIA**

I request that I may be issued my degree in absentia. I have filled in the prescribed application forms and have paid the required fee.

Signature of the applicant: _____ Regd. No. _____

Degree _____ Year of Passing _____

PRESCRIBED FORM

Certified that Mr./Ms. _____ Son/Daughter of _____

Regd. No. _____ who passed _____ examination from

the University of Agriculture, Faisalabad is well known to me and is resident of

_____. At present he/she is

employed in the Deptt./Studying _____ and working

as/Semester _____ . He/she has signed in my presence and his/her

signature is attested.

Signature of the Applicant

Signature of the Dean of Faculty/
Director of Institute/Principal of College
concerned/Head of the Institute/Deptt.
with office stamp.

FOR OFFICE USE ONLY

Register No./Year _____ page _____ Sr. No. _____ Degree No. _____

Degree _____ year _____. The identity of the candidate has been

Checked and the said degree is being delivered/despached through insure parcel vide P/O

Receipt No. _____ dated _____

Deputy Registrar (Exams.)

Degree Assistant