

(Within Pakistan)

To

The Controller of Examinations,
University of Agriculture,
Faisalabad.

Subject:- **REQUEST FOR THE ISSUANCE OF DUPLICATE DEGREE/
DIPLOMA/CERTIFICATE**

It is informed that my original degree/diploma/certificate has been lost/damaged. I have deposited Rs.5000/- in the University Account, NBP, University Branch, Faisalabad vide bank challan No. _____ dated _____. All the required documents are enclosed with this application. It is requested that duplicate degree may kindly be issued. My particulars are given below:-

Name: _____ Regd. No. _____

Degree: _____ Year of Passing _____

Address _____ CNIC No. _____

CERTIFICATE

I _____ hereby certify from my personal knowledge that
Mr/Miss/Ms _____ Son/Daughter of _____
Regd. No. _____ who passed _____
examination from the University of Agriculture, Faisalabad is well known to me and is a
resident of _____

At present he/she is employed in the Deptt/studying in semester _____

He/She has signed in my presence and his/her signature is attested.

Signature of the Applicant

Signature of the Dean of Faculty/
Head of the Institute/Deptt. with
office stamp.

☞ If the certificate/degree is to be dispatched, address must be given here

FOR OFFICE USE ONLY

Register No./Year _____ Page _____ Sr.No. _____

Duplicate Degree No. _____ of _____ 20 _____. The identity of the
Candidate has been checked and duplicate degree delivered/dispatched through insured
registered vide this office No. CE/ _____ date of issue _____

Deputy Registrar (Exams.)

Degree Assistant

INSTRUCTIONS

The following documents are required for the preparation of duplicate degree/certificate/diploma.

- i) a) Affidavit on judicial paper worth Rs.50/- given reason for issuance of duplicate degree/diploma/certificate.
- b) Two copies of passport size photographs.
- c) A photocopy of CNIC of the applicant and his father.
- d) A copy of press cutting of a National News paper notifying loss of degree/diploma/certificate.

☞ **(ALL THE ABOVE DOCUMENTS MUST BE ATTESTED BY A CLASS-I MAGISTRATE/JUDICIAL MAGISTRATE)**

- ii) A fee of Rs.5000/- for each copy of duplicate degree/diploma/certificate separately deposited in the University Account, National Bank of Pakistan, University of Agriculture Branch, Faisalabad or a bank draft of the same amount in the name of Treasurer, UAF.
- iii) In case of lost/theft of the degree/diploma/certificate, a copy of FIR from the respective Police Station.
- iv) The damaged/turn out degree/diploma/certificate if applicable).
- v) Any other.

Note:- **ORIGINAL CNIC MUST BE SHOWN AT THE TIME OF RECEIVING DEGREE/CERTIFICATE/DIPLOMA**