

**(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**