

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. A-4/410/11040-1145 dated 15-2-2016

|      |  |           |
|------|--|-----------|
| i-   | Degree in Absentia   | Rs.3500/- |
| ii-  | Detailed Marks Certificate/Transcripts for two semesters       | 500/-     |
| iii- | Migration Certificate  | 5000/-    |
| iv-  | Duplicate Degree/Provisional Certificate/Migration Certificate | 5000/-    |
| v-   | 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 \_\_\_\_\_

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**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