

**Tick The Relevant One**

Regular Degree		Duplicate Degree		Revised Degree	
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***See the Instructions Overleaf before filling the Form***

**PERSONAL DETAILS**

Student's Name:		CNIC No.:	
Father Name:		Contact No. 1:	
Email Address:		Contact No. 2:	
Postal Address:			

**ACADEMIC DETAILS**

Registration No.:		Session:	
Passing Year:		CGPA:	
Degree Programme:			

**FEE DETAILS**

Amount Paid (Rs.):		Receipt No.:		Date:	
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**CLEARANCE**

Course Coordinator:	Registrar Office:	Treasurer Office:

Student's Signature & Date: \_\_\_\_\_

**Controller of Examinations**

**FOR OFFICE USE ONLY**

Degree No.: \_\_\_\_\_

Issued by: \_\_\_\_\_

**Original Degree Received by:**

Name: \_\_\_\_\_

Signatures & Date: \_\_\_\_\_

**In case of nominee:**

Relation: \_\_\_\_\_

C.N.I.C No.: \_\_\_\_\_

**PRESCRIBED FEE**

Fee for Regular Degree / Convocation	Rs. 8,000/-
Fee for Duplicate/Revised Degree Applying Within The Country	Rs. 5,000/-
Fee for Duplicate/Revised Degree Applying from Abroad	Rs. 10,000/-

# **INSTRUCTIONS**

1. This form must be completed in all aspects, incomplete form shall not be entertained. Degree shall be issued after 15 days.
2. Degree shall only be issued on the completion of a degree program by fulfilling all the requirements as prescribed in the Semester Regulations.
3. Duplicate Degree shall be issued in the cases of loss or damage of original Degree and Revised Degree shall be issued in the cases of change in Name / Father Name of original Degree.
4. The candidate shall apply for the change in name in his personal file available in concerned Department and Registrar Office along with all the documents prior to apply for Revised Degree.
5. The word “REVISED” or “DUPLICATE” shall be written at the top of the Revised and Duplicate Degree respectively. Information regarding change of Name / Father’s Name or any other Change will be mentioned on the Degree.
6. The Original Degree Registrar shall be “CANCELLED” prior to the issuance of Duplicate and Revised Degree.
7. Only the student concerned is allowed to receive the Degree in person, for being residing abroad he/she may send his/her **blood relation** nominee (Parents/Siblings) with an authority letter and a copy of C.N.I.C to collect the Degree.
8. Nobody can apply or receive the Duplicate and Revised Degree on behalf of the candidate. However, in case of being abroad and circumstances beyond his control, the Duplicate and Revised Degree shall be dispatched by PIFD through courier services / registered mail.
9. Attach the following documents along with this form.
  - a. **For Regular Degree:**
    - i. Copy of C.N.I.C.
    - ii. Copy of Final Transcript
    - iii. Original Degree Fee Receipt
  - b. **For Duplicate Degree:**
    - i. Copy of C.N.I.C.
    - ii. One Passport Size Photograph
    - iii. Original Degree in case of Damage / Copy of Degree in case of loss/theft
    - iv. Copy of FIR filed with local Police intimating the loss / theft of the Degree.
    - v. Affidavit signed before the first class magistrate regarding the fact of irrecoverable loss on stamp paper worth of Rs. 200/- stating (***Annex-A***) a declaration to the effect that the candidate will not misuse the duplicate Degree in case original is found. He will surrendered if the original Degree is recovered subsequently.
    - vi. Original Degree Fee Receipt
  - c. **For Revised Degree:**
    - i. Copy of C.N.I.C.
    - ii. Two Passport Size Photograph
    - iii. Degree in Original
    - iv. Revised Certificate of Matriculation / In case of ‘O’ / ‘A’ Levels CNIC shall be considered
    - v. Decree of the Court
    - vi. Affidavit signed before the first class magistrate regarding the change in name on stamp paper worth of Rs. 200/- stating, a declaration to the effect that the candidate will not misuse or allow to misuse the Degree and all the precautionary steps would be taken against possible misuse. (***Annex-B***)
    - vii. Original Degree Fee Receipt

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**Affidavit**

I, \_\_\_\_\_ S/D/o \_\_\_\_\_

Session: \_\_\_\_\_ vide Reg. No. \_\_\_\_\_ Department  
\_\_\_\_\_ bearing CNIC No. \_\_\_\_\_

Residing at \_\_\_\_\_, do  
hereby solemnly affirm and sincerely declare as follows that:

- i. I have lost my original Degree of \_\_\_\_\_ issued  
on \_\_\_\_\_ from Registrar office, PIFD, Lahore.
- ii. I will surrender the Duplicate Degree if the original Degree is recovered subsequently. I  
will not misuse or allow anybody to misuse the Degree to be issued and all the  
precautionary steps would be taken against possible misuse.

I declare, further that the above mentioned facts are true and correct to the best of my  
knowledge, information and belief.

**Signature of the Candidate**

**Seal of the Notary Public**

**Affidavit**

I, \_\_\_\_\_ S/D/o \_\_\_\_\_  
Session: \_\_\_\_\_ vide Reg. No. \_\_\_\_\_ Department  
\_\_\_\_\_ bearing CNIC no. \_\_\_\_\_ Residing  
at \_\_\_\_\_,  
do hereby solemnly affirm and sincerely declare as follows that:

- i. My name / father’s name has been changed from \_\_\_\_\_  
to \_\_\_\_\_ w.e.f. \_\_\_\_\_. I have received my revised  
Matriculation Certificate according to the new particulars.
- ii. I will surrender the original Degree. I will not misuse or allow anybody to misuse the  
Degree to be issued and all the precautionary steps would be taken against possible misuse.

I declare, further that the above mentioned facts are true and correct to the best of my  
knowledge, information and belief.

**Signature of the Candidate**

**Seal of the Notary Public**