COMSATS Institute of Information Technology
Lahore Campus
Duplicate Transcript/Degree Request Form

To be filled by the Graduate:-

Registration No.: _____ **Department:**_____**Passing Out Session:**_____

Name:_____**Father's Name:**_____

Reason for apply (Please tick with √)： ❏ **Documents Lost / Stolen**   ❏ **Documents Damaged**

Remarks:_____

_____

_____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 2,500/- for Duplicate Transcript and Rs. 10,000/- for Duplicate Degree).
2. Original Newspaper Advertisement along with micro copy of Advertisement on A4 Page. (In case of Lost/Stolen).
3. Copy of Police FIR (In case of Lost/Stolen)
4. Copy of Transcript/ Degree issued by CIIT (In case of Lost/Stolen).
5. If you have tick Damaged option then also attached the damaged documents.
6. Copy of the CNIC of the applicant.
7. 1 color recent passport size photograph
8. Notarize affidavit (In case of lost/Stolen or damaged document) to be submitted after 20 days the publishing of newspaper advertisement. Sample is available.

Note: Please make sure to remove all stamps/tickets/sticker pasted/affixed on the original document if any, before returning it to the Institute. I certify that all the stamps/tickets/sticker has been removed from original documents by me and the institute will not be responsible if it is lost or misused and also declare that this information submitted by me is true to the best of my knowledge and I agree with the rules/ regulations of CIIT.

Date: _____   **Graduate Cell #:** _____   **Graduate Signature:** _____

For Examinations Office Only

Diary In No: _____   **Is documentation**   ❏ **Complete   or   ❏ Incomplete**

Remarks:_____

Received by(Name & Signature): _____**Date:**_____

Marked to:_____**Date:** _____

Covering letter for PS has been prepared: ❏ **Yes**   or   ❏ **No**

Duplicate Transcript has been prepared/verified: ❏ **Yes**   or   ❏ **No**

Name & Signature: _____**Date:**_____