

COMSATS Institute of Information Technology

Lahore Campus

Revised Transcript/Degree Issuance Request Form

To be filled by the Graduate:-

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

Name: _____ Father's Name: _____

Reason for apply (Please tick with √): Revision in Graduate's Name Revision in Father's Name

Remarks: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 2,500/- for Revised Transcript and Rs. 10,000/- for Revised Degree).
2. Original Transcript / Degree.
3. If you have tick Damaged option then also attached the damaged documents.
4. Copies of all previous educational certificates, documents, degrees after getting revised from concerned BISE or University.
5. Copy of the CNIC of the applicant.
6. 1 color recent passport size photograph

Important Note:

Please make sure to remove all verification stamps/tickets/sticker pasted/affixed (by HEC or other attestation agency) on the original document if any, before returning it to the Institute. You will be asked to submit these **stamps/tickets/stickers** when you again visit attestation agency for verification of revised document so you need to keep these verification stamps in your safe custody.

You will be required to give a statement on the back of the original Transcript/Degree certifying that the stamps/tickets/sticker has been removed by you and the institute will not be responsible if it is lost or misused.

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: _____

Have Registration office incorporated the revisions: Yes or No

Covering letter for PS has been prepared: Yes or No

Revised Transcript has been prepared/verified: Yes or No

Name & Signature: _____ Date: _____