# Duplicate Transcript/Degree Request Form

**To be filled by the Graduate:**

<table>
<thead>
<tr>
<th>Registration No.:</th>
<th>Department:</th>
<th>Passing Out Session:</th>
</tr>
</thead>
</table>

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).
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: _______________

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**For Examinations Office Only**

<table>
<thead>
<tr>
<th>Diary In No:</th>
<th>Is documentation</th>
<th>☐ Complete</th>
<th>or</th>
<th>☐ Incomplete</th>
</tr>
</thead>
</table>

**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: _______________