



# COMSATS University Islamabad

## Lahore Campus

### Duplicate Joint Transcript/Lu 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 DamagedRemarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Documents to be attached:-

1. Original **paid challan receipt** (Rs. 4,000/- for Duplicate Transcript and Rs. 15,000/- 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.

#### **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 &amp; Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Marked to: \_\_\_\_\_ Date: \_\_\_\_\_

Covering letter for PS has been prepared:  Yes or  NoDuplicate Transcript has been prepared/verified:  Yes or  No

Name &amp; Signature: \_\_\_\_\_ Date: \_\_\_\_\_