

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.

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: _____

Covering letter for PS has been prepared: Yes or No

Duplicate Transcript has been prepared/verified: Yes or No

Name & Signature: _____ Date: _____