

**COMSATS University Islamabad**
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☐ Documents required with Revised University Name

Remarks: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 10,000/- for Revised Transcript and Rs. 25,000/- for Revised Degree).
2. Original Transcript / Degree.
3. Copies of all previous educational certificates, documents, degrees after getting revised version from concerned BISE or University (**In case you have revision in your name or father's name**).
4. Copy of the CNIC of the applicant.
5. 1 color recent passport size photograph

Important Note:

Be sure to remove all verification stamps/tickets/stickers pasted/affixed to the original document (by HEC or other attestation agency) before returning it. The verification stamps will be required when you visit the attestation agency again for verification of revised documents, so keep them in a safe place.

Transcript/Degree must be accompanied by a statement stating that stamps/tickets/stickers have been removed by you; the CUI won't be responsible if these stamps/tickets/stickers are lost or misplaced.

Date: _____ Graduate's Cell #: _____ Graduate's Signature: _____

For Examinations Office OnlyDiary In No: _____ Is documentation ☐ Complete or ☐ Incomplete

Remarks: _____

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

Marked to: _____ Date: _____

Have Registration office incorporated the revisions: ☐ Yes or ☐ NoCovering letter for PS has been prepared: ☐ Yes or ☐ NoRevised Transcript has been prepared/verified: ☐ Yes or ☐ No

Name & Signature: _____ Date: _____