



HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

APPLICATION FORM FOR DEGREE

Instructions:

1. Form should be filled-in and signed by the graduate himself/herself
2. Following documents should be attached with the application form:
 - a. Attested copy of Final Transcript, HSSC certificate, SSC certificate and CNIC.
 - b. Paid Challan of Degree fee :
 - i. In case of normal Rs 5000/- (Will be issued within 10 working days)
 - ii. In case of Urgent Rs.8000/- (Will be issued within 05 working days)

To: The Registrar

Having fulfilled all requirements of the degree, I hereby request for its issuance on the following basis:-

1. Registration No. _____ 2. Name of Program: _____

3. Name: _____ 4. Father's Name: _____
(As per Secondary School Certificate) (As per Secondary School Certificate)

5. CNIC NO:

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 6. Cell No.

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7. Current Mailing Address: _____

8. E-mail: _____ 9. Please check as appropriate: Normal ☐ Urgent ☐

Date: _____ Signature: _____

FOR COE OFFICE

Date of Notification: _____ Date of Issue: _____

Verified By: _____ Signature & Stamp: _____

FOR OFFICE USE ONLY

Date of Receipt of Request: _____ Tentative Date of Delivery: _____

Request Received By: _____ Signature: _____

Note:

- Original CNIC is to be produced at time of issuance of degree.
- Degree will issued to the concerned student only.
- Duplicate degree will be issued after completion of following formalities:
 - a. News clippings in at least two prominent/national newspapers about loss of degree with complete particulars.
 - b. Copy of FIR lodged at the nearest Police Station be registered immediately with necessary details as regards loss of degree.
 - c. Rs. 5000/- Degree fee is payable at any branch of Bank Askari Ltd
 - d.
- Revised degree will be issued after completion of following formalities:
 - a. Attested copies of Revised Final transcript, Revised HSSC certificate and Revised SSC certificate.
 - b. Rs. 5000/- fee is payable at any branch of Bank Askari Ltd