OCE Service's Charges

Sr. #	Name of Document	Revised Fee (in Pak Rupees)
1	Progress Report (with incomplete Status)	1000/-
2	Final Transcript (FT)	Nil
3	Urgent Degree (before Convocation)	10000/-
4	Degree (on/after Convocation)	Nil
5	Duplicate / Revised Final Transcript	10000/-
6	Duplicate / Revised Degree	10000/-
7	Verification of AKII Final Transcript for five sets	1000/- for each set
8	Verification of AKII Degree for five sets	1000/- for each set
9	Provisional Semester Progress Report (Current semester)	1000/-
10	Provisional Semester Progress Reports (each semester prior to current semester)	1000/-
11	Degree Completion Letter	100/-
12	Percentage Letter (Semester wise)	200/- (Per semester)
13	Percentage Letter (DMC)	500/-
14	Result Notification Letter	100/-
15	Provisional letter for Degree	100/-
16	HEC Attestation letter	200/-
17	NOC for MS/MPHIL	100/-
18	Back Log Letter (F-Grades)	200/-
19	Letter for Duration of Degree	100/-
20	Incomplete Transcript	10000/-

Final Transcript (FT)

Instructions for obtaining Final Transcript (FT)

A student who has completed all the degree requirements both in terms of credit hours and CGPA is eligible to seek his / her Final Transcript and must read the following instructions carefully before applying for final transcript (FT).

1. Apply for Final Transcript (FT) clearance through the link online.akii.edu.pk.
2. Upload the scanned copies of the following documents in the relevant sections.
   - Attested copies of Educational Documents
   - Attested Copy of CNIC/Passport
   - Attested Passport Size Picture with white background
3. The transcript request form must be duly filled in with the required information. An incomplete form shall not be accepted/processed.
4. Final Transcript request is processed within 2 to 3 weeks after submission of applications.
5. In case, any discrepancy is identified in the verification process then it may take another one or two weeks to prepare such FTs.
6. Final Transcript is issued after the signatures of competent authorities which is subject to their availability
7. **Name and parentage on the Final Transcript shall be as per matric certificate**. In case these particulars are mentioned in Urdu, student shall provide particulars on the undertaking form available at the photocopy shop.
8. There is no fee for Final Transcript.
9. **FT is issued to the concerned student/graduate after providing copy of CNIC or Driving License or Passport.**
10. In case the participant can not collect the FT/degree personally, then he/she can provide his/her detail and detail of authorized person through email at coe@akii.edu.pk. He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining DUPLICATE Final Transcript (FT)

In case FT is lost or misplaced, the student can immediately apply for duplicate FT by paying prescribed fee in the Accounts Office. The word "DUPLICATE" will be written on the FT. It is also mandatory for the student to provide the following documents:

1. Photocopy of lost FT
2. Original copy of FIR lodged with police station regarding the loss of FT
3. An affidavit on a stamp paper
4. Original cutting of newspaper ad announcing the loss of FT
5. Payment receipt (non-refundable)

FT is issued to the concerned student/graduate after providing copy of CNIC or Driving License or Passport.

In case the participant can not collect the FT/degree personally, then he / she can provide his/her detail and detail of authroized person through email at coe@akii.edu.pk. He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining REVISED Final Transcript (FT)

OCE prints Student's Name and Parentage Name on Final Transcript as per Matric Certificate or IBCC or Equivalent. In case, change of Name or Parentage Name on FT, it is mandatory for the student to provide the following documents:

1. Updated/Revised attested photocopy of Matric Certificate or IBCC or Equivalent
2. Fresh Picture as per prescribed criteria
3. Photocopy of CNIC
4. Original Final Transcript
5. Payment receipt (non refundable)

The word "REVISED" will be written on the FT

FT is issued to the concerned student/graduate after providing copy of CNIC or Driving License or Passport.

In case the participant can not collect the degree personally, then he/she can provide his/her detail and detail of authorized person through email at coe@akii.edu.pk. He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining Progress Report (PR)

A student who has not yet completed all the degree requirements both in terms of credit hours and CGPA is eligible to get his / her Progress Report as per the procedure laid down herewith:-

1. Obtain clearance from the different departments as listed in Clearance Form available at the photocopy shop.
2. Submit the filled clearance form to the Office of Participant Relationship Management (OPRM) along with attested copy of his / her Matric Certificate and prescribed fee (As mentioned in above table).
3. Request is usually processed within One week after receiving the application in the OCE.
4. In case any discrepancy is identified in the verification process then it may take another week to prepare such PRs.
5. There is no fee for verification of PR
6. In case the participant can not collect the FT/degree personally, then he/she can provide his/her detail and detail of authrozied person through email at coe@akii.edu.pk. He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining Degree

Degrees shall be issued after the Convocation to those who have completed all degree requirements of a particular program and have been issued the Final Transcripts. For issuance of Urgent Degree, the participant shall apply on the prescribed Urgent Degree Form to the Office of Registrar along with followings:

1. Receipt of payment of Urgent Degree fee
2. Copy of Final Transcript issued by AKII

Urgent Degree is issued normally within two weeks from the application date by the Office of the Controller Examinations.

Degree is issued to the concerned student / graduate after providing copy of CNIC or Driving License or Passport.

In case the participant can not collect the degree personally, then he / she can provide his/her detail and detail of authroized person through email at [coe@akii.edu.pk.](mailto:coe@akii.edu.pk) He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining DUPLICATE Degree

In case Degree is lost or misplaced, the student can immediately apply for duplicate Degree by paying prescribed fee in the Accounts Office. The word "Duplicate" will be written on the Degree. It is also mandatory for the student to provide the following documents:

1. Photocopy of lost Degree
2. Original copy of FIR lodged with police station regarding the loss of Degree
3. An affidavit on a stamp paper
4. Original cutting of newspaper ad announcing the loss of Degree
5. Payment receipt (non-refundable)

Degree is issued to the concerned student/graduate after providing copy of CNIC or Driving License or Passport.

In case the participant can not collect the FT/degree personally, then he/she can provide his/her detail and detail of authorized person through email at [coe@akii.edu.pk.](mailto:coe@akii.edu.pk) He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.

Instructions for obtaining REVISED Degree

OCE prints Student's Name and Parentage Name on Degree as per Matric Certificate or IBCC or Equivalent. In case, change of Name or Parentage Name on FT, it is mandatory for the student to provide the following documents:

1. Updated/Revised attested photocopy of Matric Certificate or IBCC or Equivalent
2. Fresh Picture as per prescribed criteria
3. Photocopy of CNIC

4. Original Degree
5. Payment receipt (non-refundable)

The word "REVISED" will be written on the Degree

Degree is issued to the concerned student/graduate after providing copy of CNIC or Driving License or Passport.

In case the participant can not collect the degree personally, then he/she can provide his/her detail and detail of authorized person through email at [coe@akii.edu.pk.](mailto:coe@akii.edu.pk) He/She will attach his/her original CNIC. The authorized person will provide copy of his/her CNIC at the time of receiving.