



APPLICATION FORM FOR CERTIFICATES

Please read the instructions overleaf carefully. Fill in all the relevant information, provided in this form and attach all the required documents. Incomplete form will be rejected.

Please mark (✓) only one option :

- Original Degree / Diploma
Duplicate Degree / Diploma

- Verification
Detailed Marks Certificate (DMC)
Merit Certificate (MC)

For office use only
No :
Date :

1. Name of Examination:

Semester System: Session (Year) Roll No.

2. Registration No. (AKI)

3. Name of Candidate (Block Letters)

4. C.N.I.C. No.

5. Father's Name (Block Letters)

6. Father's C.N.I.C. No.

7. Marks Obtained : Division/Grade/OPM/CGPA:

8. Date of Birth :

9. Name of Institution:

10. Permanent District:

11. Address:

Telephone number:

13. Fee Information : (In case of female candidate parents/gaurdians number may be given)

Rs.: Bank Challan No : Branch : Date :

I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences. I have attached attested photocopies of the following documents

- 1. Pass Result Cards (All Parts/Profs.), Transcript of apply document.
2. Previous qualification Certificates & Degrees.
3. Computerized National Identity Card

Signature of the Candidate :

Attestation (For Degree / Diploma / D.M.C. Applicant only, see instruction)

Signature and Office Stamp Name CNIC#

Postal Address for Despatch of Degree / Diploma / Verification / D.M.C. / M.C. etc.

COURIER SERVICE / REGISTERED

Name

Father's Name :

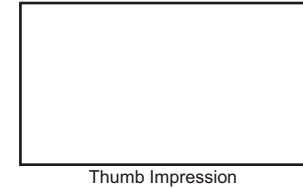
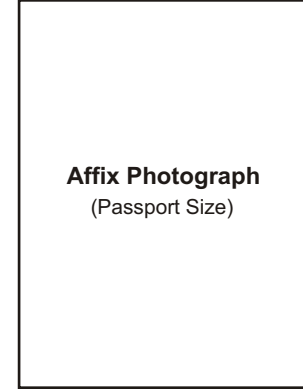
Address :

Telephone number:

(In case of female candidate parents/gaurdians number may be given)

If undelivered may be returned to :

Controller Of Examinations, Department of Examinations, Admin Block, Al-Karam International Institute, Bhera, Distt. Sargodha; Pakistan. Ph 048-6691960



INSTRUCTIONS

1. The application form should be got attested in line with below guidelines.
 - (a) (i) In case of regular candidates by the head of concerned University department.
 - (iv) Attestation is not required for the purpose of verification.
 - (b) In case of overseas candidates the form will be attested by the concerned consulate or embassy.
2. The candidate must attach Photograph and give thumb impression on the application form.
3. The Candidate should Provide Photocopy of all Documents, Original Documents are not required for the purpose of Verifications.
4. No degree /verification is issued with in 60 days from the date of declaration of result.
5. Nobody can apply or receive any certificate from the office on behalf of the candidate, unless authorized by the candidate concerned. The certificates are always posted by a Courier Service / Registered Post.
6. Merit Certificate is issued to the 1st five position holders in the examination.
7. In case a female candidate has changed her name after marriage, she should also provide her father's C.N.I.C Copy.
8. For acquiring D.M.C's the candidate should attach list of all the subjects.
9. If a student remain unable to attend the convocation without submission of refusal to the office, his/her degree will be issued after depositing prescribed fee.
10. In case of applying for Improved division degree, previous original degree must be attached with application form.
11. Detailed marks certificate will be issued for Semester system examination only. The candidates who require Transcript for semester system examination should contact their concerned academic departments.

NOTE:

Only those forms will be accepted which are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates.