



# University of Karachi

## EXAMINATIONS DEPARTMENT

### (DEGREE SECTION)

Form No. \_\_\_\_\_

### APPLICATION FORM FOR RECEIVING DEGREE/DIPLOMA/CERTIFICATE

#### IMPORTANT INSTRUCTIONS

1. The name and father's name written in the Degree/Diploma/Certificate as per Enrolment/Registration Card. If there is any error in the Enrolment/Registration Card/Marks Sheet, please have it corrected from the concerned section before Submission of the form.
2. Degree should be collected with in one year after submission of Degree form, otherwise, University of Karachi will not be responsible.
3. Candidate will have to come him/her self with original receipt to collect degree, Degree will not be issued to any other person.
4. Required Degree fee be deposited in the authorised banks and the degree form be submitted at the degree counter.
5. Form should be filled in and signed by the applicant himself/herself.
6. Other information/instructions on overleaf.

#### ضروری ہدایات

- (۱) ڈگری / ڈپلوما / سرٹیفکیٹ میں نام اور ولدیت انٹرولمنٹ رجسٹریشن کارڈ کے مطابق تحریری کیا جاتے ہیں۔ اگر انٹرولمنٹ رجسٹریشن کارڈ / مارکس شیٹ میں کسی قسم کی غلطی ہے تو ڈگری فارم جمع کرانے سے پہلے متعلقہ سیکشن سے اسے درست کرائیں۔
- (۲) امیدوار کو چاہیے کہ ڈگری فارم جمع کرانے کے بعد ایک سال کے اندر اپنی ڈگری وصول کر لیں بصورت دیگر کراچی یونیورسٹی ذمہ دار نہ ہوگی۔
- (۳) ڈگری وصول کرنے کے لئے امیدوار کا بذات خود بمعاصل رسید کے آنا لازمی ہے۔ کسی دوسرے فرد کو ڈگری نہیں دی جائیگی۔
- (۴) ڈگری فیس کی مطلوبہ رقم مقرر کردہ بینک میں جمع کرانے کے بعد ڈگری فارم ڈگری کاؤنٹر پر جمع کرادیں
- (۵) درخواست گزار کے لیے لازم ہے کہ وہ فارم خود پر کر کے دستخط کرے۔
- (۶) دیگر ہدایات فارم کی پشت پر ملاحظہ فرمائیں۔

The Controller of Examinations,  
University of Karachi,  
Karachi.

Sir,

I hereby apply for my degree/diploma/certificate of the examination passed by me as per details given below:

1. (a) Name: \_\_\_\_\_  
Written as per enrolment / registration card (BLOCK LETTERS) نام اردو میں (انٹرولمنٹ / رجسٹریشن کارڈ کے مطابق لازمی لکھیں)

- (b) \_\_\_\_\_  
(In Urdu)

2. (a) Father's Name \_\_\_\_\_  
Written as per enrolment / registration card (BLOCK LETTERS) ولدیت اردو میں (انٹرولمنٹ / رجسٹریشن کارڈ کے مطابق لازمی لکھیں)

- (b) \_\_\_\_\_  
(In Urdu)

3. Email Address \_\_\_\_\_

4. CNIC No. \_\_\_\_\_ 5. Male / Female \_\_\_\_\_

6. Postal Address (in Karachi): \_\_\_\_\_

7. PTCL No. \_\_\_\_\_ Cell No. \_\_\_\_\_

\_\_\_\_\_ اردو میں گھر کا مکمل پتہ لکھیں (صرف کراچی کا)

#### DETAIL OF EXAMINATIONS

8. (a) Name of Exam. Passed \_\_\_\_\_ (b) Annual/Suppl./Year of Passing the Final Exam \_\_\_\_\_

9. (a) Name of College/Deptt./External \_\_\_\_\_

10. (a) Seat No. of Final Year Exam. \_\_\_\_\_ (b) First Year Seat No. with passing year \_\_\_\_\_

- (c) Enrolment/Registration No. \_\_\_\_\_

11. Division/Grade \_\_\_\_\_



Yours obediently,

Date: \_\_\_\_\_

Signature of the Applicant

(APPLICABLE TO REGULAR STUDENTS ONLY)

#### CERTIFICATE FROM THE CHAIRMAN OF THE DEPARTMENT/PRINCIPAL OF THE COLLEGE

I hereby certify that the above applicant has passed the above mentioned examination from this Department//College and that I have no objection if the degree is issued to him/her directly.

Note: Medical degree will be issued through concerned College only

Signature of the Chairman of the Deptt.  
or Principal of the College with Official seal

**THE APPLICANT SHOULD READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMISSION OF THE APPLICATION FORM:**

- 1.The applicant is required to enclose the following documents with the application form:
- (a) Original & Photocopy of Enrolment/Registration Card (original will be returned with the degree).
  - (b) Attested photocopy of Division Marks certificate of final year examination.
  - © Attested photocopy of CNIC.
  - (d) Matriculation Certificate Photocopy.
  - (e) Attested photocopy of Admit Card.
  - (f) Successful Pakistani candidates of Medical Examinations are required to submit attested photocopy of Essential Personal Registration Certificate issued by the Employment Exchange.
  - (g) Consolidated Marksheet of MBBS, BDS, B.S (Physiotherapy).
  - (h) Foreign students shall submit photocopy of the Passport alongwith the application form.
2. The applicant should fill up his / her name and father's name as entered in the Enrolment / Registration card in both languages i.e. English & Urdu. Corrections, if any should be made before applying for Degree through Enrolment / Registration Section.
3. The regular candidates are required to submit their application through their Chairman of the Department /Principal of the College concerned. External candidates may, however, submit their application directly.
4. The Degree / Diploma / Certificate will be sent through Courier Service or UMS to the applicant at Karachi, as written in his / her home address in the form by him / her. Degree / Diploma / Certificate cannot be delivered directly by hand to the applicant or any-other person under any circumstances.

**5. DUPLICATE DEGREE / DIPLOMA / CERTIFICATE**

The Duplicate Degree/Diploma/Certificate can be issued on prescribed application form alongwith: (1) an attested photocopy of lost degree diploma Certificate (2) an affidavit on a stamp paper of Rs.50/= duly attested by a First Class Magistrate and(3) original cutting from any newspaper announcing the loss of the degree/diploma/certificate. In the absence of a photocopy of lost degree / diploma / certificate / Marksheet / Enrolment Card original and forwarded by the college, the applicant is required to submit all documents as mentioned in serial No.1

6. DETAILS OF ORDINARY/URGENT/MOST URGENT FEE.**	Ordinary Fee	Urgent Fee	Mosturgent Fee
(a) B.S. (Bachelor of Studies)/B.A./B.Sc./B.Com./B.C.S./B.Sc. (HE)/B.O.L./M.A./ M.A (Edu.) / B.P.A/M.T.M./M.Sc./B.A./B.Sc. B.COM (Hons.) M.Sc. (HE)/BLIS / MLIS / BCS	1100/-	2600/-	3600/-
(b) B.Pharm./B.L/LL.B./B.A (H) LL.B/B.Ed/B.P.Ed/B.Sc. (Med. Tech.)/B.Sc. (Pht.)/ B.Sc. (Occupational. Thr.) B.Sc. (War Std.)/B.Sc. (Maritime) M.C.S/ B.S. Computer Science B.S (Software Engineering)/B.Sc (Nursing) B.B.A (Hons.)/ B.B.A Pass / ADE / B.Ed. (Hons.)	1600/-	3100/-	4100/-
(c) Diploma / Certificate / PGD	1600/-	3100/-	4100/-
(d) B.S (Physio)/ M.B.A./M.Pharm./M.B.B.S./B.D.S./M.P.H/M.Ed./LL.M./M.I.B.F M.Sc. (Str.Std.)/ B.S & M.Sc (Physiotherapy) M.Com/M.P. Ed/B.E/B.S./MHRM / B.S. Acturial Sc./ B.S.(Agriculture)/Bachelor of (Design, Fine Arts, Arch.) /EMBA /M.P.A/M.A.S	2600/-	4100/-	5100/-
(e) M.Phil./M.S/Ph.D/M.D./D.Lit/D.Sc/ Pharm-D, DPT	3100/-	4100/-	5100/-

**Note: Cost of the Degree form is inclusive.**

7. **DUPLICATE DEGREE/DIPLOMA/CERTIFICATE FEE:**  
Rs.1500/- extra in addition to the ordinary fee.

8. **RE ISSUANCE OF DEGREE AGAINST DEFACED FEE**  
Rs. 2000/- extra in addition to the ordinary fee.

**REQUIRED DOCUMENTS FOR RE ISSUANCE OF DEGREE / DIPLOMA / CERTIFICATE.**

Prescribed degree form, original defaced Degree / Diploma / Certificate and required to submit all documents as mentioned in serial No. 1.

9. (a) **The fee once paid shall not be refunded.**  
(b) **The University reserves the right to change or modify in the above fee.**

**10. MINIMUM TIME FOR DESPATCH OF DEGREE/DIPLOMA/CERTIFICATE BY COURIER SERVICE OR UMS**

- (a) Ordinary : Four Months
- (b) Urgent : One Month
- (c) Most Urgent : 20 days (Working Days)

**Note: The University reserves the right to extend the above mentioned duration.**

<b>AFFIDAVIT</b> (To be filled in by the applicant)	
I, _____ s/o - d/o _____ hereby solemnly affirm that the information given in the form is correct to the best of my knowledge.	
This Degree when delivered by the CS/UMS shall be received by me or any of my family members for which I shall be wholly responsible.	
Yours obediently,	
Date: _____	Signature of the Applicant