



SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

Original	<input type="checkbox"/>
Duplicate	<input type="checkbox"/>
Revised	<input type="checkbox"/>

EXAMINATION DEPARTMENT
 DEGREE APPLICATION FORM
 CONVOCATION: ABSENTIA:

Regular	<input type="checkbox"/>
Resit	<input type="checkbox"/>
Before Convocation	<input type="checkbox"/>

The Controller Of Examinations,
 Having fulfilled all requirements for the degree of BS /MS/BBA/MBA /PhD, I hereby request that of the captioned document be issued to me

Most Urgent: Ordinary: Urgent:

Passport size
 Photograph
 Staple

1. Name: _____ 2. Father ' s Name: _____
 (As per Matric Certificate) (As per Matric Certificate)

3. Roll No: _____ 4. Enrolment No: _____

5. Address (Present): _____

6. Cell#: _____ 7. Email: _____

Applicant Signature with date: _____

9. Clearance with signature & seal of Authorized Person:

Finance Department

Please mention the reason for issuance of Duplicate (degree) if applicable.	
Please mention the reason for correction of (degree) if applicable.	

10. **INSTRUCTIONS: Documents to be attached for original /Duplicate /Correction**

- a) Copy of the transcript & Provisional. b) Recent passport size photograph. c) Original voucher paid receipt.

Additional Documents Required For lost /Correction Document

- a) original FIR about lost (Degree). b) Affidavit stating the facts (Degree). c) original news paper ad about loss of Degree. d) An attested copy of lost Degree issued. e) Copy of revised & old Matric certificate. (for Correction)

Note: -

- Most urgent application form will be received /subject to prior clearance from the controller of Examinations. b) Fee once paid cannot be refunded. c) Application form will not be process until correct particulars are provided d) Please fill the form in capital letters.
- Obtain Deposit receipt of this Form from Help desk & bring at the time of collection of Degree.
- Degree shall be issued to the applicant only after verification of signature from original CNIC.

11. **Documents Processing Date & Time:**

Original Degree	Duplicate Degree	Correction of Degree
<input type="checkbox"/> Ordinary Fee: Rs 4000 (1 month).	<input type="checkbox"/> Ordinary Fee: Rs 5 000 (1 month).	<input type="checkbox"/> Ordinary Fee: Rs 5 000 (1month).
<input type="checkbox"/> Ordinary Fee: Rs 6 000 Before Convocation (1 month)	<input type="checkbox"/> Urgent Fee: Rs 8 000 (7working days).	<input type="checkbox"/> Urgent Fee: Rs 8 000 (7 working days).
<input type="checkbox"/> Urgent Fee: Rs 6000 (07 working days).	<input type="checkbox"/> Most Urgent Fee Rs 12000 (24 hours) after receiving the form.	<input type="checkbox"/> Most Urgent Fee Rs 12000 (24 hours) after receiving the form.
<input type="checkbox"/> Urgent Fee Rs 8000 before convocation (07 working days).		
<input type="checkbox"/> Most Urgent Fee Rs 10000 (24 hours) after receiving the form.		

For Office Use only

Degree No	Prepared by (sign) with date	Checked by (sign)with date	
Dy .COE (Sign)with date	COE(sign)with date		

Recipient Details

Documents Received	Degree (Sign)	Name Of Person	Date& Time	Relationship	Date
CNIC#		Cell#			
Issued by (Name)		Sign			

SPECIMEN OF AFFIDAVIT

(Must be filed on minimum Rs.50 Affidavit)

I, _____ S/O, D/O _____ Muslim, and adult, holding CNIC No: _____, resident of house No: _____ street No: _____, do hereby state and declare as under:

1. That I am the deponent of this Affidavit and fully conversant with the facts mentioned herein.
2. That my name is _____ S/O D/O _____ is written on all of my documents (including B.FORM.Birth Certificate, CNIC). But my Matric Certificate mentions my surname as _____ in extra column in concerned board.
3. That I have no objection if sir syed university of Engineering and Technology, Karachi mentions my name as _____ S/O, D/O _____ on my Transcript, Provisional Certificate & Degree.

Whatever stated above is true and correct to the best of my knowledge and belief.

Karachi

Dated: _____

Deponent: _____

SPECIMEN OF AUTHORITY LETTER

(On Rs.50 Stamp Paper if the Authorized Person is not blood Relative)

The Controller of Examinations
Sir Syed University of Engineering & Technology,
Karachi.

It stated that I _____ S/o D/o _____ am a graduate of SSUET under Roll No. _____ and Enrollment No. _____
(Name) (Father Name) (Complete Roll No) (Complete Enrollment No)

I cannot come in person to receive my degree and final transcript due to _____ Therefore I hereby authorized Mr. /Ms. _____
(Reason for not coming in person) (Name)

& _____ to collect my original degree and final transcript on my behalf. I fully understand that the careful handling of these
(Relation with Authorized Person)

documents is the responsibility of authorized person in case of any damage, forgery or loss of these documents; & that SSUET will not be responsible for any compensation.

Particulars of the Applicant (Student)

Name: _____
CNIC#: _____
Address: _____
Mobile: _____
Signature: _____
Date: _____

(Particulars of the authority letter Holder)

Name: _____
CNIC: _____
Address: _____
Mobile: _____
Signature: _____
Date: _____

Witness 1

Name: _____
CNIC#: _____
Address: _____
Mobile: _____
Signature: _____
Date: _____

Witness 2

Name: _____
CNIC: _____
Address: _____
Mobile: _____
Signature: _____
Date: _____

{Kindly attach a copy of CNIC for signatories mentioned above}

Note: For all blood relations [Mother, Father, Brother or Sister] Authority letter printed on Plain Paper will be accepted.

FOR OFFICE USE ONLY

From Receiving Date: _____ Fee Amount Paid : _____ Batch :19__20__ . Discipline: BS__ MS__

Roll # _____

Documents Required :	<input type="checkbox"/> Degree
	<input type="checkbox"/> Ordinary
	<input type="checkbox"/> Urgent
	<input type="checkbox"/> Most Urgent

Degree of the student bearing the following Roll No According to the list (highlighted) of pass out student (enclosed) has been prepared according to their Matric Certificate submitted for signature of Registrar & Vice Chancellor & embossing on the red sticker .

Controller of Examination

Registrar

Vice Chancellor