



# UNIVERSITY OF SARGODHA

## Degree Form

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 (✓) your requirement:

Degree (Original  Before time  Duplicate  Verification  )

For office use only  
No. \_\_\_\_\_  
Date: \_\_\_\_\_

1. Examination: Part \_\_\_\_\_ Annual / Supply \_\_\_\_\_ Roll No.

2. University of Sargodha Registration No.

3. Name of Candidate:   
(In Block Letter)

امیدوارم (✓) ویش

4. N.I.C. No.

5. Father's Name:   
(In Block Letter)

والد (✓) ویش

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

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

Thumb Impression

8. Date of Birth:

9. Fee deposited Rs. \_\_\_\_\_ Vide Bank Challan No. \_\_\_\_\_ dated \_\_\_\_\_  
Habib Bank Branch \_\_\_\_\_ Copy of the Challan is attached

10. Name of Institution: (in case of Regular / Late College Student) \_\_\_\_\_

11. Permanent District: (in case of Private Candidate) \_\_\_\_\_

12. Postal Address: \_\_\_\_\_

I hereby declare that all the particulars mentioned above are correct and that in case of any difficulty arising out of inaccuracy therein.

I shall be responsible for the consequences. I have attached photocopies of the following documents

1. Pass Result Card.
2. National Identity Card
3. Affidavit (for duplicate degree)
4. Copy of F.I.R. (in case of misplacement of original degree)
5. Newspaper Cutting. (in case of misplacement of original degree)

Signature of the Candidate: \_\_\_\_\_

**Attestation** (for Degree Application please, see over leaf instruction No. 1, 2 and 3)

Signature and Office Stamp

Name \_\_\_\_\_

N.I.C.#

Postal Address for Despatch of Degree / Verification: \_\_\_\_\_

### ON PAKISTAN STATE SERVICE ONLY

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Address : \_\_\_\_\_

Examination: \_\_\_\_\_ Annual / Supplementary \_\_\_\_\_ Roll No. \_\_\_\_\_

**If undelivered please return to:**

**Assistant Controller of Examinations (Degree Cell)**  
**University of Sargodha, Ph. 048-9230729**

## **INSTRUCTION**

Application Form should be filled in accordance with the following instruction

1. (i) Attestation (a) must be signed by the principal of College or Chairman of Department from where the candidate has taken the examination as a regular / Late University / Late College Student.
- (ii) If the applicant has taken his examination as a private candidate, Attestation must be signed by any one of the following.
  1. Chairman of the Department, Associate Professor / Assistant Professor of University of Sargodha
  2. Principal of any affiliated college or his nominee
2. Criteria of attestation for overseas candidates is as under:
  - (i) The candidates living in any country other than Pakistan will process his application through embassy getting his paper attested by the officer concerned of the embassy.
3. In case the applicant is in Pakistan Army, the commanding Officer has authority to sign Attestation.
4. The Degree is normally issued in a period of two months after receiving the application form & fee. (Subject to completion of form and availability of record)
5. Nobody can apply or receive the Degree from the office on behalf of the candidate. The Degree is always posted by registered mail or insured.
6. Deposit the required amount of fee in Habib Bank Ltd. University Branch Sargodha, or any other prescribed Branch of HBL. Attach the original Bank Challan fee receipt with the application form otherwise the application will not be accepted.
7. An amount of Rs. 3000/- (per candidate) will be charged as duplicate Degree Fee.
8. An amount of Rs. 1400/- (per candidate) will be charged as before time Degree Fee.
9. The applicants of a University or College, who apply for before time Degrees, must be attested their forms by the head of their institution. A written consent of the head of the institution about no objection for directly issuance of the degree to the candidate is also required.
10. If any candidate could not attend the first Convocation held right after the declaration of his/her result due to some factual reasons and he/she requires his/her original Degree before the next convocation, he /she can put up an application to the worthy Vice Chancellor for the "Certificate / Degree of Absence".
11. An amount of Rs. 1500/- (per degree) will be charged as Result Card/ Transcript/Degree verification Fee.

**Note:**

*Only those forms will be accepted that are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates. They are duty bound to complete the form and send back to the office by registered post without any further delay. The fee paid shall be confiscated after three months from the date of depositing and the candidate shall have no right then to claim for its return.*

**Controller of Examinations  
University of Sargodha  
Sargodha**