

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 & Photo copy of Enrolment /Registration Card (original will be returned with the degree)
 - (b) Original or attested photocopy of Admit Card.
 - (c) Attested photocopy of NIC.
 - (d) Attested photocopy of Marks certificate of final year examination.
 - (e) Successful Pakistani candidates of Medical Examinations are required to submit attested photocopy of Essential Personal Registration Certificate issued by the Employment Exchange.
 - (f) Consolidated Mark sheet of MBBS,BDS, B.S (Physiotherapy)
 - (g) Foreign students shall submit photo copy of the Passport along with the application form.
 - (h) Matriculation Certificate Photo Copy.
 - (i) First to Final Professional Mark Certificates Photo Copy .
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 Dept./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 his/her home address in Karachi, as written in the form by him/her. Degree/Diploma /Certificate cannot be delivered directly by hand to the applicant or any- other person in 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.20-duly attested by a First Class Magistrate and (3) original cutting from any newspaper announcing the loss of the degree/diploma/certificate. In 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 | Most urgent Fee |
|--|--------------|------------|-----------------|
| a) B.S (Bachelor of Studies)/B.A/B.Sc/B.Com/B.Sc/B.Sc (H.E), B.O.L/M.A/B.P.A/M.P.A/M.T.M/M.A.S/M.Sc/B.A.B.Sc,B.COM(HON)/ M.COM/M.Sc(HE)/BLIS/MLIS. | 1000/- | 2500/- | 3500/- |
| b) B.Pharm./B.L.L.L.B/B.Ed/B.P.Ed/B.Sc (Med.Tech)/B.Sc(Physio)/B.Sc (Occupational.Thr.) B.Sc(War Std)/B.Sc (Maritime),B.S(Software Engineering),B.Sc (Nursing)/ M.C.S/B.B.A(H)/B.B.A(P) | 1500/- | 3000/- | 4000/- |
| c) Diploma Certificate PGD | 1500/- | 3000/- | 4000/- |
| d) B.S(Physio)/ M.B.A/M.Pharm/M.B.B.S/B.D.S/M.P.H/M.Ed/LL.M/M.Sc/(Str.Std.) B.S & M.Sc (Physiotherapy)/M.I.B.F/M.Com/M.P.Ed/B.E/B.S/MHRM/ Actuarial Sc BS(Agriculture)/Bachelor of (Design, Fine Arts, Arch) | 2500/- | 4000/- | 5000/- |
| e) M.Phil./M.S/Ph.D/M.D/D.Lit/D.Sc /Pharm-D / DPT | 3000/- | 4500/- | 5500/- |

7. **DUPLICATE DEGREE /DIPLOMA / CERTIFICATE FEE:**
Rs.1500/- extra in addition to the ordinary fee.
8. **DEFACED DEGREE:**
Rs.2000/- extra in addition to the ordinary fee.
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. **MINMUM TIME FOR DESPATCH OF DEGREE/DIPLOMA/CERTIFIACTE BY COURIRER SERVICE OR UMS.**
 - a) Ordinary : Two Months (Working Days)
 - b) Urgent : 20 days (Working Days)
 - c) Most Urgent : 10 days (Working Days)
 - d) The University reserves the right to extend the above mention duration.

| AFFIDAVIT (To be filled 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. | |
| The 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. | |
| Date: _____ | Yours obediently Signature of the Applicant |