

National Textile University, Faisalabad

Application Form

(Before filing the form, carefully read the instructions at page # 2)

1. Mark the document/s you are applying for: -

☐ Degree ☐ Transcript ☐ Duplicate/Revised Degree ☐ Duplicate/Revised Transcript

(Attach fresh photograph)

(Attach fresh photograph)

☐ **Duplicate DMC** (mention semester/Year): _____

2. **Name of Applicant** (in block letters): _____
As per Matric Certificate

3. **Father's Name** (in block letters): _____
As per Matric Certificate

4. **Postal Address:** _____
(On which degree/Transcript can be posted)

5. **Cell No.** _____ **Land line:** _____

6. **Technology/Discipline** _____ **Regd. No.** _____

7. **Amount Paid** (Figure): _____ (Words): _____

8. **Bank Challan No.** _____ **Date:** _____

9. **Date of Submission:** _____ **Time of Submission:** _____

Documents Required (Annual System): 1. DMCs of four years. 2. Provisional certificate
(To be attached with this form) 3. Matric certificate. 4. Fresh photograph for transcript (All documents attested)

Documents Required (Semester System): 1. Transcript. 2. Clearance form. 3. Matric certificate
(To be attached with this form) 4. Fresh photograph for transcript. (All documents attested)

Declaration:

I _____ S/D of _____

University Regd. No. _____ a student/graduate of _____

Technology/Discipline, do hereby state that no outstanding dues of this University against my name and I have deposited the prescribed fee for the certificate/degree applied for. The receipt is attached herewith.

I solemnly declare that I have filled up the form myself and particulars mentioned therein are correct to the best of my knowledge and belief.

Date: _____ **Name & Sign of Applicant:** _____

For Degree/Transcript Only

It is to certify that the copy of the clearance form attached with the application form has been compared with the original form and is found correct/incorrect.

Date: _____

Controller of Examinations

Instructions

1. All the particulars required in the form should be legibly and accurately filled in by the candidate in his own handwriting.
2. The original receipt/challan of fee paid should accompany the application form otherwise it will not be entertained.
3. If you are applying for Transcript then attach a fresh passport size photograph with your name, Father Name, Registration No. and signature at its backside. This photograph will be printed on the transcript.
4. Certificate/Transcript/Degree can not be issued to any person other than actual candidate whom the Certificate/Transcript/Degree is prepared.
5. A duplicate/revised degree/Transcript can only be issued if supported with an Affidavit on Stamped Paper of Rs.100/- duly attested by a First Class Magistrate with a press cutting and a copy of FIR in connection with missing of degree/Transcript.
6. The amount will be deposited by a candidate for Degree/Certificate or duplicate/revised copy to be issued by Examination Branch is as under.

S.No.	Name of Document	Fee
1.	Degree Fee 1 st Time	Rs.2,500/-
2.	Duplicate Degree Fee	Rs.4,000/-
3.	Urgent Degree (One Week)	Rs. 5,000/-
4.	Transcript 1 st Time	No fee
5.	Urgent Transcript Fee (One Week)	Rs.2000/-
6.	Duplicate Transcript Fee	Rs.1,500/-
7.	Incomplete Transcript Fee	Rs.1,000/-
8.	Detail Marks Certificate (DMC) 1 st Time	No fee
9.	Duplicate Detail Marks Certificate (DMC)	Rs.500/-

Note:

- (i) The certificate or duplicate copy except degree will be issued within week on the receipt of application form and fee.
- (ii) Degree will be issued within 4 weeks on the receipt of the clearance form/ application form.
- (iii) Transcript will be issued within 3 weeks on the receipt of the clearance form/ application form.
- (iv) DMC will be issued within 7-14 working days.
- (v) Certificate will be issued within 2-3 working days.
- (vi) The applicant is required to receive the degree/transcript from the COE office (with any proof of identification) in person otherwise it can be posted on the address mentioned in the form. The University will not be responsible for any kind of loss during postage or wrong address.