**(Within Pakistan)**

To

The Controller of Examinations,

Muhammad Nawaz Shareef University of Agriculture,

Multan.

Subject: - **REQUEST FOR THE ISSUANCE OF DUPLICATE DEGREE/**

**DIPLOMA/CERTIFICATE**

It is informed that my original degree/diploma/certificate has been lost/ damaged. I have deposited Rs.3000/- in the University Account, HBL, Old Shujabad Road, Multan vide bank challan No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_. All the required documents are enclosed with this application. It is requested that duplicate degree may kindly be issued. My particulars are given below:-Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Passing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certify from my personal knowledge that

Mr/Miss/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son/Daughter of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regd. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who passed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

examination from Muhammad Nawaz Shareef University of Agriculture, Multan is well known to me and is a

resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At present he/she is employed in the Deptt/studying in semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

He/She has signed in my presence and his/her signature is attested.

Signature of the Applicant Signature of the Dean of Faculty/

Head of the Institute/Deptt. with

office stamp.

* If the certificate/degree is to be dispatched, address must be given here

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**- 2 -**

**FOR OFFICE USE ONLY**

Register No./Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sr.No.\_\_\_\_\_\_\_\_\_\_\_\_

Duplicate Degree No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The identity of the Candidate has been checked and duplicate degree delivered/dispatched through insured registered vide this office No. CE/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Assistant

**Deputy Controller of Examination’s**

**INSTRUCTIONS**

The following documents are required for the preparation of duplicate degree/certificate/diploma.

1. a) Affidavit on judicial paper worth Rs.50/- given reason for issuance of duplicate degree/diploma/certificate.
   1. Two copies of passport size photographs.
   2. A photocopy of CNIC of the applicant and his father.
   3. A copy of press cutting of a National Newspaper notifying loss of degree/diploma/certificate.

* **(ALL THE ABOVE DOCUMENTS MUST BE ATTESTED BY A CLASS-I**

**MAGISTRATE/JUDICIAL MAGISTRATE)**

1. A fee of Rs.3000/- for each copy of duplicate degree/diploma/certificate separately deposited in the University Account, Habib Bank Limited, Old Shujabad Road, Multan or a bank draft of the same amount in the name of Treasurer, MNSUAM.
2. In case of lost/theft of the degree/diploma/certificate, attach a copy of FIR from the respective Police Station.
3. The damaged/turn out degree/diploma/certificate if applicable).
4. Any other.

Note: - **ORIGINAL CNIC MUST BE SHOWN AT THE TIME OF**

**RECEIVING DEGREE/CERTIFICATE/DIPLOMA**