



**Mirpur University of Science and Technology (MUST) Mirpur**  
Azad Jammu & Kashmir

**(Examination Department)**

***Application Form for Issuance of a Degree/Certificate***

1. Name in Block Letters \_\_\_\_\_  
\_\_\_\_\_ (In Urdu)

National Identity Card No.

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2. Father's Name \_\_\_\_\_  
\_\_\_\_\_ (In Urdu)

3. Nature of Degree/Certificate required \_\_\_\_\_

Registration No. \_\_\_\_\_ Roll No. \_\_\_\_\_ Session \_\_\_\_\_

Marks Obtained \_\_\_\_\_ Total Marks \_\_\_\_\_ Division/Grade \_\_\_\_\_

4. Amount of fee deposited \_\_\_\_\_ Challan No. \_\_\_\_\_

5. Permanent Address (District) \_\_\_\_\_  
\_\_\_\_\_

6. Present Address \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that all the given particulars are correct

Signature of the Candidate \_\_\_\_\_  
\_\_\_\_\_ (Urdu) \_\_\_\_\_ (English)

Certify that the above particulars are correct in accordance with record/testimonial/certificate produced before me. The applicant has signed this application form in my presence.

**Dean/Chairman** \_\_\_\_\_  
\_\_\_\_\_ (Signature) \_\_\_\_\_ ( Office Stamp )

(In case of regular/late college candidate)  
OR

**Gazetted Officer Class-I** \_\_\_\_\_  
\_\_\_\_\_ (Signature) \_\_\_\_\_ (Office Stamp)

(In case of External Candidates)

**FOR OFFICE USE ONLY**

Amount Received Rs. \_\_\_\_\_ vide Bank Challan No: \_\_\_\_\_

Dated \_\_\_\_\_ Assistant Accounts \_\_\_\_\_

(Signature)

**REGISTERED**

Full address of the Candidate on which Degree/Certificate to be send/dispatched \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INSTRUCTIONS FOR THE APPLICATIONS**

1. Please attach one attested copy of pass result card and National Identity Card.
2. Rates for various Degrees/Certificate/DMC etc. are;

<b>a. Degree (Before Convocation)</b>	<b>Rs.3,000/-</b>
<b>b. Degree Before Convocation (Within one year)</b>	<b>Rs.5,000/-</b>
<b>c. Duplicate Degree</b>	<b>Rs.10,000/-</b>
<b>d. Verification of Degree</b>	<b>Rs.2,000/-</b>

(These rates are effective from 01.09.2013)
3. The required degree/Certificate is normally issued within 20 working days of the date of receipt of a complete applications form. In case of any incorrect/incomplete entry in the application form, the application may run the risk of further delay in the issuance of degree/certificate
4. The required degree/certificate may be issued in 10 working days if double fee is paid by the applicant under normal circumstances
5. The application for duplicate degree shall be supported by an affidavit on stamp paper of proper value along with original press advertisement FIR of police station etc.

### **For Office Use Only**

1. Degree/Certificate No. \_\_\_\_\_
2. Book NO. \_\_\_\_\_
3. Date of Issue \_\_\_\_\_
4. Prepared by: \_\_\_\_\_
5. Checked by: \_\_\_\_\_
6. Diary No. \_\_\_\_\_
7. Name/initial of Dispatch Clerk \_\_\_\_\_
8. (Any other) \_\_\_\_\_

**Assistant Controller of Examinations (Degree)**