



UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE
APPLICATION FORM

All the particulars required below should be legibly and accurately filled in by the candidate in his own handwriting.

Only the form complete in all respect would be accepted. The incomplete form would be returned to the applicant on his permanent address as given below (at. S.No.8). The office will not be responsible for any delay in case form is not complete in all respect.

Only Part (A) is to be completed by the applicant and the applicant will be submitted to the Controller of Examinations.

Note: **THE INSTRUCTIONS OVERLEAF BE READ STRICTLY.**

PART (A)

- | | | | |
|--|--|---------------------|--|
| 1. Nature of Document | 1. Degree | 2. Duplicate Degree | 3. D.M.C |
| | 4. Merit Certificate / Attempt Certificate | | |
| | 5. Any Other: _____ | | |
| 2. Name of applicant (in Block Letters) as per Matric Certificate | _____ | | |
| 3. Father's Name in Block Letters) as per Matric certificate | _____ | | |
| 4. Name of Examination. | _____ | | |
| 5. Year of Passing | _____ | | |
| 6. Registration No. | _____ | | |
| 7. Habib Bank (Engg.Univ.Br.) Bank Challan No. / Money Order Receipt / Postal Order No. (Please attach the Copy No..1) | _____ Dated: _____ | | |
| 8. Permanent Home Address. | _____

_____ | | |
| 9. I _____ Reg. No./ Roll No. _____ a student / graduate of Department of _____ do hereby state that no dues of the University stand against my name and I have deposited the prescribed fee for the Certificate / Degree applied for vide Challan No./ Postal Order / Money Order as mentioned above. | | | |
| 10. I solemnly declare that I have filled-up the form and the particulars mentioned therein are correct to the best of my knowledge and belief. | | | |
| Dated: _____ | | | |
| | | | _____
Signature of the Applicant |

PART (B) IN CASE OF FINAL TERM DMC / DEGREE

It is to certify that the statement of the applicant at S.No.9 has been checked from the office record and it is correct / incorrect. He has to pay Rs./_____ as outstanding dues.(if any)

Admn. Officer (Dues)

PART (C) IN CASE OF APPLICATION FOR DEGREE ONLY

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

It is to certify that the candidate has successfully completed the Annual Surveying Camp, Summer Field Training and Underground Mining Engineering Course organized by the University. (For Civil & Mining Engineering Graduate only)

Deputy Registrar (SS)

Admn. Officer (Exams)

Dealing Assistant (Exams.Br.)

Received the requisite document

Signature of Applicant: _____

INSTRUCTIONS

1. Application for University Certificate / Degree or its Duplicate copy should be sent to the Controller of Examinations.
2. Candidates applying for D.M.C. should use only one form for more than one year, All fee should either be deposited in Habib Bank University Branch University of Engineering and Technology, Lahore. The nature of the Certificate / Degree must be indicated in the Bank Challan. The fee once paid shall not be refunded.
3. The Original Bank Challan (i.e No.1) should accompany the application form otherwise it will not be entertained.
4. Certificate / Degree cannot be issued to any person other than actual candidate whom the Certificate / Degree is prepared. It can however, be handed over to an authorized person in production of a Letter of Authority from the candidates duly attested by the Class "A" Officer of the University.
5. A duplicate Degree can only be issued if supported with an **affidavit on stamped paper of Rs.50/-** duly testified by a First Class Magistrate of Class "1" Officer and a press cutting and a copy of FIR in connection with missing of degree.
6. The amount to be deposited by a candidate for Degree / Certificate or duplicate copy to be issued by Examination Branch is as under:-

(i)	Detailed Marks Certificate	Rs.100/- Term System Rs.100/- Annual System
(ii)	Duplicate Detailed Marks Certificate	Rs.100/- Term System Rs.100/- Annual System
(iii)	Merit Certificate	Rs.150/- Term System Rs.150/- Annual System
(iv)	Degree before Convocation Degree in Absentia / Duplicate Degree	Rs.500/-
(v)	All other Certificates	Rs.150/-

Note:

- (i) The Certificate or Duplicate Copy Except Degree will ordinary be issued within 10 days on the receipt of Application form and fee in the Examinations Branch provided the form is complete in all respect.
- (ii) In case a Certificate or a Duplicate copy is required within 48 hours a candidate shall have to **deposit double fee prescribed for such Certificate except Degree.**
- (iii) Degree will normally be issued within one month on the receipt of application form and fee provided the form is complete in all respect.