



FINAL DEGREE FORM

Please mark (✓) only one your requirement:

- ☐ Original Transcript
- ☐ Original Degree
- ☐ Revised Degree and Transcript
- ☐ Verification of final Transcript
- ☐ Verification of Degree Duplicate
- ☐ Degree
- ☐ Duplicate Transcript

for office use only

No: _____

Date: _____

1. Name of Degree: _____

Semester System: Session _____ Roll No. _____

Ending Semester _____

2. Registration No. (ITU) _____

3. Name of Candidate (Block Letters) _____

4. C.N.I.C. No. _____

5. Father's Name (Block Letters) _____

6. Father's C.N.I.C. No. _____

7. CGPA Obtained: _____ Division/Grade/OPM/CGPA: _____

8. Date of Birth: _____

9. Name of Institution: _____

10. Address: _____

11. Permanent District: _____ 12. Contact Number: _____

I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences. I have attached attested photocopies of the following documents.

1. Copy of all Previous Academic Record
2. Degree of Graduation in case applying for higher Certificate/Verification
3. Computerized National Identity Card
4. Original Clearance form of ITU

Signature of the Candidate: _____

Name of HOD

Signature and Office Stamp

C.N.I.C. No _____

13. Fee Information for Transcript Verification:

It is verified that an Amount of Rs.: _____ Bank Challan No: _____ Dated: _____

Branch: _____ has been received _____

Postal Address for Dispatch of Verification Letter / D.M.C. etc.
COURIER SERVICE / REGISTERED

Name: _____

Father's Name: _____

Address: _____

Contact number: _____

Name of Degree: _____

Semester System: Session _____ Roll No _____

If undelivered may be returned to:

Controller of Examinations, Department of Examinations, 6th Floor. ARFA Tower, Ferozepur Rd. Website- www.itu.edu.pk

INSTRUCTIONS

Application Form should be filled in accordance with the following instructions:

1. Candidates are required to attach the attested photocopies of all previously passed examinations i.e Matriculation, Intermediate, Bachelor and Masters.
2. Spellings of Student 'name and his/her father's name will be printed as per candidate's registration card and copy of University registration card must be attached with the application form. Any change / correction will only be done after issuance of revised registration card. In case of non-availability, a duplicate registration card can be obtained from registration branch on deposit of prescribed fee and form.
3. The candidates are required to submit the complete clearance form duly signed and stamped by the concerned offices of Information Technology University of the Punjab.
4. If a candidate is applying for any certificate, he/she must attach photograph and give thumb impression on the application form, which would be signed by an attesting officer to prove his identity.
5. The fee for applying Degree is Rs 5000/-, deposited in the designated branch of Information Technology of the Punjab.
6. If a candidate has C.N.I.C. having name of her husband, then she should also provide photocopy of her father I.D. Card.
7. In case of duplicate or revised final transcript, candidates are required to attach one recent passport size photograph, Copy of CNIC, prescribed fee/Paid challan form of Rs. 7000/- for degree and Rs. 3000/- for transcript, advertisement in newspaper (in case of revised documents) and original FIR with application form.
8. MPhil transcript and notification will be issued after submission of receiving of hard bind copies of thesis through proper channel in relevant departments.
9. Original/duplicate transcripts will be issued to the concerned student only.
10. For issuance of verification letter, a challan form of Rs. 3000/- must be attached with this application form.

NOTE:

Only those forms will be accepted that are complete in all aspects. Incomplete forms shall not be entertained and returned to the candidates.

***Controller of Examinations
Information Technology University of the Punjab Lahore***