

# MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST), MIRPUR



## CONTROLLER OF EXAMINATIONS

Admin Block, JarriKass Campus, Mirpur-10250 (AJK) Pakistan

URL: www.must.edu.pk E-mail: controller@must.edu.pk

Contact # 05827-961038/ 961068/ 961065



## DEGREE FORM

Name: (Block Letters)

\_\_\_\_\_ (In Urdu)

Father's Name: (Block Letters)

\_\_\_\_\_ (In Urdu)

CNIC No:

\_\_\_\_\_

Degree/ Certificate:

\_\_\_\_\_

Registration No.

\_\_\_\_\_

Examinations:

Session: \_\_\_\_\_ Annual: \_\_\_\_\_

Marks/ CGPA/ %age:

\_\_\_\_\_ out of \_\_\_\_\_ Division/ Grade \_\_\_\_\_ %age \_\_\_\_\_

Fee Deposited through  
Bank/Draft:

Amount of Fee Deposited: \_\_\_\_\_ (in digits)

Amount of Fee Deposited: \_\_\_\_\_ (in words)

HBL Challan No. \_\_\_\_\_ Date: \_\_\_\_\_

Bank Draft No. \_\_\_\_\_ Date: \_\_\_\_\_

Contact No.

Mobile No: \_\_\_\_\_ / \_\_\_\_\_

Telephone/Res./Office No: \_\_\_\_\_ / \_\_\_\_\_

E-mail:

\_\_\_\_\_

Address:

\_\_\_\_\_

House#/Village /Town/ Sector/ City

\_\_\_\_\_

Post office/ Post code:

\_\_\_\_\_

I hereby declare that all the given particulars are correct:

Signature of the Candidate:

\_\_\_\_\_

(English)

\_\_\_\_\_

(Urdu)

Certify that we have no objection regarding issuance of this candidate's Degree.

Dean/ Chairman/ Director/ Coordinator/ Principal:

(In Case of Regular / College Candidates)

\_\_\_\_\_

Signature

\_\_\_\_\_

Office Stamp

(OR)

Gazetted Officer Class-I:

(In Case of External / Private Candidates)

\_\_\_\_\_

Signature

\_\_\_\_\_

Office Stamp

Detail of Attestation Authority:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

C.N.I.C. No:

\_\_\_\_\_



POSTAL ADDRESS/ CORRESPONDENCE ADDRESS:-

Name: (Block Letters)	_____
Father Name: (Block Letters)	_____
C/o:	_____
Address: House#/ Village/ Town/ Sector/ City/ Post office/ Post code:	_____
Contact No:	_____

## **INSTRUCTIONS FOR APPLICANTS:**

1. Please attach attested copy of Matric Certificate (SSC), Detail Marks Certificate (DMC), CNIC and clearance certificate from department.

2. **Fee for Degree including form is:**

i. Degree (Before Convocation) after one year of passed out	Rs. 5430/
ii. Degree (Before Convocation) (within one year) of passed out	Rs. 9010/
iii. Degree After Convocation	Rs. 2860/
iv. Urgent Degree on Declaration of Special Result	Rs. 17590/
v. Verification of Degree	Rs. 4290/-
vi. Duplicate Degree	Rs. 16160/
vii. Foreign Verification Fee DMC/ Degree	Rs. 15730/
viii. Verification Fee DMC	Rs. 3575/

**(This fee structure is applicable to all sessions from October 01, 2022)**

3. The Degree will be issued approximately 2-3 months of the date of receipt of a complete application form. Incorrect/ incomplete application forms will not be entertained.
4. The student will receive his/her degree on given Postal Address mentioned on degree form.
5. The Degree can be issued to the concerned candidate, in case of absence of candidate the authorized person can collect degree by submitting original affidavit on stamp paper of proper value with original CNIC of the degree holder.
6. The application for duplicate degree should be supported by an affidavit on stamp paper of proper value along with original press advertisement and FIR of Police Station.

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### **FOR OFFICE USE ONLY**

- i. Degree/ Certificate No. \_\_\_\_\_
- ii. Book No. \_\_\_\_\_
- iii. Date of Issue: \_\_\_\_\_
- iv. Prepared by: \_\_\_\_\_
- v. Checked by: \_\_\_\_\_
- vi. Diary No. \_\_\_\_\_
- vii. Name/ Initial of Dispatch clerk: \_\_\_\_\_
- viii. (Any other) \_\_\_\_\_