

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 the 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 the following attested copies along with your application: -**

1. Secondary School Certificate (SSC)
2. Detailed Marks Certificate (DMC)
3. CNIC (National Identity Card)
4. Clearance Certificate from the Department (for regular university students only)

2. Fee for Degree, including Application Form Fee: -

i.	Degree (Before Convocation) including form fee.	Rs.7500/-
ii.	Degree (after Convocation) including form fee.	Rs.2700/-
iii.	Urgent Degree on Declaration of Special Result including form fee.	Rs.19350/-
iv.	Verification of Degree fee	Rs.4720/-
v.	Duplicate Degree including form fee.	Rs.17780/-
vi.	Foreign Verification Fee DMC/ Transcript/ Degree	Rs.17305/-
vii.	Verification Fee DMC	Rs.3935/-
viii.	Duplicate DMC Fee	Rs.3935/-
x.	Transcript/Misc. Certificate	Rs.945/-
xi.	Degree Under Process Letter	Rs.1100/-

(This fee structure is applicable to all sessions from August 05, 2024)

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 at the given Postal Address mentioned on the 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.

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) _____