

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 Diploma, including Application Form Fee Rs.1500/-

This fee structure is applicable to all sessions from (2020-22) and onwards.

3. The Diploma will be issued in approximately 1 month 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 Diploma at the given Postal Address mentioned on the Diploma form.
5. The Diploma can be issued to the concerned candidate, in case of absence of candidate the authorized person can collect Diploma by submitting original affidavit on stamp paper of proper value with original CNIC of the diploma holder.
6. The application for duplicate Diploma 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) _____