



University of Central Punjab

Examination Department

Please read the instruction carefully at back before applying for Degree

Application Form FOR DEGREE

Student Information			
Ref. No. (for Official use)		Date of Application	
CNIC No.:		1st Time apply <input type="checkbox"/>	Duplicate <input type="checkbox"/>
Student Name:		Reg. No.	
Father's Name:		DOB	
Program:		Completion Semester	
Contact Info:	Mobile No.	Email:	

Other Query If any: _____

Applicant Signature: _____

For Official Use			
Received By:	Date	Dues paid	Signature

Department:	Received by (Name & Signature):	Date:

✂ -----

Acknowledgement			
Ref. No.		Date:	
Document:	Degree <input type="checkbox"/>		
Registration No.			Received by:
Student Name:			

Instructions and Requirements for Issuance of Degree

Accurately fill up all the details in the application form and submit it as instructed below:

Sr#	Instruction	Check Box															
1.	Spelling of name is correct on portal as per Matric certificate	<input type="checkbox"/>															
2.	Spelling of Father's name is correct on portal as per Matric certificate	<input type="checkbox"/>															
3.	Date of birth on portal is correct as per Matric certificate	<input type="checkbox"/>															
4.	Attested copy of Matric/O-Level Certificate is attached	<input type="checkbox"/>															
5.	Attested copy of Intermediate/A-Level Certificate is attached	<input type="checkbox"/>															
6.	Attested copy of Bachelor Degree (if applicable) is attached	<input type="checkbox"/>															
7.	Attested copy of Master Degree (if applicable) is attached	<input type="checkbox"/>															
8.	Attested copy of Official Transcript is attached	<input type="checkbox"/>															
9.	Attested copy of CNIC is attached	<input type="checkbox"/>															
10.	For Duplicate Degree	<input type="checkbox"/>															
	<table border="1"> <thead> <tr> <th>Sr#</th> <th>Instruction</th> <th>Check Box</th> </tr> </thead> <tbody> <tr> <td>10.1</td> <td>Original police report is attached</td> <td><input type="checkbox"/></td> </tr> <tr> <td>10.2</td> <td>Affidavit narrating circumstance of having lost the degree</td> <td><input type="checkbox"/></td> </tr> <tr> <td>10.3</td> <td>Deposit slip of Rs.5000/- from the Accounts office is attached</td> <td><input type="checkbox"/></td> </tr> <tr> <td>10.4</td> <td>Sr#1 to Sr#9 is fulfilled</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Sr#	Instruction	Check Box	10.1	Original police report is attached	<input type="checkbox"/>	10.2	Affidavit narrating circumstance of having lost the degree	<input type="checkbox"/>	10.3	Deposit slip of Rs.5000/- from the Accounts office is attached	<input type="checkbox"/>	10.4	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>	
Sr#	Instruction	Check Box															
10.1	Original police report is attached	<input type="checkbox"/>															
10.2	Affidavit narrating circumstance of having lost the degree	<input type="checkbox"/>															
10.3	Deposit slip of Rs.5000/- from the Accounts office is attached	<input type="checkbox"/>															
10.4	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>															
11.	For Degree before Convocation Date	<input type="checkbox"/>															
	<table border="1"> <thead> <tr> <th>Sr#</th> <th>Instruction</th> <th>Check Box</th> </tr> </thead> <tbody> <tr> <td>11.1</td> <td>Approval from Dean is attached</td> <td><input type="checkbox"/></td> </tr> <tr> <td>11.2</td> <td>Deposit slip of Rs.5000/- from the Accounts office is attached</td> <td><input type="checkbox"/></td> </tr> <tr> <td>11.3</td> <td>Sr#1 to Sr#9 is fulfilled</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Sr#	Instruction	Check Box	11.1	Approval from Dean is attached	<input type="checkbox"/>	11.2	Deposit slip of Rs.5000/- from the Accounts office is attached	<input type="checkbox"/>	11.3	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>				
Sr#	Instruction	Check Box															
11.1	Approval from Dean is attached	<input type="checkbox"/>															
11.2	Deposit slip of Rs.5000/- from the Accounts office is attached	<input type="checkbox"/>															
11.3	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>															
12.	For Revised Degree and Degree for students before Chartered	<input type="checkbox"/>															
	<table border="1"> <thead> <tr> <th>Sr#</th> <th>Instruction</th> <th>Check Box</th> </tr> </thead> <tbody> <tr> <td>12.1</td> <td>Original Degree issued by UCP is attached</td> <td><input type="checkbox"/></td> </tr> <tr> <td>12.2</td> <td>Proof of change in bio data (if applicable)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>12.3</td> <td>Deposit slip of Rs.5000/- from the Accounts office is attached (only for revised Degree)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>12.4</td> <td>Sr#1 to Sr#9 is fulfilled</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Sr#	Instruction	Check Box	12.1	Original Degree issued by UCP is attached	<input type="checkbox"/>	12.2	Proof of change in bio data (if applicable)	<input type="checkbox"/>	12.3	Deposit slip of Rs.5000/- from the Accounts office is attached (only for revised Degree)	<input type="checkbox"/>	12.4	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>	
Sr#	Instruction	Check Box															
12.1	Original Degree issued by UCP is attached	<input type="checkbox"/>															
12.2	Proof of change in bio data (if applicable)	<input type="checkbox"/>															
12.3	Deposit slip of Rs.5000/- from the Accounts office is attached (only for revised Degree)	<input type="checkbox"/>															
12.4	Sr#1 to Sr#9 is fulfilled	<input type="checkbox"/>															

Note:

- Normal time for processing and issue of Degree is approximately 20 working days.
- Bring original CNIC and copy along with acknowledgement slip for collection of Degree.
- In-case Degree is being collected on your behalf then the nominated person during collection is to submit:
 - Authority Letter in the name of nominated person
 - Acknowledgment slip
 - CNIC copy of the applicant
 - Original CNIC of nominated person

Phone: 0423-5880007

Ext.140

Muhammad Rizwan Rashid

rizwan.rashid@ucp.edu.pk