



# Punjab Tianjin University of Technology, Lahore

DOC #: PTUT/ Exams/Frm-01  
Rev #: 00

**Degree, Transcript, SGS, Provisional, etc. Form**

Issue Date: 28-11-2024

Application for:

PhD	MSc	BSc
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- Semester Grade Sheet For Semester(s) \_\_\_\_\_
- Transcript of Awards (Complete / Incomplete)
- Provisional Certificate
- Degree / PGD Diploma for MSc
- Certificate (Percentage, Bonafide, Merit, Distinction etc.)
- Duplicate (Degree/Transcript/Provisional Certificate/SGS) etc.

Latest Passport  
Size Photograph  
(with Name, Father Name  
Reg. No on the back)

### FOR OFFICE USE ONLY

Application No. \_\_\_\_\_

Dated: \_\_\_\_\_

Receiving Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Dealing Assistant: \_\_\_\_\_

**Note: -Please read the overleaf instructions carefully before filling this form.**

- Registration No. \_\_\_\_\_ Department \_\_\_\_\_
- Applicant's Name: \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)
- Father's Name: \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)
- CNIC No: \_\_\_\_\_ 5. Passport No (if any): \_\_\_\_\_
- Nationality: \_\_\_\_\_ 7. Mobile No: \_\_\_\_\_ 8. email: \_\_\_\_\_
- Address: \_\_\_\_\_
- Complete Name of degree Program: \_\_\_\_\_ 11. Year of Passing / Last Attempted: \_\_\_\_\_
- Challan No. \_\_\_\_\_ 13. Date: \_\_\_\_\_ 14. Amount: Rs. \_\_\_\_\_  
(Please attach the Original Challan – Counter foil-II)
- Complete Details of Additional/Repeated Courses Attempted with course Code, Subject name and Semester etc.(If any)

Sr. No.	Course Code	Name of Subject	Semester attended	Department	Grade Obtained
i.	-----	-----	Fall/Spring	-----	-----
ii.	-----	-----	Fall/Spring	-----	-----
iii.	-----	-----	Fall/Spring	-----	-----
iv.	-----	-----	Fall/Spring	-----	-----

**Declaration:** I solemnly declare that the particulars given above are correct to the best of my knowledge and belief. In case any discrepancy found I shall be ready for due punishment.

\_\_\_\_\_  
Signature of the applicant

Name: \_\_\_\_\_ Registration No: \_\_\_\_\_ App No. \_\_\_\_\_

Application For (Degree/ Transcript/DMC/Provisional Certificate/PGD) received on \_\_\_\_\_ due Date: \_\_\_\_\_

Note: This receipt is valid if all necessary documents are attached with application. The due date will be considered after notification of results

\_\_\_\_\_  
Signature of Dealing Person

# INSTRUCTIONS

1. All entries must be legible, clear and preferably be filled by the candidate in his/her own handwriting.
2. Forms complete in all respect (i.e. duly signed and attached with necessary receipts & other documentary evidences) will be accepted.
3. Candidates applying for Semester Grade Sheets (SGS) should use one form for more than one Semester. All fees should either be deposited in Treasurer Branch or be sent by Postal Order in the name of Punjab Tianjin University of Technology Lahore. The nature of Certificate/ Degree must be indicated in Postal Order and the Bank Challan. **THE FEE ONCE PAID SHALL NOT BE REFUNDABLE.**
4. **Degree/ Transcript/ SGS/Certificate shall not be issued to any person other than the candidate himself. It can, however, be handed over to an authorized person on production of a Letter of authority from the candidate, on a stamped paper worth Rs. 100/- duly testified by the first-class magistrate or class-I officer or Oath Commissioner.**
5. A **DUPLICATE** degree, Provisional Certificate or Transcript of Awards Can Only be Issued if Supported by:
  - a. An affidavit on a **stamped paper worth Rs. 100/-** duly testified by the first-class magistrate or class-i officer or oath commissioner.
  - b. A press cutting of **ABC certified newspaper** for the loss/damage.
  - c. A copy of an **FIR / Police Report** duly attested by the relevant officer.
6. **Please Ensure following Attachments:**
  - a. Original Bank Challan (counterfoil)
  - b. Attested Copy of SSC certificate.
  - c. Copy of CNIC.
7. **For Provisional Certificate, Transcript of Awards.** Original Clearance Certificate issued by the Registrar Office.
8. The amount of fee to be deposited by the candidate for a degree, certificate or a duplicate copy thereof, is as under:

a. Semester Grade Sheet.	Rs 300/-	e. Degree in Absentia / Degree before Convocation.	Rs.2000/-
b. Transcript of Awards (BSc)	Rs 1000/-	f. Any Other Certificate	Rs 300/-
c. Transcript of Awards (MSc)	Rs 500/- Per Semester	g. <b>Duplicate</b>	Rs.2000/-
d. Provisional Certificate.	Rs 300/-		
9. **Verification Fee Local:**
  - i. Degree/Transcript of Awards Rs 1000/-
  - ii. Semester Grade Sheet/Provisional Certificate/ Any Other Certificate Rs 300/-
10. **Verification Fee Foreign:** (These rates are subject to revision by University Authorities from time to time.)
  - i. Degree/ Transcript of Awards 10 US Dollar/- per copy
  - ii. Provisional Certificate / Any other Certificate : 10 US Dollar/- per copy

## **For online Deposit of Fee Details are as under;**

Bank Name: The Bank of Punjab  
University Name: Punjab Tianjin University of Technology, Lahore, Punjab, Pakistan  
Branch Code: 0086  
Account Title: Punjab Tianjin University of Technology  
Account Number: 6580064981000010  
IBAN: PK92BPUN6580064981000010  
Swift Code: BPUNPKKA  
NTN/FTN NO 9021574

## **Notes:**

- a) The Certificate or Duplicate copy **except degree** shall ordinarily be issued within **FIFTEEN Working Days** from the receipt of Application, provided that the relevant result has already been notified and the Application Form is complete in all respects.
  - b) In case a duplicate copy of certificate/Transcript is **required within 48 hours**, the candidate shall deposit **double fee** prescribed for such certificate, **except degree**.
  - c) A Degree will normally be issued within **Two Months** of receipt of the application form, complete in all respects. For **URGENT issuance of degree double of prescribed fee shall be charged**. Urgent Time is 15 Days.
  - d) The issuance of Revised/duplicate degree may take more than two months after the submission of the application form.
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