

COMSATS Institute of Information Technology

Lahore Campus

Duplicate Transcript/Degree Request Form

To be filled by the Graduate:-

Registration No.: _____ Department: _____ Passing Out Session: _____

Name: _____ Father's Name: _____

Reason for apply (Please tick with ✓): ☐ Documents Lost / Stolen ☐ Documents Damaged

Remarks: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 1,000/- for Duplicate Transcript and Rs. 10,000/- for Duplicate Degree).
2. Original Newspaper Advertisement along with micro copy of Advertisement on A4 Page. (In case of Lost/Stolen).
3. Copy of Police FIR (In case of Lost/Stolen)
4. Notarize affidavit (In case of lost/Stolen or damaged document). Sample is available.
5. Copy of Transcript/ Degree issued by CIIT (In case of Lost/Stolen).
6. If you have tick Damaged option then also attached the damaged documents.
7. Copy of the CNIC of the applicant.
8. 1 color recent passport size photograph

I declare that this information submitted by me is true to the best of my knowledge and I agree with the rules/ regulations of CIIT.

Date: _____

Graduate Signature: _____

For Examinations Office Only

Diary In No: _____ Is documentation ☐ Complete or ☐ Incomplete

Remarks: _____

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

Marked to: _____ Date: _____

Covering letter for PS has been prepared: ☐ Yes or ☐ No

Duplicate Transcript has been prepared/verified: ☐ Yes or ☐ No

Name & Signature: _____ Date: _____