

COMSATS Institute of Information Technology

Lahore Campus

Revised 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 √): ☐ Revision in Graduate's Name ☐ Revision in Father's Name

Remarks: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 1,000/- for Revised Transcript and Rs. 10,000/- for Revised Degree).
2. Original Transcript / Degree.
3. If you have tick Damaged option then also attached the damaged documents.
4. Copies of all previous educational certificates, documents, degrees after getting revised from concerned BISE or University.
5. Copy of the CNIC of the applicant.
6. 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: _____

Have Registration office incorporated the revisions: ☐ Yes or ☐ No

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

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

Name & Signature: _____ Date: _____