

COMSATS Institute of Information Technology

Lahore Campus

Document Verification Request Form

To be filled by the Applicant:-

Registration No.: _____ Department: _____ Degree Program: _____

Name: _____ Father's Name: _____

Document to be verified (Please tick with ☒ and write serial number of issued document as well):

☐ Degree having serial. # _____ ☐ Final Transcript having serial. # _____

☐ Result Card having serial. # _____ ☐ Certificate having serial. # _____

Reason for Applying: _____

Mode of Collection of Documents: ☐ Self (applicant) or ☐ Authorized Person

Name of Authorized person: _____ CNIC. # _____

Tel/Mobile. # _____ Address: _____

Documents to be attached:-

1. Original **paid challan receipt** (Rs. 1,000/- per document).
2. **You must attach 02 photocopies for each document which you intend to get verified.**
3. Copy of the CNIC of the applicant and the authorized person.
4. 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: _____ Applicant's Signature: _____

For Examinations Office Only

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

Remarks: _____

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

Marked to: _____ Date: _____

Verification Done: ☐ Yes or ☐ No (Name & Signature): _____ Date: _____