

(Within Pakistan)

To

The Controller of Examinations,
University of Agriculture,
Faisalabad.

Subject:- **REQUEST FOR THE ISSUANCE OF DUPLICATE DEGREE**

It is informed that my original degree has been lost/damaged. I have deposited Rs.2500/- in the University account no.7324-7, NBP University Branch, Faisalabad vide Bank challan No._____ dated _____. All the required documents are enclosed with this application. It is requested that duplicate degree may kindly be issued. My particulars are given below:-

Name: _____ Regd. No. _____
Degree: _____ Year of Passing _____
Address: _____ NIC No. _____

CERTIFICATE

I _____ hereby certify from my personal knowledge that Mr/Miss/Ms. _____
Son/Daughter of _____ Regd. No. _____
who passed _____ examination from the University of Agriculture,
Faisalabad is well known to me and is a resident of _____
At present he/she is employed in the Deptt /studying in semester _____
He/She has signed in my presence and his/her signature is attested.

Signature of the applicant
Signature of the Dean of Faculty/
Head of the Institute/Deptt. with
Office Stamp

FOR OFFICE USE ONLY

Register No./year _____ Page _____ Sr.No. _____
Duplicate Degree No. _____ of _____ 200 . The identity of the
candidate has been checked and duplicate degree delivered/despached through insured
registered vide this office No.CE/14/ _____ Date of issue _____

Degree Assistant

Deputy Registrar (Exams.)

➤ If the certificate/degree is to be despached, **address** must be given here.

Signature of the Applicant

INSTRUCTIONS

The following documents are required for the preparation of duplicate degree/certificate/diploma.

- i)
 - a). Affidavit on judicial paper worth Rs.20/- given reasons for issuance of duplicate degree/diploma/certificate.
 - b). Two copies of passport size photographs.
 - c). A copy of his own National Identity Card (computerized) and his father's National Identity Card.
 - d). A copy of press cutting of a National News Paper notifying loss of degree/diploma/certificate.

➤ (ALL THE ABOVE DOCUMENTS MUST BE ATTESTED BY A CLASS I MAGISTRATE/ JUDICIAL MAGISTRATE)

- ii) A fee of Rs.2500/- for each copy of duplicate degree/diploma/certificate separately deposited in the University Account No.7324-7, National Bank of Pakistan, University of Agriculture Branch, Faisalabad or a bank draft of the same amount in the name of Treasurer, UAF.
- iii) In case of loss/theft of the degree/diploma/certificate, a copy of FIR from the respective Police Station.
- iv) The damaged/turn out degree/diploma/certificate if applicable).
- v) Any other.

NOTE: ORIGINAL IDENTITY CARD MUST BE SHOWN AT THE TIME OF RECEIVING DEGREE/CERTIFICATE/DIPLOMA.