

IMPORTANT INSTRUCTIONS

1. An application form shall be entrained only if it is complete in all respect. Incomplete form will be rejected and returned to the candidate.
2. No person shall be entitled to apply on behalf of another person or to receive another person's certificate. Certificate will only be issued to the original candidate. The candidate will be required to show CNIC at the time of issuance of certificate.
3. Issuance period of any certificate is totally dependent on availability of relevant record. (Complete in all respect).
4. The Fee for certificate shall be deposited in National Bank Ltd University Branch & Habib Bank University Branch.
5. Fee once paid will not be refunded.
6. The following documents must be attached with the duly filled application form.
 - i. One fresh passport size photographs.
 - ii. Copy of CNIC. (Duly attested)
 - iii. Copy of Matriculation Certificate. (Duly Attested)
 - iv. Copy of Bank Challan / Fee Voucher / Re-appear Voucher (if any).
 - v. Copy of Registration Card Verified Copy of.
 - vi. NTS Result Card copy & Thesis hard Binding copy (Only for M.Phil Students)

Description of Charges	Normal	Urgent	Duplicate
DMC / Transcript	Issuance Period 07 Days	Issuance Period 03 Days	Issuance Period 07 Days
M.A / M.Sc / M.Phil	1000/-	1500/-	2000/-
BS	1000/-	1500/-	2000/-

APPLICATION FORM FOR DMC / TRANSCRIPT FOR B.S./MASTERS

Date

Serial No

Name (IN BLOCK LETTER)

Father's Name (IN BLOCK LETTER)

Address _____

Department _____ Session _____

Registration No _____ Enrollment No _____

Bank Challan No _____ Date _____ Normal / Urgent _____

I solemnly declare that facts mentioned in the application are correct.

Applicant's Signature: _____

Submission Date: _____ Certificate will be issue on: _____

To be signed by HOD / Chairperson

I hereby certify that Miss / Mrs _____ D/O, W/O _____
was the regular students of _____ Department of Sardar Bahadur Khan Women's University, Quetta.
Dated: _____ Signature _____ Dept Seal _____

Clearance from Library

I is certify that Miss / Mrs _____ D/O, W/O _____
has returned all the library books and not liable to Library in any regard.
Dated: _____ Signature _____ Dept Seal _____

Clearance from Hostel

I is certify that Miss / Mrs _____ D/O, W/O _____
is not liable to Hostel in any regard.
Dated: _____ Signature _____ Dept Seal _____

Clearance from Transport

I is certify that Miss / Mrs _____ D/O, W/O _____
has no dues against Transportation.
Dated: _____ Signature _____ Dept Seal _____

Clearance from Students Affairs

I is certify that Miss / Mrs _____ D/O, W/O _____
is not liable to University in any regard.
Dated: _____ Signature _____ Dept Seal _____

SBKWU SBKWU SBKWU SBKWU SBKWU SBKWU SBKWU SBKWU SBKWU SBKWU

Date

SLIP OF DMC FORM

Serial No

Enrollment No: _____ Registration No: _____

Name: _____ Fathers Name: _____

Department: _____ Session: _____

Nature of Certificate: _____ Fee Deposited: _____

Submitted on: _____ Issue on: _____

Verified By (HOD): _____ Examination: _____

Sample