



University of Karachi
SEMESTER EXAMINATION SECTION

Payment Voucher to be obtained from Student Fee Tracking Cell, 3rd floor old administration building

Mobile #

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**APPLICATION FOR MARKS SHEET / DUPLICATE MARKS SHEET /
CONVERSION MARKS SHEET/ PROFORMA**

The fee will be charged for Marks Sheet / Proforma as per admissible rates mentioned on the back of this form. Routine issuance period is 20 days. For urgent cases, extra fee will be charged and Marks Sheet will be issued within 10 days. Fee once paid cannot be refunded. See overleaf for instructions and documents to be attached.

To,
The Incharge,
Semester Examination Section
University of Karachi,
Karachi.

(NATIONAL BANK OF PAKISTAN/
UNITED BANK LIMITED, MCB)

Please accept Rs. _____

Signature & Stamp

Sir,
Please issue my Marks Sheet / Proforma as per details given below:

Full Name _____

Father's Name _____

Name of Examination _____ Department (Major) _____

Seat No. _____ Enrolment No. _____

Yours Obediently

Chairperson of the Department /
Principle of Affiliated College
(Seal & Signature)

(Signature of the Candidate)

UNIVERSITY OF KARACHI
KARACHI
(CLEARANCE CERTIFICATE)

Not Applicable for Affiliated
Colleges/Affiliated Institutes

Special Note: If you are applying for Proforma / Duplicate Marks Sheet then there is no need of getting this clearance certificate

This is to certify that Mr./Mrs./Miss. _____

S/o. W/o. D/o. _____ a candidate of _____

Examination Year _____ bearing Enrolment No. _____ has no dues against his/her name:-

1. **ACCOUNTS DUES:**

Signature & Seal.....

2. **DEPARTMENTAL DUES:** (Including Seminar Library)

Signature & Seal.....

3. **HOSTEL DUES:**

Signature & Seal.....

4. **ENROLMENT DUES:**

Signature & Seal.....

5. **MEHMOOD HUSSAIN LIBRARY DUES:**

Signature & Seal.....

6. **BOOK BANK DUES:**

Signature & Seal.....

NOTE: The Examination Department will not issue the Marks Sheet / Proforma if the correct particulars & attestations are not given by the applicant.

Fee for Marks Proforma	Rs. 60/- (per semester)
Fee for Duplicate Marks Sheet	Rs. 1000/-
Fee for Conversion Marks Sheet	Rs. 1500/-
Fee for Diploma / Certificate	Rs. 500/-
Fee for Marks Sheet	Rs. 500/-
Fee for Urgent Marks Sheet	Rs. 1500/-
Fee for Marks sheet modification	Rs. 1000/-

- Form Fee Rs100/= will be added

INSTURCTIONS

- Submit duly filled form with chairpersons attestation only after final result announcement for a Degree Program

DOCUMENTS REQUIRED:

1. Photo copy of Enrolment Card.
2. Photo copy of NIC, if duplicate M/S is required.
3. Photocopy of Matric certificate
4. Photocopy of Admit card
5. Copied of approvals from Vice chancellor / Dean / Chairperson if obtained regarding any objections / Extension of re-enrolment, fresh classes as 3rd time failure UCS, Change of subsidiary/ Major etc.
6. Fee Payment Vouchers if not submitted earlier along with approvals for UCS, S.A. fine UFMfine etc.

<p>FOR OFFICE USE</p> <p>OBJECTION IF ANY</p> <p>Remarks _____</p>
