APPLICATION FOR 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 30 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 Advisor,
Semester Examination Section
University of Karachi,
Karachi.

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

(Signature of the Candidate)

CHAIRPERSON OF THE DEPARTMENT
(SEAL & SIGNATURE)

(Signature of the Candidate)

UNIVERSITY OF KARACHI
KARACHI
(CLEARANCE CERTIFICATE)

This is to certify that Mr./Mrs./Miss._________________________________ a candidate of __________________________

S/o. W/o. D/o. _____________________________________________________________ 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.
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for Marks Proforma</td>
<td>Rs. 60/-</td>
</tr>
<tr>
<td>Fee for Duplicate Marks Sheet</td>
<td>Rs. 250/-</td>
</tr>
<tr>
<td>Fee for Conversion Marks Sheet</td>
<td>Rs. 600/-</td>
</tr>
<tr>
<td>Fee for Diploma/Certificate</td>
<td>Rs. 80/-</td>
</tr>
<tr>
<td>Fee for Marks Sheet of SZIC / SP. Edu./Pak.St. / DPA / WSC</td>
<td>Rs. 80/-</td>
</tr>
<tr>
<td>Fee for Urgent Marks Sheet</td>
<td>Rs. 200/-</td>
</tr>
</tbody>
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**INSTRUCTIONS**

- Submit duly filled form with Chairpersons attestation only after final result announcement for a Degree Program.
- The Students who have already paid fee for Marks Sheet with Tuition fee are not required to pay additional fee. However, they may pay additional fee if they need marks sheet in Duplicate or triplicate.

**DOCUMENTS REQUIRED:**

1. Photo copy of Enrolment Card.
2. Photo copy of NIC, if duplicate M/S is required.
3. Copies 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.
4. Fee payment vouchers if not submitted earlier along with approvals for UCS, S.A. fine UFM fine, etc.

**FOR OFFICE USE**

**OBSSESSION IF ANY**

Remarks

Requirements.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks Sheet Fee</td>
<td>Rs.</td>
</tr>
<tr>
<td>Urgent Fee</td>
<td>Rs.</td>
</tr>
<tr>
<td>Marks Proforma Fee</td>
<td>Rs.</td>
</tr>
<tr>
<td>Total Fee</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

Rs. _______________ Depositor’s Signature

University Official’s Signature

Bank Official’s Signature ____________________________