



University of Karachi

Price Rs.25/-

SEMESTER EXAMINATION SECTION

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.

(NATIONAL BANK OF PAKISTAN/
UNITED BANK LIMITED)

Please accept Rs. _____

Signature

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
(SEAL & SIGNATURE)

(Signature of the Candidate)

UNIVERSITY OF KARACHI
KARACHI
(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. 250/-
Fee for Conversion Marks Sheet	Rs. 600/-
Fee for Diploma/Certificate	Rs. 80/-
Fee for Marks Sheet of SZIC / SP. Edu./ Pak.St. / DPA / WSC	Rs. 80/-
Fee for Urgent Marks Sheet	Rs. 200/-

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 alongwith approvals for UCS, S.A. fine UFM fine. etc.

FOR OFFICE USE	
OBJECTION IF ANY	
Remarks	_____

Requirements.	_____

(DEPOSITOR'S VOUCHER)

National Bank of Pakistan / United Bank Limited / MCB
University Campus Branch, Karachi-75270

Paid into the NBP/UBL/MCB for credit to Karachi
University.

Name: _____

Class _____ Seat No. _____ Year _____

Rupees (in words) _____

1. Marks Sheet Fee Rs. _____

2. Urgent Fee Rs. _____

3. Marks Proforma Fee Rs. _____

Total Fee Rs. _____

Rs. _____

Depositor's Signature

University Official's Signature

Bank Official's Signature _____

(DEPOSITOR'S VOUCHER)

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