



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
(Examination Department, Muzaffarabad)

Application Form for Issuance of a Degree/ Certificate

1. Name in Block Letters _____
_____ (in Urdu)

National Identity Card No

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2. Father's Name _____
_____ (in Urdu)

3. Nature of Degree/Certificate required _____

Registration No. _____ Roll No. _____ Session _____

Marks Obtained _____ Total marks _____ Division/Grade _____

4. Amount of Fee deposited _____ Challan No _____ Date _____

5. Permanent Address (District) _____

6. Present Address _____

I hereby declare that all the given particulars are correct.

Signature of the Candidate

_____ (Urdu)

_____ (English)

Certify that the above particulars are correct in accordance with record/testimonial/certificate produced before me. The applicant has signed this application form in my presence.

Principal/ Dean

_____ (Signature)

_____ (Office Stamp)

(In case of regular/late college candidates)

OR

Gazetted Officer Class-I

_____ (Signature)

_____ (Office Stamp)

(In case of External Candidates)

FOR OFFICE USE ONLY

Amount received Rs. _____ vide Bank Chalan No; _____

Dated _____ Assistant Accounts _____

(Signature)

REGISTERED

Full address of the Candidate on which Degree/Certificate to be sent/ dispatched _____

INSTRUCTIONS FOR THE APPLICATIONS

1. Please attach one attested copy of pass result card and National Identity Card

2. Rates for various Degree/Certificate/DMC etc. are:

a) Degree/Certificate	Rs:2500/-
b) Duplicate Degree/Certificate	Rs:5000/-
c) Detail Marks Certificate	Rs:1000/-
d) Merit Certificate	Rs: 500/-
e) Verification of Degree/Certificate	Rs: 500/-

(These rates are effective from 01-09-2009.)

3. The required degree/Certificate is normally issued within 20 working days of the date of receipt of a complete applications form. In case of any incorrect/incomplete entry in the application form, the application may run the risk of further delay in the issuance of degree/certificate.

4. The required degree/certificate may be issued in 10 working days if double fee is paid by the applicant under normal circumstances.

5. The application for duplicate degree/certificate shall be supported by an affidavit on stamp paper of proper value along with original press advertisements FIR of police station etc.

For Office Use Only

- | | |
|-----------------------------------|-------|
| 1. Degree/ Certificate No | _____ |
| 2. Book No | _____ |
| 3. Date of Issue | _____ |
| 4. Prepared by: | _____ |
| 5. Checked by: | _____ |
| 6. Diary No. | _____ |
| 7. Name/initial of Dispatch Clerk | _____ |
| 8. (Any other) | _____ |

Deputy Controller of Examinations (Degree)