University of Central Punjab
Examination Department

Please read the instructions over-leaf carefully before applying for Degree

Application Form
For Degree

Student Information			
Ref. No. (for Official use)		**Date of Application**	
CNIC No.:		**1st Time apply** ☐ **Duplicate** ☐	
Student Name: use CAPITAL WORDS		**Reg. No.**	
Father's Name: use CAPITAL WORDS		**DOB**	
Program:		**Completion Semester**	
Contact Info:	**Mobile No.**	**Email:**	

Other Query If any: _____

Applicant Signature:_____

For Official Use			
Received By:	**Date**	**Dues paid**	**Signature**

Department:	**Received by** (Name & Signature):	**Date:**

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University of Central Punjab
APPLICATION FOR DEGREE
Acknowledgement

REF. NO.		**DATE:**	**RECEIVED BY:**
DOCUMENT:	**DEGREE**		
REGISTRATION NO.			
STUDENT NAME:			

Instructions and Requirements for Issuance of Degree

Please fill-up accurately all the details and submit alongwith the documents as required bellow:

Sr#	Chick List	
1.	Spelling of name is correct on portal as per Matric certificate	☐
2.	Spelling of Father's name is correct on portal as per Matric certificate	☐
3.	Date of birth on portal is correct as per Matric certificate	☐
4.	Attested copy of Matric/O-Level(Equivalence) Certificate is attached	☐
5.	Attested copy of Intermediate/A-Level Certificate is attached	☐
6.	Attested copy of Bachelor Degree (if applicable) is attached	☐
7.	Attested copy of Master Degree (if applicable) is attached	☐
8.	Attested copy of UCP Official Transcript is attached	☐
9.	Attested copy of CNIC is attached	☐
10.	**FOR DUPLICATE DEGREE**	☐
	Check List	
	10.1 Original police report is attached ☐	
	10.2 Affidavit narrating circumstance of having lost the degree ☐	
	10.3 Deposit slip of Rs.5000/- from the Accounts office is attached ☐	
	10.4 Sr#1 to Sr#9 is fulfilled ☐	
11.	**FOR DEGREE BEFORE CONVOCATION DATE**	☐
	Check List	
	11.1 Approval from Dean is attached ☐	
	11.2 Deposit slip of Rs.5000/- from the Accounts office is attached ☐	
	11.3 Sr#1 to Sr#9 is fulfilled ☐	
12.	**FOR REVISED DEGREE AND DEGREE FOR STUDENTS BEFORE CHARTERED**	☐
	Check List	
	12.1 Original Degree issued by UCP is attached ☐	
	12.2 Proof of change in bio data (if applicable) ☐	
	12.3 Deposit slip of Rs.5000/- from the Accounts office is attached (only for revised Degree) ☐	
	12.4 Sr#1 to Sr#9 is fulfilled ☐	

<u>Note:</u>
- Normal time for processing and issue of Degree is approximately 20 working days.
- Bring original CNIC and copy along with acknowledgement slip for collection of Degree.
- In-case Degree is being collected on your behalf then the nominated person during collection is to submit:
    - Authority Letter in the name of nominated person
    - Acknowledgment slip
    - CNIC copy of the applicant
    - Original CNIC of nominated person
    - Before coming to collect the degree, please confirm on Phone: 0423-5880007 Ext.410, (Muhammad Rizwan Rashid) or on email address: rizwan.rashid@ucp.edu.pk