

## **GUIDELINES FOR THE STUDENTS**

*After completing studies at UCP, an application on prescribed proforma along with following requirements/ attachments, is required for issue of a Degree or Transcript. Some instructions are also inscribed on back-side of the proforma's.*

### **TRANSCRIPT**

- Clearance certificate from university Accounts office.
- Certificate from university VIS office (if applicable).
- Attested copy of Matric Certificate (SSC) / O-Level Result Cards along with Equivalence Certificate from IBCC(Inter Board Committee of Chairmen).
- Copy of attested CNIC.
- In case degree requirements are not completed and an "Incomplete" transcript is required, original deposit slip of Rs.500/- from the university Accounts office.
- For multiple copies of final transcript (up to three copies), original deposit slip of Rs.1000/- from university Accounts Office.
- For MS/ M.Phil. & Ph.D. Students Only  
In addition to the above, they are required to attach copy of their degree notification.

### **TRANSCRIPT (with title anomaly)**

*Application for rectification in the title of a program will be received on GREEN proforma that can be obtained from UCP "Exam Window" on campus or its PDF format is downloadable from website under Exam Office. Along with application following attachments are required:*

- Original transcript (photocopy is not acceptable)
- Copy of UCP degree
- Copy of the HEC objection letter / printout (if available)
- Copy of self CNIC

### **NORMAL DEGREE**

- Attested copy of Matric Certificate (SSC) / O-Level Result Card along with Equivalence Certificate from IBCC(Inter Board Committee of Chairmen).
- Attested copy of Official Transcript of UCP.

### **DUPLICATE DEGREE**

*A duplicate degree can be issued only if a previously issued degree is lost or damaged, after fulfillment of the following requirements:*

- Original police report for loss or damage of the degree.
- Affidavit on stamp paper narrating circumstance of having lost/damaged the degree.
- Original deposit slip of Rs.5000/-(five thousand only) from the university Accounts office.
- Attested copy of Matric Certificate (SSC) / O-Level Result Card along with Equivalence Certificate from IBCC(Inter Board Committee of Chairmen).
- Attested copy of Official Transcript of UCP.

### **DEGREE BEFORE CONVOCATION**

*A graduate can apply for issue of his/ her degree before the Convocation on account of compelling circumstance. Following are the requirements for it:*

- Written approval from the respective Dean of UCP.
- Deposit slip of Rs.5000/- (five thousand only) from the Accounts office.
- Attested copy of Official Transcript of UCP.

### **URGENT DEGREE**

*For issuance of a degree on Urgent basis, following requirements are to be fulfilled:*

- Deposit slip of Rs.5000/-(five thousand only) from the university Accounts office.
- Attested copy of Official Transcript of UCP.

### **TRANSCRIPT VERIFICATION LETTER FOR HEC ONLY**

- An application along with copy of the FINAL / COMPLETE transcript is required for a letter addressed to HEC for attestation of that transcript.

### **BONAFIDE LETTER TO EX-STUDENTS**

- The Ex-students desiring “Bonafide Letter”, can apply in-writing along with attested copy of his / her Transcript at the on-campus Exam Office window or through email or post. The letter will be delivered through the same channel accordingly.