



WOMEN UNIVERSITY OF AZAD JAMMU & KASHMIR BAGH

Application for Duplicate Degree or Transcript

(In case of lose of Document)

Name: _____ D/S/O _____

Reg No: _____ Program: _____

Credit hours completed: _____ CGPA _____ Session _____

I have completed all requirements for the degree. Following documents are attached for issuance of degree.

Amount Deposited (In figure and words): _____

Bank Challan No. _____ Date: _____

Sr. No	Documents	Verification
1	Fee deposit slip (Original) (see fee schedule)	
2	Copy of Report from Concerned Police Station	
3	Press release/ newspaper cutting regarding lost of transcript / degree	
4	Affidavit (see Affidavit Specimen)	
4	Attested copy of Final Transcript	
7	Attested copy of CNIC	

Postal Address:

Phone (Res): _____ Mobile: _____

Student Signature

Date: _____

For Office Use Only

Checked/ Verified by Assistant Controller of Examinations: ` _____

Recommended by Dy. Controller of Examinations: _____

Affidavit (Sample) for Issuance of Duplicate Degree / Transcript in case of Lost

I _____ w/o, d/o _____

Residing at Address _____,

state that I have completed my education from Women University of Azad Jammu & Kashmir,

Bagh. I have passed (degree name) _____ with

Registration No. _____ in _____ session.

Accordingly I was issued the Transcript/ Degree having serial number/s

_____. I hereby state that said original Transcript/ Degree has been

lost / misplaced and it is not traceable in spite of diligent/efforts and searches and also I state that I

have not made any misuse of the Transcript/ Degree certificate. I state that if I get the said

Original Certificate, I will return the same to Examination Branch of Women University of AJK

Bagh immediately.

I have made this affidavit for submitting to Women University of AJK Bagh for issuing me the

duplicate Transcript/ Degree.

Whatever, is stated above is true and correct to the best of my knowledge and belief. If it is found

to be incorrect / false / wrong in future I will be liable for any action under Women University of

AJ&K Bagh rules and regulations.

Solemnly/ Affirmed at ----- On the date -----

DEPONENT

Name: -----

NIC No: -----

WITNESS 1

Name: -----

NIC No: -----

WITNESS 2

Name: -----

NIC No:-----

Verification by Notary Public

Name:-----

Signature:-----

Full Address:-----

Official Seal-----

Date: _____

(Note: The above statement needs to be provide on Stamp paper amounting to Rs. 50/-)

Fee Schedule)

Documents Type	Fee
Degree before convocation	Rs. 7000
Degree after Convocation	Rs. 3000
Duplicate Degree	Rs.12000
Duplicate Transcript:	Rs. 3000
Revised Merit / Distinct Certificate:	Rs. 5000
Revised Degree or Transcript (Due to correction of student record / correction of mistake or errors in documents / degree / transcript)	Fee will be charged @ Rs. 2500 per word in case the student is responsible for mistake / error

Fee can be deposited in ABL Main Branch (Haderi Chowk) Bagh