

<u>University of Sargodha</u>

BIO DATA FORM FOR ISSUANCE OF OFFICIAL TRANSCRIPT

(FOR THE RECORD OF EXAMINATIONS DEPARTMENT)

Cutting and Overwriting is not allowed.

Programme: Session: Department: College Name:											dent m		The student must				
									paste here a recent coloured					paste here a recent coloured			
									photograph Do not staple or pin up Without Attestation						ohotogra	•	
															Attested by the Chairperson (front Side)		
1. Registration No. (University of Sargodha)											Without Attestation						
													(Co	mpulso	ry)		
2. Name of th	ne Stud	lent (iı	ı bloc	k let	ters)												
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3. Student's N	I.I.C. No	0.															
4. Father's Na	ame (iı	n block	lette	ers)												_	
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5. Date of Birth	Accord	ling to N	1atric	ulatio	n Certi	ficate	(DD/M	IM/Y	YYY)							_	
6. University																	
7. Transcript	/Degre	e Noti	ficati	on Fe	ee Rs.	500/	- paid	vide	Chall	an N	lo		da	ted _			
8. Postal Add	ress																
9. Permanen	t Addre	ess															
Declaration:	I decla	are that	all the	nartici	ılars me	entioned	l above	are coi	rrect ai	nd in	case o	f anv d	ifficult	v arisino	n out of		
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Signature of t	he Stud	dent															
Certificate by	the Ch	airners	on/D	rincir	al/Di	rector											

Signature of the Chairperson/Principal/Director with office stamp

Important Note:

WITHOUT SUBMISSION OF THIS FORM STUDENT CANNOT OBTAIN OFFICIAL TRANSCRIPT AND DEGREE This office will not receive any Form directly from the students. All Forms must be submitted through respective Departments/Institutes/Colleges with covering letters addressed to Controller of Examinations.

- 1. The following documents must be attached with this form.
 - a. Attested copy of Registration Card (for those who were registered as Regular students) or B.A/B.Sc Result Card (for those who have graduated from University of Sargodha as Private candidate).
 - b. Attested copy of Computerized National Identity Card.

It is certified that student has deposited Rs. 500/- as Official Transcript fee.

- c. Attested copy of Matriculation, Intermediate, Bachelors or equivalent Certificates.
- d. One coloured photograph (passport size) attested by the Chairman at the front side and one coloured photograph (passport size) without attestation must be pasted at the specified places.
- 2. The student must deposit Rs. 500/- as Transcript/Degree Notification fee in the HBL University of Sargodha Branch and paste original Challan at the back side of this form.
- 3. The students are directed to fill in the form carefully. The above mentioned particulars will be used for the issuance of Transcript/Degree and correspondence. In case of any change/correction in the above mentioned particulars, the student will have to pay the prescribed fee.