

APPLICATION FORM FOR RECEIVING DEGREE

PROGRAMME : _____

I hereby apply for my degree of the examination passed by me as per details given below:

PERSONAL:

1. Name: _____
2. Father's Name: _____
3. NIC No:

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4. Postal Address: _____
- Tel: _____

DETAILS OF EXAMINATION:

- (a) Year of Exam Passed: BBA (H) ☐ BBA ☐ BS ☐ MBA ☐ MS ☐ Ph.D ☐
5. (a) Year of Passing _____ (b) month/Semester _____
6. (c) Name of Institute/College/Deptt. _____
7. Seat No. of Final Year Exam _____ (d) ERP-ID _____ Enrolment No _____
8. Cumulative GPA _____
9. Date of Comprehensive Examination Passed _____

Yours obediently,

Date: _____

CLEARANCE FROM ACCOUNTS SECTION:

Certified that no dues are outstanding against Mr./Ms.

The student has paid degree fee Rs. _____ vide voucher No. _____ dated: _____

Date:

Accountant

CERTIFICATE FROM THE CHAIRMAN OF THE DEPARTMENT/PRINCIPAL OF THE INSTITUTE/COLLEGE

I hereby certify that the above applicant passed the above mentioned examination from this Department/Institute/College and that I have no objection if the degree is issued to him/her directly.

Signature of the Chairman of the Deptt.
Principal of the Institute/College with official seal

THE APPLICANT SHOULD READ THE FOLLOWING INSTRUCTIONS BEFORE SUBMISSION OF THE APPLICATION FORM:

1. The applicant required to enclose the following documents with the application form:
 - (a) Original Enrolment Card
 - (b) Attested Photocopy of NIC
 - (c) Attested Photocopy of Transcript of Record.
2. The applicant should fill up his/her name and father's name as entered in the Enrolment Card.

3. DUPLICATE DEGREE:

The Duplicate Degree can be issued on prescribed application from alongwith: an attested photocopy of lost degree (2) an affidavit on a stamp paper of Rs. 100/- duly attested by a First Class Magistrate (3) FIR of any Police Station and original cutting from any newspaper announcing the loss of the degree. In the absence of a photocopy of lost degree the applicant is required to submit all documents mentioned under Serial No.1.

4. DEGREE FEE

Candidates are required to deposit the fee as mentioned below in the designated bank in favour of Institute of Business Administration, Karachi. (PAYMENT THROUGH CHEQUE/CASH WILL NOT BE ACCEPTABLE).

RS. 6000/- (for BBA –Pass Degree)
Rs. 6000/- (for BBA-Hons. or BBA Degree)
Rs. 6000/- (for MBA Degree)
Rs. 10000/ (for Ph.D / MS Degree)

5. DUPLICATE /URGENT DEGREE FEE

Rs. 6000/- in addition to the ordinary fees.

6. MINIMUM TIME FOR ISSUANCE OF THE DEGREE

One month. Degree shall be issued only to the student in person or to a person duly authorized by the student if the student is out of City.