



University of South Asia

General Application Form

Date: / /

Name		
Father's Name		
Program & Campus		
Roll #		
Semester		
Contact # & Email	Mobile:	E-Mail:
Address		

Comments if any:

Application For: (Please the Tick Relevant)

- | | | | |
|---|------------|---|------------|
| <input type="radio"/> Degree/Convocation (Urgent) | Rs.20,000 | <input type="radio"/> Degree/Convocation (Normal) | Rs. 10,000 |
| <input type="radio"/> Re-Admission Fee | Rs. 10,000 | <input type="radio"/> Revised Transcript (Normal) | Rs. 5,000 |
| <input type="radio"/> Revised Transcript (Urgent) | Rs.10, 000 | <input type="radio"/> Student ID Card Renewal | Rs.200 |
| <input type="radio"/> Paper Re-Check | Rs. 2,500 | <input type="radio"/> Average Letter | Rs. 500 |
| <input type="radio"/> Official Transcript | Rs. 500 | <input type="radio"/> N.O.C | Rs. 500 |
| <input type="radio"/> Bona-fide | Rs. 500 | <input type="radio"/> Reference Letter | Rs. 500 |
| <input type="radio"/> Internship Letter | Rs. 500 | <input type="radio"/> Provisional Transcript | Rs.500 |
| <input type="radio"/> Degree Verification Letter | FREE | <input type="radio"/> Official Transcript (Urgent) | Rs.1500 |
| <input type="radio"/> Semester Result Card | Rs.500 | <input type="radio"/> Student ID Card Lost & Re Issue | Rs.500 |
| <input type="radio"/> Degree Completion Letter | Rs.500 | <input type="radio"/> Provisional Transcript (Urgent) | Rs.1500 |
| <input type="radio"/> Others | Rs.500 | | |

Applicant's Signature _____

Director A & A/Dir. Students' Affairs	Accounts Clearance

Official Transcript: To Apply Student need to complete the following formalities:

- ✓ General Application Form(Available from Stationary & Photocopier Shop)
- ✓ Copy of Matriculation Certificate
- ✓ Copy of Intermediate Result card
- ✓ 1 Photocopy of Bachelor Degree Certificate (only for masters Student)
- ✓ Rough Transcript
- ✓ In case of O&A Levels then copy of Equivalence Certificate
- ✓ Photocopy of CNIC
- ✓ Paid Slip of Rs.500 for normal, for urgent Rs.1500.
- ✓ Document Check list Duly Signed by the student and DSA Office.

Lead Time: 15 working days for normal and 5 to 6 working days for Urgent (other than Accounts Clearance)

To apply for Degree: A student can apply for his/her degree by completing the following formalities:

- ✓ General Application Form(Available from Stationary & Photocopier Shop)
- ✓ 2 Photocopy of Matriculation Certificate
- ✓ 2 Photocopy of Intermediate Certificate
- ✓ In case of O&A Levels then copy of Equivalence Certificate.
- ✓ 1 Photocopy of Bachelor Degree Certificate (only for masters Student)
- ✓ Copy of Official Transcript
- ✓ Clearance Form (NOC from Faculty, Accounts Department, Lab, Library & Cafeteria).
- ✓ 1 Photocopy of CNIC
- ✓ 1 Passport Size Picture
- ✓ Paid Slip of Rs.10, 000 degree fee for normal and for urgent Rs.20, 000 degree fee.
- ✓ Affidavit for receiving the degree on behalf of student (only blood relation can receive the degree) and the copies of student, father and the recipient.
- ✓ Document Check list Duly Signed by the student and DSA Office

Lead Time: 30 working days for normal and 20 working days for Urgent (other than Accounts Clearance)

Revised Official Transcript: To Apply Student need to complete the following formalities:

- ✓ General Application Form(Available from Stationary & Photocopier Shop)
- ✓ Copy of Matriculation Certificate
- ✓ Copy of Intermediate Result card
- ✓ In case of O&A Levels then copy of Equivalence Certificate
- ✓ Photocopy of CNIC
- ✓ Revised transcript: Rs. 5000 for normal & Rs. 10000 for urgent.

Lead Time: 15 working days for normal and 5 to 6 working days for Urgent (other than Accounts Clearance)

To apply for Degree & Transcript Verification: Student who need their official transcript and degree verified from university for any purpose they can apply free of cost by completing following the process:

- ✓ General Application Form(Available from Stationary & Photocopier Shop)
- ✓ Photocopy of Official Transcript
- ✓ Photocopy of Degree
- ✓ Submit documents in DSA Office

NOTE: Students are requested to bring their original testimonials when they will come to receive their Degree/ Transcript.