



Instructions for Issuance of Examination Certificates.

Students are advised to submit the following documents while applying for given documents.

DMC/ Transcript (With “Degree In-complete” Status)

Minimum Time (**Normal**): 10 Working Days. (**Urgent**: 02 working days)

- 1) Passport size picture (1)
- 2) Copy of CNIC.
- 3) Fee Challan (**Normal: Rs. 500**) (**Urgent Rs. 1000**) (***Generated by the exam office***)
- 4) Application form/DMC form (E-1) (Available on website)
- 5) Copy of Matric Degree.
- 6) Dues clearance certificate (From accounts office).

For Final DMC/ Transcript (With “Degree Complete” Status)

Minimum Time (**Normal**): 10 Working Days (**Urgent**: 02 working days)

- 1) Passport size picture (1)
- 2) Copy of CNIC.
- 3) Fee Challan (**Normal: Rs. 700**) (**Urgent Rs. 1400**) (***Generated by the exam office***)
- 4) Application form/DMC form (E-1) (Available on website).
- 5) Degree Requirements Completion form (E-2) (Available on website) (*Forwarded through concerned department*).
- 6) Copy of Matric Degree.
- 7) Departmental clearance form.
- 8) Dues clearance certificate (From accounts office).
- 9) For these sessions 2012,2013,2014,2015 only, contact the controller of examination office)

Percentage Equivalence Certificate/Rank Certificate. etc.

Minimum Time: 05 Working Days

- 1) Copy of CNIC.
- 2) Fee Challan **Rs. 500/-** (***Generated by the exam office***)
- 3) Application form/DMC form (E-1) (Available on website).
- 4) Copy of DMC.
- 5) Copy of Matric Degree.

Provisional Certificate

Minimum Time: 05 Working days

- 1) Application Form/DMC form (E-1) (available on website).
- 2) Passport Size Picture (1).
- 3) Copy of CNIC.
- 4) Fee challan of **Rs. 500/-** (***Generated by the exam office***)
- 5) Copy of DMC (with “**degree complete**” status).
- 6) Copy of Matric degree.
- 7) Copy of Dues clearance certificate (From accounts office).



Office of the Controller of Examinations
MNS-University of Engineering and Technology, Multan

Issuance of Degree:

- 1) Application form/DMC form (E-1) (available on website).
 - 2) Passport size photograph (1).
 - 3) Copy of CNIC.
 - 4) Fee Challan (Degree processing fee)
 - **Normal:** Rs. 2,000/-
 - **Revised/Duplicate:** Rs. 3,000/-
- (Challan to be generated by the Examination Office)**
- 5) Copy of DMC (with “degree complete” status).
 - 6) Copy of Matric degree.
 - 7) Dues clearance certificate (From accounts office).
 - 8) In-case of loan given by university, attach an affidavit with information about remaining amount the student have not paid (for 2012,2013,2014,2015 sessions only)

Note: Bring the original ID card for receiving the degree.

Degree Verification/ DMC Verification: (02 working days)

- 1) Fee challan
 - **For University Alumni:** Rs. 2,500/- each document
 - **For Local Institutions:** Rs. 5,000/- each document
- (Challan to be generated by the Examination Office or Bank Draft in Favor of Treasurer MNS-UET, Multan.)**
- 2) **International Verifications Fee USD 50/- (IBAN: PK68 HABB 0012668900875503).**
 - 3) Application form/DMC form (E-1) (available on website).
 - 4) Copy of Matric Degree.
 - 5) Document which is to verify, *(Also Attach the copy of same document).*

Term & conditions for Degree receiving for Students Living abroad.

- 1) Email regarding authority letter with given below attachments:
 - a) Copy of first two pages of passport
 - b) Copy of Visa
 - c) Copy of CNIC
 - d) Exit stamp of passport
 - e) Copy of work permit/study abroad.

For Sit-in/ Subject Improvement/ Summer Semester/Supply:

Please consult your Departmental Exam Coordinator.

NOTE:

Incomplete applications will not be processed.

For Queries

Visit the University site or Call Ph. No. 061-6761973.

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