# LAHORE GARRISON UNIVERSITY

*OFFICE OF THE CONTROLLER OF EXAMINATIONS*

**APPLICATION FORM FOR VERIFICATION / ATTESTATION OF DEGREE / TRANSCRIPTS / DIPLOMA etc.**

## 1 PERSONAL INFORMATION ( IN CAPITAL LETTERS )



*NAME OF DEGREE HOLDER* _____

*FATHER NAME* _____

*CNIC NUMBER* _____

*ADDRESS* _____

| *SESSION* |
|---|
| *Fall 20 _____* ☐ |
| *Spring 20 _____* ☐ |

| *CONTACT NUMBER* |
|---|
| |

## 2 PARTICULARS OF DOCUMENTS TO BE VERIFIED / ATTESTED

| S. No. | DOCUMENT TITLE | ORIGINAL / COPY | REGISTRATION NO. | SESSION |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

## 3 PARTICULARS OF EDUCATION ( ***Matric to Verified / Attested document*** )

| S. No. | CERTIFICATE / DEGREE | YEAR ATTENDED | BOARD / UNIVERSITY |
|---|---|---|---|
| 1 | SSC | | |
| 2 | HSSC | | |
| 3 | BACHELOR | | |
| 4 | DIPLOMA | | |
| 5 | MASTER | | |
| 6 | M.PHIL / MS | | |
| 7 | Ph.D. | | |

## 4 PARTICULARS OF DOCUMENTS TO BE VERIFIED / ATTESTED

*Attestation of documents is applied for* *Normal Category* ☐ *Urgent Category* ☐

| Category | Documents | Fee | | Time Period |
|---|---|---|---|---|
| | | Walk-in Applicant | By Courier | |
| Normal | Original | 800 | 1000 | Seven working days |
| Normal | Copy | 500 | 700 | Seven working days |
| Urgent | Original / Copy | As per Normal Rate | | Three working days |
| | Processing Charges | 500 | 500 | |
| Re - Attestation of Original / Copy | | 200 | 200 | As per Category |

***Note:-*** *Processing time shall start with the receipt of complete application in Examination Office.*

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## 5 MODE OF DELIVERY



*a) By Hand ( Self )*

*Name:* _____

*CNIC:* | | | | | | | | | | | | | | | |

*b) By Hand ( Authorized Person )*

*Name:* _____

*CNIC:* | | | | | | | | | | | | | | | |

*Mobile No:* _____

*Attached:*

*I )* *Copy of Authorized Person CNIC* ☐

*II )* *Authority Letter* ☐

*c) Through Mail*

*Mailing Address* _____

_____

*Mobile No:* _____

## 6 *ATTACHMENTS*

1 Original certificate / degree from matric onwards alongwith transcripts / DMC(s) of degrees. ☐

2 Photocopies of certificate / degree from matric onwards ☐

3 Equivalence of HEC in case of Bachelor or Master Degree, etc. from abroad or Deeni Asnaad. ☐

4 In case application is submitted other than degree holder

a ) Authority letter duly attested by a Grade 17 officer for the authorized person. ☐

b ) Copy of the Computerized Identity Card of the Authorized person. ☐

5 Additional set of photocopies of certificate / degree from matric onwards, if photocopies are to be attested ☐

5 Original payment slip for attestation fee. ☐

**Decleration :** I hereby solemnly declare that the documents presented / attached are genuine, and have neither been altered nor tampered with. I understand that in case of falsification of documents tendered or the wrong information supplied / concealment of correct information, I shall be held responsible for the legal/criminal action. I enclose the required documents and request for attestation.

_____ _____

Date Signature of Applicant

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**8** COMMENTS



| ***EXAMINATION BRANCH*** | ***REGISTRAR BRANCH*** |
|---|---|
| a Signature & Stamp | b Signature & Stamp |

**7** ***PARTICULARS OF ATTESTATION*** ***( FOR OFFICE USE ONLY )***

1 No. of documents attested a ) Original ☐ b ) Photocopies ☐

2 Receipt no. with date and amount issued by Treasure Office _____

3 Application Number _____

4 Attestation stamps issued

a ) For Original document

Serial No. _____ to Serial No. _____Value of Stamps _____

b ) For Photocopies

Serial No. _____ to Serial No. _____Value of Stamps _____

_____ _____

Date Documents verified / attested by

✂ .....

*Degree holder Name* _____

*Application No.* _____

*Received By* _____

*Category* _____

*Date of Delivery* _____

***Delivered By***