



# SUKKUR IBA UNIVERSITY

## APPLICATION FORM FOR ISSUANCE OF DEGREE CERTIFICATE

The Vice Chancellor  
Sukkur IBA University

Sir,

I hereby certify that I have completed all the requirements/pre-requisites of my degree certificate of \_\_\_\_\_ program and applying for the issuance of degree certificate. My particulars are as under (please fill the form in block letters:

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_ Contact No. \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### ACADEMIC INFORMATION

Program: \_\_\_\_\_ Specialization: \_\_\_\_\_

Cumulative CGPA: \_\_\_\_\_ Year/Semester of Completion: \_\_\_\_\_

Date of Compre Exam Passed: \_\_\_\_\_ CMS ID: \_\_\_\_\_

I have also attached following supporting documents:

- ✓ Photocopy of Transcript (Attested).
- ✓ Photocopy of CNIC.
- ✓ Photocopy of Matriculation Pacca Certificate issued from BISE.
- ✓ Photocopy of Students ID Card.
- ✓ Paid Challan/Demand Draft/Pay Order of Rs.2,000/- in favor of Sukkur IBA.
- ✓ Original No Dues Certificate signed by all the Departments.

I certify that the information I provided above is correct.

Date on which degree applied: \_\_\_\_\_

**Signature of Candidate**  
(As signed on CNIC)

## CERTIFICATE FROM VICE CHANCELOR OF THE UNIVERSITY

I hereby certify that the above applicant passed the above mentioned examination from this Institution and Qualified for the degree applied for.

\_\_\_\_\_  
Controller of Examinations

\_\_\_\_\_  
**Vice Chancellor**  
Sukkur IBA University

**Note:** Applicant must read and fulfill the following requirement before submitting the form at office of controller of examinations; otherwise his/her form will be rejected.

1. Name of program must be clear like DAE/BBA/MBA/BS/BE/B.Ed/MS or PhD followed by (program duration in years) i.e. [MBA (2.5 Years), MBA(4 Years) etc.]
2. Neat and clear name of candidate in capital letter as written in Pacca Certificate of Matriculation issued by Board of Intermediate and Secondary Education or any other Board/Institute/University.

3. We are offering program with following specializations:

**BBA/MBA/MS/PhD**

- ✓ Finance
- ✓ Marketing
- ✓ Human Resource Management
- ✓ Entrepreneurship
- ✓ Agri Business

**BS/MS/PhD**

- ✓ Computer Science
- ✓ Software Engineering
- ✓ Computer Systems
- ✓ Computer Communication and Networks
- ✓ Accounting and Finance
- ✓ Mathematics

**BE/ME**

- ✓ Telecommunication Engineering
- ✓ Electrical Engineering
- ✓ Renewable Energy (Power)

**BEd/M.Phil in Education**

- ✓ Elementary
- ✓ Secondary

4. Your signature must match with the signature of your CNIC.
5. Degree fees is Rs.2,000/- (Rupees Two Thousands Only) in form of Challan, Demand Draft or Pay Order in favour of "Sukkur IBA University".
6. Minimum time period for issuance of degree certificate is one month. For collection of degree certificate, student must collect him/herself by hand degree certificate from Controller of Examinations. In case if he/she cannot collect, he/she must send affidavit of Rs.50/- issued in favor of the candidate by authorizing any other person through courier service to examinations department of Sukkur IBA and attach CNICs of both (self and nominated person). This will be entertained in unavoidable circumstances.
7. Procedure for issuance of Duplicate Degree Certificate is different and may be accepted very rare cases after getting approval from competent authority of the institute. In this regard students must publish notice in at least two different national newspaper regarding misplacement/damage of his/her degree and submit the original news papers along with application for issuance of degree certificate. Also submit affidavit of Rs.100/- for reissuance of degree (template is available as examinations department) and additional fees of Rs.5,000/- may be paid. In addition to above conditions in case of theft copy NC also required.