



APPLICATION FORM FOR RECEIVING DEGREE

The Director
Sukkur Institute of Business Administration

Program: _____

Sir,

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

- 1. Name: _____ (In English – Block Letters)
2. Father’s Name: _____ (In English – Block Letters)
3. CNIC No. _____
4. Male [] Female []
5. Postal Address: _____
6. Tel. _____ Mobile: _____
7. email: _____

FOR OFFICE USE
Pay order No. _____
Date: _____
Amount _____
Down on _____
Signature & Date

DETAIL OF EXAMINATION PASSED

- 8. (a) Examination Passed: [] BS(Telecommunication System)
[] BS(Computer Science)
[] MCS
[] BBA
[] MBA
[] MBA(Management Information Systems)
[] MBA(Banking & Finance)
9. (a) Year of Passing _____ (b) Month/Semester: _____
(c) Name of College / Department: _____
10. Seat No. of Final Year Exam: _____ Enrollment No. _____
11. Cumulative GPA: _____
12. Date of Comprehensive Examination Passed: _____

Your’s obediently

Date: _____

Signature of the Applicant

CERTIFICATE FROM CHAIRMAN OF THE DEPARTMENT/PRINCIPAL OF THE COLLEGE

I hereby certify that the above applicant passed the above mentioned examination from this Department/College and qualifies for the degree applied for.

Signature of Office Incharge

Signature of the Head of the Dept. or Principal of the college with official seal

P.T.O.

I HAVE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMISSION OF THE APPLICATION FORM

1. The applicant is required to enclose the following documents with the application form:
 - a. Original Enrollment Card
 - b. Attested photocopy of CNIC
 - c. Attested photocopy of Transcript of Record
2. The applicant should fill up his/her name and father's name as entered in Enrollment Card.
3. **DUPLICATE DEGREE**
The Duplicate Degree can be issued on prescribed application form along with: (1) an attested photocopy of the lost degree. (2) An affidavit on a stamp paper of Rs. 10/- duly attested by a First Class Magistrate and (3) 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 as mentioned under No. 1.
4. **FEE**
Candidates are required to deposit the fee as mentioned below through PAY-ORDERS in favour of Sukkur Institute of Business Administration, Sukkur (PAYMENT THROUGH CHEQUE/CASH WILL NOT BE ACCEPTABLE)
Rs. 2,000/- (for BS/BBA/MCS/MBA Degree)
5. **DUPLICATE DEGREE FEE**
Rs. 1,000/- in addition to ordinary fees
6. **MINIMUM TIME FOR ISSUANCE OF DEGREE**
One month, Degree shall be issued only to the student in person or to a person duly authorized by student.

Date: _____

Name & Signature of the Applicant