



**University of Karachi**  
SEMESTER EXAMINATION SECTION

Price Rs. 50/-

Mobile #

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**APPLICATION FOR MARKS SHEET / DUPLICATE MARKS SHEET /  
CONVERSION MARKS SHEET/ PROFORMA**

The fee will be charged for Marks Sheet / Proforma as per admissible rates mentioned on the back of this form. Routine issuance period is 20 days. For urgent cases, extra fee will be charged and Marks Sheet will be issued within 10 days. Fee once paid cannot be refunded. See overleaf for instructions and documents to be attached.

To,  
The Incharge,  
Semester Examination Section  
University of Karachi,  
Karachi.

(NATIONAL BANK OF PAKISTAN/  
UNITED BANK LIMITED, MCB )

Please accept Rs. \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp

Sir,  
Please issue my Marks Sheet / Proforma as per details given below:

Full Name \_\_\_\_\_

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

Name of Examination \_\_\_\_\_ Department (Major) \_\_\_\_\_

Seat No. \_\_\_\_\_ Enrolment No. \_\_\_\_\_

Yours Obediently

**CHAIRPERSON OF THE DEPARTMENT  
(SEAL & SIGNATURE)**

(Signature of the Candidate)

**UNIVERSITY OF KARACHI  
KARACHI  
(CLEARANCE CERTIFICATE)**

**Special Note:** If you are applying for Proforma / Duplicate Marks Sheet then there is no need of getting this clearance certificate

This is to certify that Mr./Mrs./Miss. \_\_\_\_\_

S/o. W/o. D/o. \_\_\_\_\_ a candidate of \_\_\_\_\_

Examination Year \_\_\_\_\_ bearing Enrolment No. \_\_\_\_\_ has no dues against his/her name:-

- |  |   |
|--|---|
| 1. <b>ACCOUNTS DUES:</b><br>Signature & Seal.....                | 2. <b>DEPARTMENTAL DUES:</b> (Including Seminar Library)<br>Signature & Seal..... |
| 3. <b>HOSTEL DUES:</b><br>Signature & Seal.....                  | 4. <b>ENROLMENT DUES:</b><br>Signature & Seal.....                                |
| 5. <b>MEHMOOD HUSSAIN LIBRARY DUES:</b><br>Signature & Seal..... | 6. <b>BOOK BANK DUES:</b><br>Signature & Seal.....                                |

**NOTE:** The Examination Department will not issue the Marks Sheet / Proforma if the correct particulars & attestations are not given by the applicant.

Fee for Marks Proforma	Rs. 60/- (per semester)
Fee for Duplicate Marks Sheet	Rs. 250/-
Fee for Conversion Marks Sheet	Rs. 600/-
Fee for Diploma / Certificate	Rs. 80/-
Fee for Marks Sheet of SZIC / SP Edu. / Pak. St. / DPA /WSC	Rs. 80/-
Fee for Urgent Marks Sheet	Rs. 500/-
Fee for Marks Proforma Affiliated College / Institute	Rs. 100/-
Fee for Course work Marks Promorma M.Phil/Ph.D & M.S./M.D.	Rs. 60/-

## **INSTURCTIONS**

- Submit duly filled form with chairpersons attestation only after final result announcement for a Degree Program
- The Students who have already paid fee for Marks sheet with Tution Fee are not required to pay additional fee. However, they may pay additional fee if they need marks sheet in Duplicate or triplicate.

## **DOCUMENTS REQUIRED:**

1. Photo copy of Enrolment Card.
2. Photo copy of NIC, if duplicate M/S is required.
3. Copied of approvals from Vice chancellor / Dean / Chairperson if obtained regarding any objections / Extension of re-enrolment, fresh classes.  
as 3<sup>rd</sup> time failure UCS, Change of subsidiary / Major etc.
4. Fee Payment Vouchers if not submitted earlier alongwith approvals for UCS, S.A. fine UFM fine etc.

<p><b>FOR OFFICE USE</b></p> <p><b>OBJECTION IF ANY</b></p> <p>Remarks _____</p> <p>_____</p> <p>Requirmentsmarks _____</p> <p>_____</p>
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