



**(Note: Please do not print this page)**  
**Instructions/Guidelines**

**(For Issuance of Re-Instant Certificate Only)**

- **Step 1:** Fill Application Form (available on website [www.uos.edu.pk](http://www.uos.edu.pk))
- **Step 2:** Attach all documents (attested by Gazetted Officer) with the Form:-
  - a) One Photograph (Passport size, blue background)
  - b) CNIC (Photocopy)
  - c) Last Result Card/Transcript (Pass or Fail)/Degree or Registration Card (copy)
  - d) **Original NOC as issued by UOS or any University/Institution last attended**
- **Step 3: Fee submission**
  - a) Download Fee Challan Voucher/Slip (available on website [www.uos.edu.pk](http://www.uos.edu.pk))
  - b) Deposit **Rs. 500/-** as Re-Instant Certificate Fee. (*Please note: money order etc. shall not be accepted*)
  - c) You can deposit this fee at any HBL branch in Pakistan.
  - d) **Application Process Time:** (07 Working Days *Tentatively*)
  - e) Attach this Challan Slip with the Re-Instant Certificate Form.
- **Step 4:** Submit this duly completed Application Form at Reception of Registration Branch and get your Diary number for future reference.

OR

Send through courier/mail at:

Deputy Registrar (Reg), Registration Branch, University of Sargodha, Sargodha

**Important Note:**

1. Date on which application shall be submitted in Registration Branch, shall not be included in stipulated time.
2. Please mention address carefully with active contact number, if you want the Re-Instant Certificate to be sent to your correspondence address through courier services.
3. ***Kindly add 4/5 working days in case you have requested Registration Branch for NOC/Migration Certificate via Courier/Registered Mail.***
4. Please wait patiently after all above process is done; we shall try to manage your application within given time.
5. You can contact Registration Branch via email for any inquiry;  
[registrations@uos.edu.pk](mailto:registrations@uos.edu.pk)
6. Registration Branch shall not process any incomplete/unclear application and responsibility shall be on the applicant.