

University of Sargodha (Registration Branch)

Application Form (For Re-Instant Certificate)

Paste Photo Here

1.	Name of the Applicant Mr/Miss/Mrs				
2.	Father's Name				
3.	University of Sargodha Registration no				
4.	CNIC #				
5.	a) Name of the last examination in which candidate appeared (Graduate/Post Graduate i.e BA/BSc, BS, MA/MSc,B.Com, BBA etc) b) Status of Examination (Pass or Fail) c) Year of appearing 1 st /2 nd Annual OR Semester/Term20 d) Roll No				
6.					
7.	NOC No Dated:				
8.					
	documents & tick the blank box)				
	I. Last Result card/Transcript/Degree/Certificate/Registration Card (copy)				
	II. One passport size photograph				
1	III One photocopy of ID and				

II.	One passport size photograph
III.	One photocopy of ID card
IV.	Bank Challan form Slip bearing NoDateDate
V.	Original NOC (Last attended University/Institution)

SIGNATURE OF APPLICANT

SIGNATURE & STAMP OF DIRECTOR/PRINCIPAL/CHAIRMAN/INCHARGE/HOD

Mobile (Mandotary):	Email:	
Address:		
	For Registration Branch use only	
Application along-with attached documents a	(Dealing Official)	
Comments (if any)	(Admin Officer)	
Recommendations (if any)	(Assistant Registrar)	
Approved	Not Approved	

<u>(Note: Please do not print this page)</u> Instructions/Guidelines

(For Issuance of Re-Instant Certificate Only)

- Step 1: Fill Application Form (available on website <u>www.uos.edu.pk</u>)
- 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 <u>www.uos.edu.pk</u>)
- 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; <u>registrations@uos.edu.pk</u>
- 6. Registration Branch shall not process any incomplete/unclear application and responsibility shall be on the applicant.