

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 #.
- | | | | | | | | | | | | | | | | |
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- 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 1st/2nd Annual ____ OR Semester/Term _____ 20____
- d) Roll No. _____ Session _____
6. Name of University/Institution/College last attended _____
7. NOC No. _____ Dated: _____
8. **Declaration** I, the undersigned, solemnly declare that all information provided by me is correct and I shall be responsible for any wrong statement or record in/with this application.

Further, I have attached these documents **duly attested by Gazetted Officer** (please attach under mentioned documents & tick the blank box)

I.	Last Result card/Transcript/Degree/Certificate/Registration Card (copy)	
II.	One passport size photograph	
III.	One photocopy of ID card	
IV.	Bank Challan form Slip bearing No. _____ Date _____	
V.	Original NOC (Last attended University/Institution)	

SIGNATURE OF APPLICANT

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

Mobile (Mandatory):_____ **Email:**_____

Address: _____

For Registration Branch use only

Application along-with attached documents are checked and verified by: _____ (Dealing Official)

Comments (if any) _____ (Admin Officer)

Recommendations (if any) _____ (Assistant Registrar)

Approved	Not Approved
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(Deputy Registrar)

(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)
- **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)
 - b) Deposit **Rs. 2000/-** 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
6. Registration Branch shall not process any incomplete/unclear application and responsibility shall be on the applicant.