UNIVERSITY OF SARGODHA

BIO DATA FORM FOR ISSUANCE OF OFFICIAL TRANSCRIPT
(FOR THE RECORD OF EXAMINATIONS DEPARTMENT)

Cutting and Overwriting is not allowed.

Programme:_____

Session: _____

Department:_____

College Name: _____

_____

The student must paste here a recent coloured photograph Do not staple or pin up Without Attestation	The student must paste here a recent coloured photograph Attested by the Chairperson (front Side)

1. Registration No. (University of Sargodha)

																(Compulsory)

2. Name of the Student (in block letters)

3. Student's N.I.C. No.

4. Father's Name (in block letters)

5. Date of Birth According to Matriculation Certificate (DD/MM/YYYY)_____

6. University Roll Number _____

7. Transcript/Degree Notification Fee Rs. 300/- paid vide Challan No. _____ dated _____

8. Postal Address _____

_____

9. Permanent Address _____

_____

Declaration: I declare that all the particulars mentioned above are correct and in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the same.

Signature of the Student _____

Certificate by the Chairperson/Principal/Director:
It is certified that student has deposited Rs. 300/- as Official Transcript fee.

Signature of the Chairperson/Principal/Director
with office stamp

Important Note:

WITHOUT SUBMISSION OF THIS FORM STUDENT CANNOT OBTAIN OFFICIAL TRANSCRIPT AND DEGREE
This office will not receive any Form directly from the students. All Forms must be submitted through respective Departments/Institutes/Colleges with covering letters addressed to Controller of Examinations.

1. **The following documents must be attached with this form.**
   a. **Attested copy of Registration Card (for those who were registered as Regular students) or B.A/B.Sc Result Card (for those who have graduated from University of Sargodha as Private candidate).**
   b. **Attested copy of Computerized National Identity Card.**
   c. **Attested copy of Matriculation, Intermediate, Bachelors or equivalent Certificates.**
   d. **One coloured photograph (passport size) attested by the Chairman at the front side and one coloured photograph (passport size) without attestation must be pasted at the specified places.**
2. **The student must deposit Rs. 300/- as Transcript/Degree Notification fee in the HBL University of Sargodha Branch and paste original Challan at the back side of this form.**
3. **The students are directed to fill in the form carefully. The above mentioned particulars will be used for the issuance of Transcript/Degree and correspondence. In case of any change/correction in the above mentioned particulars, the student will have to pay the prescribed fee.**