



GRAND ASIAN UNIVERSITY SIALKOT

APPLICATION FORM FOR ACADEMIC CREDENTIALS

Application for*:

PhD	MS	BS	AD
-----	----	----	----

- Semester Grade Sheet for Semester(s) _____
- Transcript of Awards (Complete)
- Provisional Transcript of Awards
- Provisional Certificate
- Degree
- Certificate (Percentage, Bonafide, Merit or any other)
- Duplicate (Degree / Transcript / Provisional Certificate / SGS) etc.

Latest Passport
Size Photograph

With Blue
Background

(Name, Father Name
Regd. No. & Roll No. on
the back)

FOR OFFICE USE ONLY

Application No. _____

Dated: _____

Receiving Date: _____

Due Date: _____

Dealing Assistant: _____

Note: Read the overleaf Instructions carefully before filling this form.

1. Registration No. _____ Roll No. _____ Department _____

2. Applicant's Name _____
(As per Matric Certificate – IN BLOCK LETTERS)3. Father's Name _____
(As per Matric Certificate – IN BLOCK LETTERS)

4. CNIC No. _____ 5. Passport No. (if any) _____

6. Nationality _____ 7. Mobile No. _____ 8. Email _____

9. Address _____

10. Complete Name of Degree Program _____ 11. Enrollment Type (Full Time / Part Time) _____

12. Year of Passing / Last Attempted: _____ 13. Challan / Voucher No. _____

14. Dated: _____ 15. Amount Rs. _____

(Attach the Original Account's Office Challan / Voucher)

16. Complete detail of Improved / Repeated Courses with Course Code, Course Title and Semester etc.

Sr. No.	Course Code	Course Title	Semester Attended	Grade Obtained
i.	_____	_____	Fall / Spring _____	_____
ii.	_____	_____	Fall / Spring _____	_____
iii.	_____	_____	Fall / Spring _____	_____

Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge and belief. In case any discrepancy is found, I shall be ready for due punishment.

Signatures of the Applicant

Name: _____ Regd. No. _____ Application No. _____

Application for (Degree / Transcript / SGS / Provisional Certificate / PGD) received on _____ due Date: _____

Note: This receipt is valid if all necessary documents are attached with application. The due date will be considered after notification of results.

Signatures of Dealing Assistant

INSTRUCTIONS

FORM H-3

1. All entries must be legible, clear and preferably be filled in by the candidate in his / her own handwriting.
2. Form complete in all respect (i.e., duly signed and attached with necessary challan receipts and other documentary evidences) will be accepted.
3. Candidates applying for Semester Grade Sheet (SGS) should use one form for more than one Semester. All fees should be deposited in Account's Office (GAUS). The nature of Certificate / Degree must be indicated in Account's Office Challan / Voucher.
THE FEE ONCE PAID SHALL NOT BE REFUNDABLE.
4. Certificate / Degree cannot be issued to any person other than the candidate in whose name it is prepared. It can however be handed over to an authorized person on production of a Letter of Authority from the candidate on a **Stamped Paper worth Rs. 100/-** duly testified by the First Class Magistrate or Class-I Officer or Oath Commissioner.
5. A **DUPLICATE** Degree, Provisional Certificate or Transcript of Awards can only be issued if supported by:
 - a. An Affidavit on a Stamped Paper worth Rs. 100/- duly testified by the First Class Magistrate or Class-I Officer or Oath Commissioner.
 - b. A Press Cutting of ABC Certified Newspaper for the loss / damage of degree / certificates.
 - c. A copy of an FIR duly attested by the relevant Officer.
6. Please ensure following attachments.
 - a. Original Account's Office Challan / Voucher
 - b. Attested Copy of SSC Certificate
 - c. Attested Copies of all other Academic Credentials
 - d. Copy of CNIC
 - e. Two Passport Size Photograph with Blue Background
 - f. For Provisional Certificate, Transcript of Awards (Complete), Original Clearance Certificate issued by the DSA/Registrar.
7. The amount of fee to be deposited by the candidate for a Degree, Certificate or a duplicate copy etc thereof, is as under:

Sr. No.	Certificate / Degree	Fee (PKR)		
		(w.e.f. Spring Semester 2026)		
(A) Certificate / Transcript / Degree Fees		Normal	Urgent	Most Urgent
1.	Semester Grade Sheet	500/- (after 15 Days)	1000/- (after 07 Days)	1500/- (after 03 Days)
2.	Transcript of Awards	5000/- (after 08 weeks)	10000/- (after 04 weeks)	15000/- (after 02 weeks)
3.	Provisional Transcript of Awards	3000/- (after 08 weeks)	6000/- (after 04 weeks)	9000/- (after 02 weeks)
4.	Provisional Certificate	3000/- (after 08 weeks)	6000/- (after 04 weeks)	9000/- (after 02 weeks)
5.	Degree in Absentia / Degree before Convocation	10000/- (after 3 months)	20000/- (after 2 months)	30000/- (after 1 months)
6.	Any other Certificate	500/- (after 15 Days)	1000/- (after 07 Days)	1500/- (after 03 Days)
7.	Duplicate Certificate / Transcript / Degree	Double of Normal Fee	Triple of Normal Fee	

(B) Verification Fee of University Degree / Certificates		Fee
1.	Degree / Transcript of Awards	1500/-
2.	Semester Grade Sheet / Provisional Certificate / Any other Certificate etc.	750/-

(These rates are subject to revision by University Authorities from time to time).

***PhD – Doctoral Degree MS – Master's Degree BS – Bachelor's Degree AD – Associate Degree**