



**MOHI-UD-DIN ISLAMIC UNIVERSITY
NERIAN SHARIF, AJ&K
(Examinations Department)**

Application Form for issuance of Transcript / Diploma/Degree

NameFather's Name.....

Roll NoRegistration No.....Program.....Session.....

Last examination held onPresentation/Defence held on

Title of Project/Thesis/Dissertation.....

Project fee remitted vide Bank Challan No.....Dated.....Amount.....

Transcript & Degree fee remitted vide Bank Challan NoDated.....Amount.....

Postal Address for dispatch of Transcript & Diploma/Degree (Other than Institution/Deptt).....

.....

Tel/Mob NoE-Mail.....

Mode of Delivery i By hand ii By Courier iii By Registered Post

Institution Name.....

Date.....

.....
Signature of Applicant
CNIC No.....

COURSE COMPLETION CERTIFICATE

Certified that the student has completed all the required courses and credit hours for award of degree as per approved Scheme of Studies

.....
HOD Signature
(With Stamp)

Note: According to the prevailing regulation, Hifz of last 15 Surahs of the Holy Quran is mandatory. Therefore certificate issued by the Dept of Islamic Studies, to this effect must be attached with the application.

FEE CLEARANCE

All dues have been paid by the above named student.
Accounts Office Stamp/Signature

Signature of Director/Principal
(With Stamp)

FOR EXAMINATION DEPARTMENT USE ONLY

1. Transcript No. Date of issue of Transcript..... Mode of Issue.....
2. Diploma/Degree No. Date of issue of Diploma/Degree..... Mode of Issue.....

Transcript Prepared by Degree Prepared By

Postal Address: This will be affixed on the envelope to be dispatched so it must be filled in Capital letters by the Student him/herself very carefully.

Name
Father's name
Address
.....
.....
.....
Cell No.

Name
Father's name
Address
.....
.....
.....
Cell No.

INSTRUCTIONS REQUIREMENTS FOR ISSUANCE OF
Transcript/Diploma/Degree

1. The prescribed fee for issuance of Transcript/Diploma/Degree in normal case is Rs 10,000 and for urgent is Rs 15,000
2. Applicant who have already obtained DMC/Transcript must attach attested copy of DMC/Transcript. Degree fee in such cases is Rs 5,000 for normal and Rs 7,500 for urgent issuance.
3. Verification fee of DMC/Degree/Result Cards is Rs 750/- per document.
4. Revised/Duplicate Result card fee (Semester/Annual) is Rs 300/- per document.
5. Urgent Result Card fee (Semester/Annual) is Rs 600/- per document.
6. Duplicate Degree and Transcript/DMC fee in normal case is Rs 10,000 and for urgent is Rs 15,000
7. All the fees should be paid in the shape of Bank Challan drawn in favor of **Mohi-Ud-Din Islamic University, Islamabad. Online Bank Challan may be generated through University Website (www.miu.edu.pk) and can be deposited at any Askari Commercial Bank Branch.**

Required Documents

8. Photocopies of the following documents attested by any Gazetted Officer of Govt. of AJ&K/Govt. of Pakistan.
 - (i) SSC/Matric Certificate
 - (ii) CNIC
 - (iii) Result Cards of MIU (Attestation not required)
 - (iv) Last Degree Obtained (Before MIU Admission)
 - (v) Clearance Certificate by all concerned Departments duly countersigned by the Head concerned. (Specimen available in the Accounts office/Students affairs section of all Constituent unit (s)).
9. Attachment of Alumni Membership Form is mandatory with the Application for issuance of DMC/Transcript/Degree, along with prescribed fee amounting to Rs. 250/-
10. Transcript are normally issued within Sixty (60) working days while in the urgent cases, being issued within Forty (40) working days.
11. Diploma/Degree is normally issued within 03 months while in urgent cases, being issued in 02 months after issuance of Transcript.
12. The duly completed application form along with documents as mentioned above be submitted to Head of Deptt/Principal for onward submission to:-

Mohi-ud-Din Islamic University, Camp Office,
UC Road, Post Office Sihala, Islamabad
Tel No: 051- 4485831 (Extn 112)
(Students are not allowed to visit the above mentioned premises
without prior permission of the Registrar, MIU)



MOHI-UD-DIN ISLAMIC UNIVERSITY, NERIAN SHARIF, AJ&K
ALUMNI ASSOCIATION

For Office Use Only
MIUAA No. _____

MEMBERSHIP FORM

A. Personal Details

1. Title: Mr. Ms. 2. Registration No. _____
3. Name (Capital Letters) _____
4. CNIC _____ 5. Roll No. _____
6. Father's Name (Capital Letters) _____
7. Date of Birth _____ 8. Gender: Male Female
9. Degree Obtained _____ 10. Session _____
11. Permanent Address _____

12. Mailing Address _____

B. Career Details

13. Present Designation _____ 14. Date of appointment _____
15. Organization _____
16. Office Address _____

C. Contacts

17. Phone Office _____ 18. Residence _____
19. Cell _____ 20. Fax _____
21. E-mail _____

22. I hereby apply for membership of the Mohi-ud-Din Islamic University, Alumni Association for which I am eligible. In case of change in my particulars, I shall intimate the same. I shall abide by the constitution of the Alumni Association.

Date: _____

Signature

Please submit the Membership Application form along with the application for issuance of DMC/ Transcript / Degree, with prescribed fee amounting to Rs. 250/-