



# MOHI-UD-DIN ISLAMIC UNIVERSITY

NERIAN SHARIF, AJ&K

Examinations Department

## Application form for Issuance of Transcript /Degree

Paste  
Passport Size  
Photograph

Name of Applicant \_\_\_\_\_ Father's Name \_\_\_\_\_

Roll No. \_\_\_\_\_ Registration No. \_\_\_\_\_ Program \_\_\_\_\_ Session \_\_\_\_\_

Last examination held on \_\_\_\_\_ Presentation/Defense held on \_\_\_\_\_

Title of Project/Thesis/Dissertation \_\_\_\_\_

Project fee remitted vide Bank Challan No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Transcript and Degree fee remitted vide Bank Challan No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

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

\_\_\_\_\_

Tel./Mob. No. \_\_\_\_\_ E-Mail \_\_\_\_\_

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

Institute 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 prevailing regulation, Hifz of last 15 surah of the Holy Quran in mandatory therefore certificate issued by the department of Islamic studies, to this effect must be attached with the application.

### FEE CLEARANCE

All dues have been paid by the above given student.

Account Office Stamp/Sign \_\_\_\_\_ Signature of Director/Principal \_\_\_\_\_  
(With Stamp)

### ALUMNI DETAIL

**Note:** Fill Alumni Detail from MIU website and attached with this form. Attached

### FOR EXAMINATION DEPARTMENT USE ONLY

1. Transcript No. \_\_\_\_\_ Date of Issue of Transcript \_\_\_\_\_ Mode of Issue \_\_\_\_\_

2. Degree No. \_\_\_\_\_ Date of issue of Degree \_\_\_\_\_ Mode of Issue \_\_\_\_\_

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 _____	Name _____
Father Name _____	Father Name _____
Address _____	Address _____
_____	_____
_____	_____
Cell # _____	Cell # _____

P.T.O

## **Instructions Requirement for Issuance of Transcript and Diploma/Degree**

1. The prescribed fee for issuance of Transcript /Degree in normal case is Rs. 15,000 and for urgent is Rs. 20,000
2. Verification of documents Transcript/Degree Rs.2000/- per document.
3. Duplicate Degree and Transcript fee in normal case is Rs. 15,000 and for urgent Rs. 20,000
4. All the fee 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](http://www.miu.edu.pk)) and can be deposited at any Askari Commercial Bank Branch.**

### **Required Documents:**

5. Photocopies of the following documents attested by any Gazetted Officer.

SSC / Matric Certificate	CNIC
Result Cards of MIU (Attestation not required)	Last Degree Obtained (Before MIU Admission)
Clearance certificate by all concerned Departments duly countersigned by the HOD. (Specimen Attached)	
Attach a passport-size photograph using glue instead of staples. This picture will appear on the transcript.	

6. **(Submission of Alumni detail through MIU Alumni portal is mandatory for issuance of Transcript/Degree. (MIU Alumni Portal is available at MIU website: ([www.miu.edu.pk](http://www.miu.edu.pk)))**
7. Transcript/Degree are normally issued within Thirty (30) working days while in urgent cases, being issued within Fifteen (15) days. **Incomplete application will not be entertained.**

**Examination Office: Mohi ud Din Islamic University, Camp Office, Union Council Road, Post Office Sihala, Islamabad Tel No: 051-4485831 (Ext: 112)**



**MOHI-UD-DIN ISLAMIC UNIVERSITY**  
**Nerian Sharif (AJ&K)**

**STUDENT CLEARANCE SLIP**

Name \_\_\_\_\_ Father Name \_\_\_\_\_

Class \_\_\_\_\_ Roll No. \_\_\_\_\_ Reg. No. \_\_\_\_\_

Has cleared his/her dues. Nothing is outstanding against him/her

<u>Department</u>	<u>Signature &amp; Stamp</u>
1. QEC	_____
2. Librarian	_____
3. Hostel Warden	_____
4. Mess Incharge	_____
5. Manager Cafeteria	_____
6. Book Shop	_____
7. General Store	_____
8. Fruit Shop	_____
9. Barber	_____
10. Dhobi	_____
11. Accounts Office	_____

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Director Campus