

# APPLICATION FOR VERIFICATION OF ACADEMIC DOCUMENTS

**(All entries must be filled – Please read the instructions before filling the form)**

**To: Controller of Examinations  
National University of Technology (NUTECH)  
Karnal Sher Khan Shaheed Road,  
Sector I-12 Islamabad.**

For office use only

Application No : \_\_\_\_\_

Serial No: \_\_\_\_\_

Date of Delivery:\_\_\_\_\_

## Student's Information

1. Name: \_\_\_\_\_
  2. NUTECH ID: \_\_\_\_\_
  3. Discipline: \_\_\_\_\_
  4. Bachelor/ Masters \_\_\_\_\_
  6. Email ID: \_\_\_\_\_
  7. Department: \_\_\_\_\_
  8. No of copies required: \_\_\_\_\_
  9. Verification for: ☐ Degree ☐ Transcript
  10. Category: ☐ Student ☐ Organization/University
  11. Bank Deposit Slip / Draft No: \_\_\_\_\_ Date: \_\_\_\_\_ for Rs. \_\_\_\_\_

(Please attach original receipt)

### **Applicant's Particulars (If not student)**

- |    |                              |       |         |
|----|------------------------------|-------|---------|
| 1. | Name:                        |       |         |
| 2. | CNIC No:                     |       |         |
| 3. | Designation:                 |       |         |
| 4. | Email ID:                    |       |         |
| 5. | University / Organization:   |       |         |
| 6. | Contact Details:             |       |         |
| 7. | Bank Deposit Slip/ Draft No: | Date: | for Rs. |

(Please attach original receipt)

**8. Mode of Delivery:**

**a. By hand:**

**Self / Authorized Person**

Name: \_\_\_\_\_

CNIC No:

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(In case of authorized Person: attach CNIC copy with authority letter)

Tel/ Mobile No:

**b. Through Courier/ Email:**

**Yes / No** (If Yes, provide postal address/ email)

(Charges applied)

Address:

Tel/ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

(Continue on Reverse)

**Please ensure following before submitting application:**

- Attach original documents or copies of Degree / Transcript with the application for verification.
- Minimum **03** working days would be required for processing for verification of documents after receipt of request at NUTECH Islamabad.
- Please remit fee separately for Verification of Transcript/ Degree.
- Only Verified Copies of official documents (Transcript/ Degree) shall be forwarded from NUTECH official email to provided email address.
- Emailing to an official address bearing an international university domain will incur an additional charge of **Rs. 500**.

<b>Charges for Student other University/ Organization (Hard/Soft)</b>	<b>Local courier Charges</b> (for one mailing address within Pakistan)	<b>Foreign Courier charges</b> (for one foreign mailing address) <i>(CNIC Copy also required)</i>
<b>Rs. 1000/-</b> per copy	<b>Rs. 600/-</b> per envelop	<b>US 50/-</b> per envelope

**For Payment in Pak Rupees:**

The Verification fee can be paid through Cash deposit/ online transfer in **HBL NUTECH FEE A/c. 50007901701803** Habib Bank Limited, NUTECH Branch, Islamabad.