Office of The Controller of Examinations
The University of Haripur
Khyber Pakhtunkhwa
Phone No.0995-920638
Website: www.uoh.edu.pk Email: coe@uoh.edu.pk

Paste Passport size 02 photos with white background

Application for Official Transcript/Provisional

Program level: ☐ BS (4 Years) ☐ Associate Degree (Exit Mode) ☐ Associate Degree
Student's Affiliation: ☐ University ☐ Affiliated college
Document requirement: ☐ Normal Fee ☐ Urgent Fee

Student Name: (In Capital)	Father Name: (In Capital)
Department:	Program:
College/University Registration No.	Roll No. Section (if any)
Contact No.	Session:
Affiliated College Name: (for college student only)	
Address (if to be delivered by post):	
CNIC No.	- -

Signature of the Student

Certificate & Confirmation: I certify that the applicant is the same person whose particulars are given above and are correct. He/she has completed all the formalities laid down under the UoH semester rules for award of Transcript/ Provisional Certificate and he/she has deposited Rs. _____ vide bank Challan No._____ Dated_____ (Original Receipt Attached).

1. Student has passed all the subjects of first 4 semesters (in case of associate degree) or 8 semesters (in case of BS). YES/NO
2. CGPA is 2.00 or above. YES/NO
3. If any compart, then student has cleared it within due degree duration i.e 12 semesters. YES/NO
4. If student having compart in first 4 or 8 semesters and appears later on to pass the failed course(s), unattended semester has been frozen/suspended. YES/NO
5. All the results/nomenclature of the subjects/degree have been verified. YES/NO

Date.....

Chairperson/HoD/Principal

Official Stamp.....

.....

For Examination Office

Dealing Superintendent/Assistant	Accountant	Controller of Examinations
(Semester System)	(Examination)	(The University of Haripur)

Instruction for the Candidates

Important Note:
This form should be filled in accordance with the following instructions. Incomplete form will not be entertained and shall be returned OR kept pending till the deficiency is removed.

A.	Checklist For Original Transcript & Provisional Certificate	Yes	No
1.	Clearance form duly signed from all relevant sections/heads in original or attested copy. ERP generated clearance form require sign of HoD only.		
2.	Copy of attested SSC Certificate		
3.	Departmental Transcript which show overall semester's CGPA & Percentage		
4.	Copy of C.N.I.C		
5.	Two Passport size pictures with white background (Attested backside)		
6.	Original Bank Receipts of National Bank of Pakistan, University Branch, A/C No. **NIDA-3139088108 Branch Code: 2239** and Bank of Khyber, University Branch, A/C No: **2001644637 Branch Code: 0019** OR *Bank Draft* in the favor of Controller of Examinations, University of Haripur. Fee remitted through Money Order is not being accepted.		

B.	Checklist For Duplicate Transcript	Yes	No
1.	Copy of original Transcript (if available)		
2.	Departmental Transcript which show overall semester's CGPA & Percentage		
3.	Copy of attested SSC Certificate		
4.	Copy of C.N.I.C		
5.	Affidavit (in Original) in case of stolen or misplace		
6.	Two Passport size pictures with white background (Attested backside)		
7.	Original Bank Receipts of National Bank of Pakistan, University Branch, A/C No. **NIDA-3139088108 Branch Code: 2239** and Bank of Khyber, University Branch, A/C No: **2001644637 Branch Code: 0019** OR *Bank Draft* in the favor of Controller of Examinations, University of Haripur. Fee remitted through Money Order is not being accepted.		

I. The Examination Section will not be held responsible for delay in issuance of Transcript in stipulated period due to incomplete/wrong information OR non-availability of Controller of Examinations/concerned Officer or during the time of printing machine's maintenance.

II. Corrections are free of charge within fifteen days after the Transcript has been issued (only clerical mistake on the University's behalf).

III. For Fee detail please visit schedule on University website http://www.uoh.edu.pk/examinations.php?page=MzA0

IV. Issuance of the documents and their working days as follows:

S.No	Category	Issuance Period
1	Transcript & Provisional Certificate (Normal)	(15 working Days)
2	Transcript & Provisional Certificate (Urgent)	07 Days (with Double Fee)
3	Correction	(07working Days)
4	Associate Degree (Transcript)	(20 working Days)

Declaration: I have completed all the requirements for the award of Transcript/Provisional Certificate and have deposited Rs. _____ for Transcript/ Provisional Certificate vide bank Challan No._____ Dated_____(**Original Receipt No. 3** is Attached).

_____
Signature of Candidate

Form submitted to The University of Haripur, Examination section on dated:_____