CONTROLLER OF EXAMINATIONS
The University of Haripur
Student Clearance Form

Paste passport size 02 photos with white background

TRANSCRIPT & PROVISIONAL CERTIFICATE

Name: (In capital)			
Father Name: (In capital)		Phone No:	
Department:		Program & Specialization:	
Session:		Roll No:	
Registration No:	(To be filled by Provost Office)		

It is certified that above mentioned student has completed his/her BS/M.Sc/M.Phil/PhD in _____ semesters.

Number of extra semester availed by the student in BS/M.Sc/M.Phil/PhD _____.

_____
Head of Department
(Sign & Stamp)

S.No	Department	Clearing Officer	Signature	Date	Remarks
1	Library				
2	Sports				
3	Transport				
4	Laboratory				
5	Warden				
6	Chief Proctor				
7	AD(Financial Aid Office)				
8	ASRB (For M.Phil & PhD)				
9	Provost				
10	Social work				

Fee Verification by Treasurer Office

Semester	Date	Amount Rs.	Semester	Date	Amount Rs.
1			6		
2			7		
3			8		
4			9		
5			10		

Verifying Assistant---------- **Asstt. Treasurer/Deputy Treasurer**----------

For Provost Office

Verified that Mr/Ms_____ student of _____ has deposited all the required fee and not liable to pay any dues.

Verifying Assistant _____ **Deputy Provost**_____ **Provost** _____

Notes:
1. Library confirms that the student does not owe the university any book(s) or any other library's information material(s).
2. The Laboratory In-charge check any charges/fine related to Laboratory.
3. Chief Proctor checks any violation of Students Discipline Rules and fine imposed.
4. Provost/ASRB clears any outstanding fee and will collect student ID card.

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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. Following documents shall be attached with the form:

1. FOR ORIGINAL TRANSCRIPT & PROVISIONAL CERTIFICATE

i. Copy of Matric Certificate.
ii. Copy of C.N.I.C.
iii. Two Passport size pictures (attested from back side).
iv. Original Bank Receipts of National Bank of Pakistan, University Branch and Bank of Khyber, University Branch OR *Bank Draft* in the favor of Controller of Examinations, University of Haripur. Fee remitted through Money Order is not being accepted.

2. FOR DUPLICATE TRANSCRIPT & PROVISIONAL CERTIFICATE

i. Copy of original Transcript & Provisional Certificate (if available).
ii. Copy of Matric Certificate.
iii. Copy of C.N.I.C.
iv. Affidavit (in Original)
v. 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. Students are required to attest this form, all documents and photographs from the Head of the Department/Institution.

C. The Examination Section will not be held responsible for delay in issuance of Transcript & Provisional Certificate in stipulated period due to incomplete/wrong information OR non-availability of Controller of Examinations/concerned Officer.

D. For Fee detail schedule is available on University website http://www.uoh.edu.pk/examinations.php?page=MzA0

FEE SCHEDULE

S.No	Category	Issue Period
1	Transcript Normal	15 Days
2	Transcript Urgent	07 Days
3	Provisional Normal	15 Days
4	Provisional Urgent	07 Days
5	Correction Fee	07 Days
6	Verification Fee	02 Days

Declaration:

I have completed all the requirements for the award of Transcript and Provisional Certificate and have deposited Rs. _____ for Transcript and deposited Rs. _____ for Provisional Certificate date _____ attached.

_____

Signature of Candidate

Form Submission Date:_____