



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
photo with
white
background

Application for Official Transcript/Provisional

Academic Program

Student's Affiliation: ☐ University
☐ Normal Fee

☐ Affiliated college
☐ Urgent Fee

Document requirement:

Name: (In Capital)	Father Name: (In Capital)
Department:	Program:
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 compartment, then student has cleared it within due degree duration i.e 12 semesters. | YES/NO |
| 4. If student having compartment 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
(Semester System)

Accountant
(Examination)

Controller of Examinations
(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.	<u>Checklist For Original Transcript & Provisional Certificate</u>	Yes	No
1.	Clearance form duly signed from all relevant sections/heads in original or attested copy. ERP generated clearance form requires the 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.	Passport size picture with white background (Attested backside)		
6.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. <u>Fee remitted through Money Order is not being accepted.</u>		

B.	<u>Checklist For Duplicate Transcript</u>	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.	Passport size picture with white background (Attested backside)		
7.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. <u>Fee remitted through Money Order is not being accepted.</u>		

- 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=MzAO>
- 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)
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: _____