



**IMPORTANT NOTE:**

1. Deposit the required amount of fee in Habib Bank Ltd. BUITEMS Branch. Attach the original Bank Challan fee receipt with the application form otherwise the application will not be accepted.
2. Ordinary Transcript will be issued within twelve (12) working days and Degree will be issued within thirty (30) days.
3. Urgent Transcript will be issued within five (05) working days and Urgent Degree will be issued within ten (10) working days.
4. Fee through Money Orders, Postal Orders, or Cheques shall not be accepted.
5. The Fee structure is as under: -

Degree/Transcript/DMC Issuance			Degree/Transcript Verification	
Particular	Degree	Transcript	Particular	Degree/Transcript Verification
Degree/Transcript 1 <sup>st</sup> Time	Rs.1000	Rs.500	Degree/Transcript Verification (first time including 4 copies)	Rs.400
Degree/Transcript 1 <sup>st</sup> Time Urgent	Rs.2000	Rs.1500	Degree/Transcript copy Verification per page	Rs.200
Degree Before Convocation	Rs.4000	-	Degree/Transcript Verification Required by Organization (Per Page)	Rs.1000
Degree Before Convocation Urgent	Rs.6000	-	Degree/Transcript Verification required by International Organizational via email (per student)	USD 10
Degree/Transcript Duplicate	Rs.3000	Rs.2500	Degree/Transcript Verification required by International Organizational via post (per student)	USD 20
Degree/Transcript Duplicate Urgent	Rs.5000	Rs.3500	-	-
Degree/Transcript Revised	Rs.3000	Rs.2500	-	-
Degree/Transcript Revised Urgent	Rs.5000	Rs.3500	-	-
DMC	-	Rs.300	-	-

6. For further information please contact Examinations Branch 081-2880511-12 – 2880624.