



PIR MEHR ALI SHAH
ARID AGRICULTURE UNIVERSITY RAWALPINDI

APPLICATION FORM FOR (DMC) OFFICIAL TRANSCRIPT OF RECORD

⇒ (If you have completed your degree / Diploma, attach copy of **C.N.I.C, Matric Certificate** and **University Character Certificate** and if you want to abandon (with out completion the programme) studies at this university or you could not pass your degree / programme, you shall attach the university clearance.

Student's Name : _____ Registration No.: _____ arid _____

CNIC #

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Father's Name: _____ Faculty/Institute/Division: _____

Name of Degree or Diploma: _____ Major Subject: _____ Morning/Evening

Semester(s) / class(es) for which DMC is required: _____ i.e. For Total _____ Semesters/classes

(e.g. only 1st or only 4th / 1 to 4 / 3 , 5-7 / 1-7 or 1-8 etc.)

Status of the Student : Presently Studying in _____ Semester / Class.

(Tick ✓ your option) : Completed the Degree / Diploma in the Year _____

I want the Delivery : **Ordinary (Fee: Rs.320** per semester / class); within one week.

(Tick ✓ your option) : **Urgent (Fee: Rs.530** per semester / class); within one day.

I solemnly declare that the facts mentioned above are correct to the best of my knowledge.

Student's Signature

Date: / / 20__

Read It

Now, the student shall go to Fee Clerk of the Treasurer's "Student Window" (Next to Exam office) to get Bank Challan, fill it and get it signed by the Fee Clerk. Then deposit the Fee, as given above in the Punjab Bank (University Branch). Go back to Fee Clerk and present the receipt of paid Bank Challan for necessary entries as below:

FOR TREASURER'S OFFICE ONLY

The student has deposited the required fee Rs. _____ vide Bank Receipt # . _____ Dated / / 20__

Read It

Finally, fill your Token / Receipt at the bottom of this page. Then deposit this Application Form at the Student-Window of the Controller's Office and get your Token / Receipt. Bring this Token / Receipt for receiving the DMC at due schedule.

Fee Clerk

Dated: / / 20__

FOR CONTROLLER'S OFFICE ONLY

This Application Form is received vide # _____ dated: / / 20__

Window Clerk

The student demanded DMC for _____ semester(s) / class(es) and paid the Fee for _____ class(es) / semester(s). Record has been scrutinized for any discrepancy. There is no deficiency on his / her part, the certificate has been prepared / checked for further action.

Section Clerk

Dated: / / 20__

Superintendent

Dated: / / 20__

The DMC has been re-checked, as per file, and found correct. **i.)** Degree is incomplete so, DMC is issued. **ii.)** Degree is complete so forwarded for signatures.

Deputy / Assistant Registrar (Exams)

Controller of Examinations

D M C TOKEN : (Student to Fill relevant Blanks below)

- **Ordinary Fee:** within one week
- **Urgent Fee:** within 24 hours

Student's Name: _____ Registration No. _____ -arid- _____

Degree Name/Year: _____ Department/Institute: _____

Controller office: Receiving Dairy / Token No. _____ dated: / / 20__

Signature / Stamp of Receiving Clerk