



APPLICATION FORM FOR DMC & VERIFICATIONS

DETAIL MARK CERTIFICATE ☐	DEGREE/TRANSCRIPT VERIFICATION ☐
02 attested passport size pictures - Library clearance - Finance clearance - Bank Challan of Rs 300 per semester	02 attested passport size pictures - First-time Verification i. Original Degree / Official Transcript ii. 04 Copies of Degree/Transcript iii. Bank Challan Rs 400 per original Degree/official Transcript (including 04 copies) - Degree/Transcript Extra Copies Verification i. Bank Challan of Rs 200 per page

Program of Study:_____ Batch:_____ Semester:_____

CMS ID/Enrolment No.: BUIEMS Registration No:

1. Name of Candidate:

[illegible]

3. Father Name: _____ 4. Date of Birth: _____

5. Gender: _____ 6. Local/Domicile (District Name): _____ 7. Province: _____

8. Phone Res: _____ 9. Mobile No: _____

10. Address:

11. **Fee Information:** Bank Challan No. _____ Dated: _____ Rs: _____

Candidate Signature:

CLEARANCE ONLY FOR DETAIL MARKS CERTIFICATE (DMC)

<u>Please mark (✓) the Semester</u> ☐ First Semester ☐ Fifth Semester ☐ Second Semester ☐ Sixth Semester ☐ Third Semester ☐ Seventh Semester ☐ Fourth Semester ☐ Eighth Semester		Assistant Director (Finance) (Signature & Stamp)	Librarian (Signature & Stamp)
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FOR OFFICE USE ONLY

(All the required documents provided by the students are complete and duly verified by the undersigned)

Verified by:

Name: _____ Designation: _____ Stamp/Signature: _____

Form Submission Date: _____ Due Date: _____ Serial No: _____

STUDENT SLIP

Name: _____

Nature of Certificate: _____

Program of study: CMS ID: Batch:

Form Submission Date: Due Date:

Picture

Phone: 081-2880403-2881076 **UAN:** 081-111-717-111 **EXT:** 9932, 9908

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. Fee through Money Orders, Postal Orders, or Cheques shall not be accepted.
3. DMC will be issued within three (03) working days.
4. The Fee structure is as under: -

Degree/Transcript/DMC Issuance			Degree/Transcript Verification	
Particular	Degree	Transcript	Particular	Degree/Transcript Verification
Degree/Transcript 1 st Time	Rs.1000	Rs.500	Degree/Transcript Verification (first time including 4 copies)	Rs.400
Degree/Transcript 1 st 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	-	-

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