



For office use only

Application No : \_\_\_\_\_

Date of Delivery: \_\_\_\_\_

### National University of Sciences & Technology, Islamabad

### Request for Issuance of Certificate

(Revised Oct 2025)

#### Certificate Required:

Please tick (✓)

Migration Certificate/ NOC	English Proficiency Certificate	CGPA to Percentage Conversion Certificate	Any Other Certificate: _____ (Please mention details)
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1. Name \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. University Regn No \_\_\_\_\_
4. Student category \_\_\_\_\_  
(NS/ NFS/ Officer/TC/ GC/ ASC/P C)
5. Contact No. \_\_\_\_\_
6. Email: \_\_\_\_\_
7. Program: \_\_\_\_\_
8. School / College: \_\_\_\_\_
9. Date of Award: \_\_\_\_\_
10. CGPA: \_\_\_\_\_
11. Name of the Organization/ University for which Certificate required \_\_\_\_\_

#### 12. Mode of Delivery:

##### a. By hand:

##### Self / Authorized Person

Name: \_\_\_\_\_

CNIC No: \_\_\_\_\_

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(In case of authorized Person: attach authorized person CNIC copy with authority letter)

Tel/ Mobile No: \_\_\_\_\_

##### b. Through Courier/

Yes / No (If Yes, give postal/ email address below)

##### Email:

Address: \_\_\_\_\_

(Charges applied)

Tel/ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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#### RECEIPT (For office Use only)

Received application for \_\_\_\_\_ Certificate from Mr/Ms. \_\_\_\_\_

Registration No.: \_\_\_\_\_ Institute/ School/ College / Organization: \_\_\_\_\_

on date: \_\_\_\_\_ Tentative date for collection is: \_\_\_\_\_.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

13. **Following documents must be attached:**

- a. Bank Draft/Deposit Slip No. \_\_\_\_\_ for Rs. \_\_\_\_ Dated \_\_\_\_\_. - Attached
- b. NOC of respective Services HQs (For Officers/TCs/ GCs/ ASCs/ PCs only) - Attached
- c. Photocopies of Degree/ Transcript - Attached
- d. Photocopy of CNIC - Attached

14. **Instructions:**

- a. Officers/TCs/GCs/ASCs/PCs are required to obtain NOC from respective Services HQs (GHQ (MS Branch)/ NHQ/ AHQ) and attach photocopy of the same.
- b. In case of currently studying students, application should be processed through concerned School/ College.
- c. Certificate will be issued as per NUST policy.

**Certificate Fee**

15. The **Certificate fee can be paid in Pak Rupees** through Cash Deposit/ Online transfer in **NUST-SGI A/C No. 22927000267401** Habib Bank Limited, H-12 Sector Branch, Islamabad or through Bank Draft/ Pay Order in favor of **“NUST Islamabad”**:

S.No	Category	Charges per Certificate	Time Limit (Working days)
a.	<b>Certificate preparation</b>	Rs. 500/-	2 - 3
b.	<b>Courier charges</b> for Pak only / by email (for one postal address within Pakistan/ email address)	Rs. 500/-	2 - 3

16. **For Payment in Dollars:** Organizations/ Students outside Pakistan can remit the requisite amount in NUST Dollar account having following details:

**Account Title:** NUST US Dollars      **Account Number:** 2292-70006729-10  
**Currency of Account:** US Dollar      **IBAN Number:** PK15 HABB 0022 9270 00672910  
**Branch Code:** 2292      **BIC/ SWIFT ID/Code:** HABBPCCA  
**Purpose of Payment:** Transcript Fee      **Bank Name & Address:** Habib Bank Limited, NUST University  
Branch, Sector: H-12, Islamabad, Pakistan.

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17. **For query/ online submission of application form/ update / query contact concerned office on:-**

**Under Graduate CGPA to Percentage/ Class ranking**

**MS/ PhD CGPA to Percentage**

**Phone/** 051-90851058 : ace\_ug@nust.edu.pk  
**Email:** 051-90851056 : addldce@nust.edu.pk  
051-90851054 : amexam@nust.edu.pk (For Medical Students)

051-90851057 : ace\_pg@nust.edu.pk  
051-90851055 : dde@nust.edu.pk

**Under Graduate English proficiency/ NOC/ Migration**

**MS/ PhD English proficiency/ NOC/ Migration**

**Phone/** 051-90851051 : adregnug@nust.edu.pk  
**Email:** 051-90851053 : admed@nust.edu.pk  
051-90856868 : admissions@nust.edu.pk

051-90851043 (MS) : adms@nust.edu.pk  
051-90851064 (MS) :  
msdeg\_verification@nust.edu.pk