

**PROCEDURE FOR ISSUANCE OF DUPLICATE UNDERGRADUATE
DEGREE IN CASE OF LOSS OF ORIGINAL DEGREE**

1. In case of loss of original degree, the student will complete the following formalities:-

- a. The student will advertise in at least two prominent newspapers about loss of degree alongwith its complete particulars and will wait for two (2) months.
- b. FIR in the nearest police station be registered immediately with necessary details leading to the loss of degree.
- c. Student will be required to give an affidavit on stamp paper of Rs. 100/- about loss of degree duly certified by notary public (specimen enclosed).
- d. Bank draft amounting to Rs. 7000/- in favour of NUST.

2. In case degree is not received/found within 2 months of publication of advertisements, the student is required to forward application form alongwith following documents to Exam Dte, NUST, Sector H-12, Islamabad:-

- a. Abovementioned documents in original (para1 a to d).
- b. Photocopies of degree and CNIC.

Note: In case of serving Army, Navy and Air Force officers, the officer is required to forward the application form through respective Services HQ/ Directorates.

For any query/update, please contact Exam Dte on:-

Phone # 051-90851055-56

Emails: ace_ug@nust.edu.pk, addldce@nust.edu.pk, dde@nust.edu.pk

PROCEDURE FOR ISSUANCE OF REVISED UNDERGRADUATE DEGREE IN CASE OF CHANGE IN NAME/FATHER'S NAME

1. A student desirous of changing name/father's name in the degree will complete the following formalities:-
 - a. The student is required to get his/her name changed in Matric/O level equivalence certificate from concerned BISE/IBCC.
 - b. Bank draft amounting to Rs. 7000/- in favour of NUST.
2. The student is required to forward application form to Exam Dte, NUST, Sector H-12, Islamabad alongwith following documents in original:-
 - a. Bank draft
 - b. Degree
 - c. Revised Matric/O level equivalence certificate which will be returned to the student at the time of issuance of revised degree.

Note: In case of serving Army, Navy and Air Force officers, the officer is required to forward the application form through respective Services HQ/Directorates.

For any query/update, please contact Exam Dte on:-

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