APPLICATION FOR VERIFICATION OF ACADEMIC DOCUMENTS

(All entries must be filled – Please read the instructions before filling the form)

(Revised: June 2025)

To: **Controller of Examinations**
Main Office NUST, Sector H-12
Islamabad

Category: ☐ Student   ☐ Organization/University

Verification for: ☐ Degree   ☐ Transcript   ☐ Detailed Marks Sheet(s)

Student's Particulars

1. Name: _____
2. Registration Number: _____
3. Degree Title: _____
4. Bachelor/ Masters/ PhD _____
5. College / School / Institute: _____
6. Email ID: _____
7. No of copies required: _____
8. Bank Deposit Slip / Draft No: _____ Date: _____ for Rs. _____

(Please attach original receipt)

Applicant's Particulars (If not student)

1. Name: _____
2. CNIC No: _____
3. Designation: _____
4. Email ID: _____
5. University / Organization: _____
6. Contact Details: _____
7. Bank Deposit Slip/ Draft No: _____ Date: _____ for Rs. _____

(Please attach original receipt)

8. **Mode of Delivery:**

   a. By hand: **Self / Authorized Person**
   Name: _____

   CNIC No: ☐☐☐☐☐ - ☐☐☐☐☐☐☐ - ☐

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

   or

   Tel/ Mobile No:_____

   b. Through Courier/ Email: **Yes / No** (If Yes, provide postal address/ email)
   (Charges applied)
   Address: _____

   _____

   Tel/ Mobile No: _____

   Email: _____

Date of Application: _____   Signature of Applicant: _____

(Continue on Reverse)

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Please ensure following before submitting application:

- Attach original documents or copies of Degree / Transcript / DMS with the application for verification.
- Minimum 03 working days would be required for processing for verification of documents after receipt of request at Main Office NUST, Islamabad.
- Please remit fee separately for Verification of Transcript/ Degree/ DMS/ Certificate.
- Only Verified Copies of official documents (Transcript/ Degree/ DMS/ Certificate) shall be forwarded from NUST official email to provided email address.

Charges for Student	Charges for other University/ Organization in Pak	Charges for Foreign University/ Organization	Courier Charges (for one mailing address within Pakistan only)	Email (Scanned soft copy) (for one email address)
Rs. 1000/- per copy	Rs. 1500/- per copy	US $ 35 per copy	Rs. 500/-	500/-

For Payment in Pak Rupees:

The Verification fee can be paid 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"**.

For Payment in Dollars:

Organizations/ Students outside Pakistan can remit the requisite amount in NUST US 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
Bank Name:	Habib Bank Limited
Branch Address:	Habib Bank Limited, NUST University Branch, Sector H-12 Islamabad, Pakistan.
Branch Code:	2292
BIC/SWIFT ID/Code:	HABBPKKA
Purpose/ Reason of Payment	e.g. Transcript/ Degree/ DMS/ Certificate Verification Fee

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

	Verification of Under Graduate Transcript	**Verification of Post Graduate Transcript/ DMS**
Phone/ Email:	051-90851058 : ace_ug@nust.edu.pk	051-90851057 : ace_pg@nust.edu.pk
	051-90851056 : addldce@nust.edu.pk	051-90851055 : dde@nust.edu.pk
		051-90851059 : sa-exam@nust.edu.pk
	Verification of Under Graduate Degree	**Verification of Post Graduate Degree**
Phone/ Email:	051-90851051 : adregnug@nust.edu.pk	051-90851043 (MS) : adms@nust.edu.pk
	051-90851053 : admed@nust.edu.pk	051-90851064 (MS) : msdeg_verification@nust.edu.pk
	051-90851049 : admissions@nust.edu.pk	051-90851075 (PhD): adphd@nust.edu.pk