



National University of Sciences & Technology, Islamabad

Examinations Directorate

Request for Issuance of Duplicate Master Degree in Case of Loss of the Original Degree

1. Name _____ 2. Regn No _____
3. Program _____ 4. Institution _____
5. Please ensure that following documents are attached:-
- a. Advertisements in 2x prominent newspapers Attached in original
- b. FIR Attached in original
- c. Affidavit on stamp paper of Rs. 100/-
(Specimen enclosed) Attached in original
- d. Bank Draft/Deposit Slip # _____ dated _____ of Rs. 7000/- Attached in original
- e. Photocopy of Master degree Photocopy attached
- f. Photocopy of CNIC Photocopy attached
6. Signature of Student _____ Date. _____

(For Office Use Only)

7. Recommended / Not Recommended for issuance of duplicate Master degree.

Date. _____

Dy / Asst Controller of Exams

8. Recommended/ Not Recommended

Date. _____

Controller of Examinations

9. Approved/ Not Approved

Date. _____

Pro Rector (Academics)

**PROCEDURE FOR ISSUANCE OF DUPLICATE
MASTERS DEGREE IN CASE OF LOSS OF THE
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 along with its complete particulars.
 - b. FIR in the nearest police station must 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
 - d. Bank draft amounting to Rs. 7000/- in favor of NUST.

2. In case degree is not received/found within 2 months of advertisements, the student is required to forward application (form available on NUST website link downloads) to Examinations Dte NUST Main Office Sector H-12, Islamabad along with following documents:-
 - a. Above mentioned documents in original (Para I, Serial a - d).
 - b. Photocopies of degree and CNIC.

Specimen of Affidavit for Issuance of Duplicate Master Degree

I _____ son/daughter of _____
registration no. _____ Resident of _____
do hereby solemnly affirm and declare as under:-

- a. I have completed Master degree bearing serial no. _____ during the year _____ at National University of Science and Technology (NUST), Islamabad.
- b. Unfortunately, I have lost my original Master degree on _____
- c. In spite of my best efforts, I could not trace the same.
- d. In case if I find the original degree at a later stage, I will return the same to NUST.
- e. The above statements are true and correct to the best of my knowledge.

Applicant Signature: _____

Date: .. _____