



HIGHER EDUCATION COMMISSION

SECTOR H-9, ISLAMABAD

Phone: (051) 9040714, Fax: (051) 9040713

Website: www.hec.gov.pk

APPLICATION FORM FOR ATTESTATION OF DEGREE/TRANSCRIPTS/DIPLOMAS ETC.

Fee paid Rs. _____ through Receipt No. _____ dated _____

1. Fee for attestation of original document Rs.200/- (each)
2. Fee for attestation of photocopy Rs.100/- (each)

(Please enclose original Fee Receipt)

I. PARTICULARS OF THE APPLICANT (IN CAPITAL LETTERS)

1. Name of Degree Holder: _____
2. National Identity Card No. _____
3. Address: _____
4. Name of the Authorized Person: (in case of absence of Degree Holder) _____
5. National Identity Card No: _____
6. Address: _____
Telephone No. (Office) _____ (Residence) _____

II. PARTICULARS OF THE DEGREE/SANAD/DIPLOMAS/TRANSCRIPTS ETC. TO BE ATTESTED

- Name of Degree/Sanad/Diploma/ (i) _____
Transcript. (ii) _____
(iii) _____

III. PARTICULARS OF THE UNIVERSITY CONFERRING DEGREE/SANAD

1. Name of University/Institution/Examining (i) _____
body conferring the degree. (ii) _____
(iii) _____

IV. FULL DETAILS OF EDUCATION (Please show original certificates/degrees from Matric onwards to Attestation Authority).

CERTIFICATE/ DEGREE	YEARS ATTENDED	BOARD/UNIVERSITY
SSC		
HSSC		
Bachelor		
Diploma		
Master		
M.Phil		
Ph.D.		

For attestation of "Shahadatul Almiya fil uloomm al Arabia wal Islamia" please enter particulars of Middle, Aama, Khasa and attach equivalence of HEC.

V. DOCUMENTS REQUIRED

(PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS HAVE BEEN ATTACHED WITH THE APPLICATION FORM)

1. Original Certificate/Degree from Matric onwards alongwith transcripts/DMC(s) of degrees.
2. Photocopies of Certificates and Degrees from Matric onwards.
3. Attach Equivalence of HEC in case of Bachelor or Master Degree from abroad.
4. Copy of National I.D. Card of Degree Holder.
5. In case of absence of degree holder, authority letter duly attested by Grade-17 officer for authorized person.
6. Copy of I.D. Card of authorized person.
7. Attach original receipt of payment of processing issued by HEC Finance Division.
8. In case the degree has not been issued kindly supply a verification letter from Controller of Examinations of the concerned University for attestation of Detailed Marks Certificate/Transcripts. This would be applicable to the students who passed their degree program during last three years.
9. Attach additional set of photocopies of degrees/transcripts if photocopies are also to be attested.

Note: Original Degrees/Transcripts are attested first then photocopies.

Fake degrees and higher degrees obtained on the basis of fake degrees are confiscated

VI. CERTIFICATE

I hereby solemnly declare that the documents presented/attached are genuine, and have neither been altered nor tampered with. I understand that in case of falsification of documents tendered or the wrong information supplied/concealment of correct information, I shall be held responsible for the legal/criminal action. I enclose the required documents and request for attestation.

Date _____

Signature of Applicant/Authorized Person: _____

FOR OFFICE USE ONLY

1. Number of documents attested:
(i) Original _____ (ii) Photocopies _____
2. Receipt No. with date and amount issued by the Finance Division _____
3. Attestation stamps issued:
(i) Original Sr. No. _____ to Sr. No. _____ value of stamp(s) _____
(ii) Copies Sr. No. _____ to Sr. No. _____ value of stamp(s) _____
4. Total Amount _____

DEPUTY DIRECTOR
Attestation

DIRECTOR GENERAL
Accreditation & Attestation

RECEIPT

Received the Degree/DMC/Transcript duly attested

Delivered by:
Signature of incumbent

Signature of Applicant/
Authorized person