



Lahore Leads University

General Application Form

Student Roll No: -

Date: D D - M M - 2 0 2 Y

Student Name: _____

Program: _____ Program Session: 2 0 - 2 0

Application for: (Please Tick Relevant)

☐ Official/Provisional Transcript (Normal)	Rs. 5,000/-	☐ Provisional /Official Transcript (Urgent)	Rs. 10,000/-
☐ Partial/ Incomplete Transcript	Rs. 5,000/-	☐ Transcript (Duplicate)	Rs. 7,000/-
☐ Degree / Duplicate (Normal)	Rs. 20,000/-	☐ Degree (Urgent)	Rs. 30,000/-
☐ Semester Freezing / Unfreezing	Rs. 10,000/-	☐ Program Change	Rs. 5,000/-
☐ Document Verification Fee	Rs. 5,000/-	☐ No-Objection Certificate (NOC) Urgent	Rs. 3,000/-
☐ No-Objection Certificate (NOC)	Rs. 2,000/-	☐ Progress Report (Result Card)	Rs. 2,000/-
☐ English Proficiency Letter	Rs. 2,000/-	☐ Reference Letter / Bonafide Letter	Rs. 2,000/-
☐ Completion Letter	Rs. 2,000/-	☐ Result Card	Rs. 2000/-
☐ Any Other Letter _____	Rs. 2,000/-	☐ Re-Issuance of Student ID Card	Rs. 500/-

❖ Student needs to complete the following documents/formalities:

❖ **Lead Time:** 3 working days for normal and 1 working days for Urgent (except transcript and degree)

1.	General Application Form (Available at Stationary & Photocopier Shop)	☐
2.	Copy of Matriculation Certificate	☐
3.	Copy of CNIC	☐
4.	Paid Fee Slip	☐

❖ **Official Transcript:** Student need to complete the following formalities:

❖ **Lead Time:** 7 working days for normal and 3 working days for Urgent (other than Accounts Clearance).

1.	Transcript Clearance Form (Available at Stationary & Photocopier Shop)	☐
2.	Copy of Matriculation Certificate	☐
3.	Copy of Intermediate Result card	☐
4.	Copy of Bachelor Degree Certificate (only for Masters Student)	☐
5.	Copy of Master Degree Certificate (only for PhD Student)	☐
6.	Rough Transcript	☐
7.	Copy of Equivalence Certificate (In case of O&A Levels)	☐
8.	Copy of CNIC	☐
9.	Paid Fee Slip	☐

❖ **Official Degree:** Student need to complete the following formalities:

❖ **Lead Time:** 20 working days for normal and 10 working days for Urgent.

1.	Degree Clearance Form (Available at Stationary & Photocopier Shop)	☐
2.	Copy of Matriculation Certificate	☐
3.	Copy of Intermediate Certificate	☐
4.	In case of O&A Levels then copy of Equivalence Certificate.	☐
5.	Copy of Bachelor Degree Certificate (only for masters Student)	☐
6.	Copy of Bachelor Degree Certificate (only for Masters Student)	☐
7.	Copy of Master Degree Certificate (only for PhD Student)	☐
8.	Provisional Transcript	☐
9.	Copy of Official Transcript	☐
10.	Clearance Form (NOC from Faculty, Accounts Department, Lab, Library & Cafeteria).	☐
11.	Copy of CNIC	☐
12.	1 Passport Size Picture	☐
13.	Copy of Paid Fee Slip	☐
14.	Affidavit for receiving the degree on behalf of student (only blood relation can receive the degree) and the copies of student, father and the recipient.	☐

Applicant Signature: _____

Applicant's Contact No: _____

For Office Use Only:

<u>Registrar Office</u>	<u>Accounts Department</u>
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