



**National University of Sciences & Technology, Islamabad**

**Registrar 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 | <input type="checkbox"/> |
| b. FIR  | Attached in original | <input type="checkbox"/> |
| c. Affidavit on stamp paper of Rs. 100/-<br>(Specimen enclosed) | Attached in original | <input type="checkbox"/> |
| d. Bank draft/Deposit slip # _____ dated _____ of Rs. 5000/-    | Attached in original | <input type="checkbox"/> |
| e. Photocopy of Master degree                                   | Photocopy attached   | <input type="checkbox"/> |
| f. Photocopy of CNIC  | Photocopy attached   | <input type="checkbox"/> |
6. Signature of Student \_\_\_\_\_ Date. \_\_\_\_\_

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**(For Office Use Only)**

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

Date. \_\_\_\_\_

\_\_\_\_\_  
AD / DD (MS)

8. Recommended/ Not Recommended

Date. \_\_\_\_\_

\_\_\_\_\_  
Registrar

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 and will wait for two (2) months.
- 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 (specimen enclosed).
- d. Bank draft amounting to Rs. 5000/- in favor 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 available on NUST website in downloads) to Registrar Dte NUST, Sector H-12, Islamabad along with following

Documents:-

- a. Abovementioned documents in original (Para 1, Serial a to 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: .. \_\_\_\_\_