

# NATIONAL COLLEGE OF ARTS

4-Shahrah-e-Quaid-e-Azam, Lahore-54000

## REQUEST FORM

(With effect from 20<sup>th</sup> January 2020)

Name: _____	Father's Name _____
L.Line/Cell No: _____	Class _____ Session _____ Roll# _____
Department of _____	Date: _____
Postal address _____	
E-mail _____	Signature _____

Request for (Tick the relevant box)	Charges
1. Detail Marks Certificate <input type="checkbox"/>	Rs. 1650/-(Each Exam/Year)
2. Transcript Record From _____ to _____ Session _____ <input type="checkbox"/>	Rs. 1650/- (Credit hours Each Exam Per Year)
3. Duplicate Detail Marks Certificate(Bring original Certificate) <input type="checkbox"/>	Rs. 210/- Per page
4. Duplicate Transcript Record (Bring Original Transcript) <input type="checkbox"/>	Rs. 210/- Per Year
5. Photocopy of Admission Application in record <input type="checkbox"/>	Rs. 990/- Per page
6. Bonafide Student Certificate <input type="checkbox"/>	Rs. 330/-
7. College Identity Card <input type="checkbox"/>	Rs. 500/-
8. Duplicate Identity Card <input type="checkbox"/>	Rs. 650/-
9. Documents Verification fee <input type="checkbox"/>	Rs. 2300/- per page
10. Any other _____ <input type="checkbox"/>	

**Please get the Bank Challan from the Accounts Section-NCA and deposit the money with Habib Bank, Punjab University, Old Campus Branch, Lahore. Paid copy of the Challan must be attached.**

Applied Certificates/Documents can be collected **AFTER 08 WORKING DAYS** from the date of submission of the request form (**Double fee will be charged for urgent certificate/document which will be issued after 04 Working Days**).

11. Duplicate Diploma <input type="checkbox"/>	Rs. 10780/-
12. Duplicate Degree <input type="checkbox"/>	Rs.10780/-

Applied Degree can be collected **AFTER 90 WORKING DAYS** from the date of submission of the request form. (Subject to the availability of all Signatory Authorities).

For Office Use Only	
Receipt# _____	Handed Over To: _____
Dated: _____	Dated: _____

REGISTRAR

INCHARGE