



National College of Arts

A Federal Chartered Institute

GOVERNMENT OF PAKISTAN

4, Shahrah-e-Quaid-e-Azam, Lahore-54000, Pakistan Ph:

(042) 99211622 - 99210599, Fax: (042) 99210500

Email: vc@nca.edu.pk

please tick any one:

REQUEST FORM

(W.e.f 17th March, 2025)

Current Student

☐

Graduate

☐

Name: _____ F a t h e r ' s Name _____		
Roll# _____ Class _____ Department _____ Session _____		
Admission Year _____ Graduation Year (if applicable) _____		
L. Line/Cell No: _____ E-mail _____		
Postal address _____		
Signature _____		Date: _____
Verification of Fee by Accounts: _____		
Request for (Tick the relevant box)	Charges	Accounts Verification
1. Transcript Record / Detail Marks Certificate From _____ to _____ Session _____	<input type="checkbox"/> Rs. 1800/- Per Year (Applicable till Session 2020)	
2. Duplicate Transcript Record / Detail Marks Certificate (Bring Original Transcript)	<input type="checkbox"/> Rs. 210/- Per Year	
3. Photocopy of Admission Application in record	<input type="checkbox"/> Rs. 1100/- Per page	
4. Bonafide Student Certificate	<input type="checkbox"/> Rs. 400/-	
5. Duplicate Identity Card	<input type="checkbox"/> Rs. 700/-	
6. Documents Verification fee	<input type="checkbox"/> Rs. 2500/- per page	
7. Any other _____	<input type="checkbox"/>	
Please get the Bank Challan from the Accounts Section-NCA and deposit the money in any HBL Branch all over the Pakistan or pay via online transfer in HBL A/c No. 00427991766003 title "National College of Arts". Paid copy of the Challan must be attached.		

Applied Certificates/Documents can be collected **AFTER 14 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**).

Request for (Tick the relevant box)	Charges	Accounts Verification
8. Duplicate Diploma	<input type="checkbox"/> Rs. 12000/-	
9. Duplicate Degree	<input type="checkbox"/> Rs. 12000/-	
10. Duplicate Transcript with Name Correction	<input type="checkbox"/> Rs. 2500/- per year	
11. Duplicate Transcript	<input type="checkbox"/> Rs. 2000/- per year	

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)

Certificate and Diploma will be issued **After 180 Working Days** upon successful completion of Certificate or Diploma.

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

Addl. Registrar

- Dy. Controller Examination
- OS (Edu & Exam)