



POKHARA UNIVERSITY

Office of the Controller of Examinations

Kaski, NEPAL

S. N.....

Delivery Date:.....

Application for academic documents

Sir,

I hereby apply with all required credentials and under mentioned fee for following documents as per the University regulations. (Please assign a tick mark (√) in appropriate row of the **Check in Column**)

S. N.	Documents	Check in Column	Document Fee (NRs)	Account Approval (Office use only)	
1.	Degree Certificate		2000.00	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">C.R. No.</div> <div style="width: 45%; border: 1px solid black; height: 40px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Signature:</div> <div style="width: 45%; border: 1px solid black; height: 40px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">Date:</div> <div style="width: 45%; border: 1px solid black; height: 40px;"></div> </div> <div style="text-align: right; margin-top: 10px;">Official Seal</div>	
2.	Academic Transcript		500.00		
3.	Migration Certificate		300.00		
4.	Provisional Certificate		200.00		
5.	Grade Sheet (per copy)		100.00		
6.	Official Copy (per set*)		100.00		
Total					

* **Set 1** includes all grade sheets and **Set 2** includes Degree certificate, Transcript and Migration certificate

STUDENT DETAILS

Name of Student	ENGLISH (CAPITAL)	
	NEPALI	
Fathers' Name		
Name of Institute / School / College		
PU Registration Number		Exam Roll No.
Date of Birth (DD/MM/YY) AD		Faculty
Date of Enrollment (MM/YY) AD		Program
Date of Completion (MM/YY) AD		

Instructions to the Applicant

1. To apply for Transcript, applicant must submit an additional **detail form** approved by the head of concerned institution, copy of all grade sheets and copy of PU Registration card.
2. All the required information must be filled up clearly. Applicant himself / herself shall be responsible for delay in procuring documents due to incomplete or incorrect information.
3. Applicant must submit a Bank voucher of required amount deposited in Pokhara University saving account at Nepal Investment Bank Limited A/C No.

0	5	0	2	0	0	1	1	9	3	8
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4. Normally documents will be delivered after 10 days of the application registration at the office of the Controller of Examination, Lekhnath 12, Kaski, Nepal.
5. Applicant must be present with fee paid memo and legitimate identity card or citizenship card for receiving the documents or otherwise one could assign his / her representative with clear written consent.
6. Duplicate of the document will be provided after receiving the required fee (as original) and missing proofs (notice on 'A' grade national daily news paper) of previous document but Degree certificate will be provided only once. In case of missing of Degree certificate, only provisional certificate will be provided after receiving sufficient missing proofs of the same.
7. Once transcript is issued, applicant must submit a copy of the transcript to apply for Degree certificate and any other documents. For Degree certificate applicant must submit 2 (Two) passport size recent photos also.
8. Provisional certificate will be issued only if the Degree certificate is not issued. After convocation no provisional certificate will be issued to the respective students.
9. To apply for official copy applicant should submit copy of the respective document along with original of the same and required fee. Normally official copy will be issued in the same day.
10. Application form will be available at the office of the Controller of Examinations, Lekhnath – 12 Dhungepatan, Kaski, or can be down loaded from the university website.
11. Above mentioned document fee, terms and conditions are effective from 01 January, 2009. The University reserves the right to change any provisions or requirements contained in this form at any time, without pre-notification.

Full signature of applicant:.....

Date:.....