



FORMAN CHRISTIAN COLLEGE
(A CHARTERED UNIVERSITY)

**Degree Audit Request Form
(Urgent Degree/Official Documents)**

Student Name: _____ Roll No: _____

Session: _____ Last semester attended (e.g. Fall 2018, Spring 2019): _____

Contact: _____ Email: _____ Catalogue Year: _____

Major: _____

Minor: _____

Narrative of Request:

Student's Signature: _____

Date of request: _____

For Office use only:

Head of Academic Services: _____

Degree Audit processed by: _____

All Degree requirements completed.

Yes

No

Date & Stamp: _____



Urgent Degree Clearance Form

Before submitting this form to the Academic office you need to take clearance from

Accounts Office	Computer Lab (S-Block)
Library	Chief Proctor

If your degree audit is not clear you will be informed via phone/email on the number/Email address stated on your degree audit request form.

If your degree audit is complete, you need to follow the Instructions below.

1. Fill in the Online Degree Application (ODA) Form.
2. Submit the Online Degree Application Form to the Academic Office.
3. You must attach copy of intermediate/A-level IBCC Equivalence or certificates and CNIC along with deposit slip of 6000 verified by Accounts office.
4. Submit two photocopies of Bank deposit Slip

Note: Please use the following HBL bank account to deposit Urgent degree fee.
A/C Title : Forman Christian College A/C No : 23617000023201
Branch : FC College

Charges for Urgent Degree and other Academic Documents.

Name of Document	Charges (Rs.)
Urgent Degree	Rs. 6000
Official Transcript	
Equivalence Certificate	
NOC/Migration Certificate	
Character Certificate	
Medium of Instruction Certificate	
Total fee	

Note:

Total length for Degree Printing and other Academic Documents is 3 weeks beginning from the date of submission of the Degree audit request form.

I have looked over all the process and have paid for Urgent Degree and other Academic Documents. The receipt of this payment is attached.

Student Name: _____

Roll #: _____

Student's Signature: _____

Date: _____