

**PROCEDURE FOR ISSUANCE OF DUPLICATE  
UNDERGRADUATE 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 alongwith its complete particulars and will wait for two (2) months.
- b. FIR in the nearest police station 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 favour of NUST.

2. In case degree is not received/found within 2 months of publication of advertisements, the student is required to forward application to Registrar NUST, Sector H-12, Islamabad alongwith following documents:-

- a. Abovementioned documents in original (para1, serial a to d).
- b. Photocopies of degree and CNIC.

**Note:** In case of serving Army, Navy and Air Force officers, the officer is required to forward the case through respective Services HQ/ Directorates.

## **PROCEDURE FOR ISSUANCE OF REVISED UNDERGRADUATE DEGREE IN CASE OF CHANGE IN NAME/FATHER'S NAME**

1. A student desirous of changing name/father's name in the degree will complete the following formalities:-
  - a. The student is required to get his/her name changed in Matric/O level and FSc/A level equivalence certificates from concerned BISE/IBCC.
  - b. Bank draft amounting to Rs. 5000/- in favour of NUST.
2. The student is required to forward application to Registrar NUST, Sector H-12, Islamabad alongwith **following documents in original**:-
  - a. Bank draft
  - b. Degree
  - c. Revised Matric/O level and FSc/A level equivalence certificates which will be returned to the applicant at the time of issuance of revised degree.

**Note:** In case of serving Army, Navy and Air Force officers, the officer is required to forward the case through respective Services HQ/Directorates.