

**SOP / PROCEDURE FOR
ATTESTATION / VERIFICATION OF ACADEMIC DOCUMENTS**

1. Academic Transcripts / Detailed Mark Sheets and Degrees of NUST students are attested / verified by NUST as per following procedure:-

a. **Attestation of Documents:** The applicants desirous to get copy of their original academic documents (Degrees, Transcripts and DMS) attested from NUST will apply on prescribed application form to Registrar & Controller of Examinations, Main Office NUST Islamabad and deposit original documents with the application along with prescribed fee. Only academic documents issued by NUST will be attested.

b. **Verification of Documents:** All organizations / universities (local / foreign) desirous to seek verification of original / photo copy of documents issued can submit request on prescribed application form along with prescribed fee to Registrar & Controller of Examinations for verification. Only academic documents issued by NUST will be verified.

2. Time Required for Attestation / Verification of documents is 3 working days:-
3. The Attestation / Verification fee shall be paid in Pakistan through Cash Deposit / Online transfer in **A/C No. 22 9270 0026 7401**, Habib Bank Limited, H-12 Sector Branch, NUST Islamabad.
4. Organizations/ Students outside Pakistan can remit the requisite amount in Pak Rupees (equal to required US Dollar amount) in NUST Bank account having following detail:

Account Title:	NUST Tuition Fee
Account Number:	22 9270 0000 0301
Currency of Account:	Pak Rupees
Type of Account:	Current Account
IBAN Number:	PK21 HABB 0022 9270 0000 0301
Bank Name:	Habib Bank Limited
Branch Address:	Habib Bank Limited, NUST University Branch, Sector H-12 Islamabad, Pakistan.
Branch Code:	2292
BIC/SWIFT Code:	HABBPCCA
Purpose/Reason of Payment	e.g. Transcript/ Degree Verification Fee

5. Fee schedule for attestation / verification of documents is as under:-

Charges for Student	Charges for other University / Organization	Charges for Foreign University / Organization
Rs.700 per copy	Rs.1000 per copy	US \$ 25 per copy