



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 | | | C.R. No. | Official Seal |
| 2. | Academic Transcript | | 1000.00 | | |
| 3. | Migration Certificate | | 500.00 | | |
| 4. | Provisional Certificate | | 500.00 | | |
| 5. | Grade Sheet (duplicate per copy) | | 300.00 | | |
| 6. | Registration Card (duplicate) | | 200.00 | Signature: | |
| 7. | Official Recommendation Letter | | 300.00 | | |
| 8. | Official Copy (per set*) | | 200.00 | | |
| Total | | | | Date: | |

* set includes Degree certificate, Transcript and Migration certificate

STUDENT DETAILS

| | | | | |
|--------------------------------------|-------------------|---------------|--|--|
| Name of Student | ENGLISH (CAPITAL) | | | |
| | नेपाली | | | |
| 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 **detailed form** approved by the head of concerned institution along with copy of all grade sheets and copy of PU Registration card.
2. All the required information must be filled up clearly. The applicant shall be responsible for any 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 |
|---|---|---|---|---|---|---|---|---|---|---|
4. Normally documents will be delivered after 15 days of the applicant registration at the office of the Controller of Examination.
5. Applicant must be present with the 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 the previous document. In case of missing the degree certificate, only provisional certificate will be provided after receiving sufficient missing proofs and required fee.
7. Once the transcript is issued, the applicant must submit a copy of the transcript to apply for any other documents. For the degree certificate applicant must submit 2 (two) copies of recent passport size photographs.
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 the applicant should submit photocopy of the respective documents along with original copy and the required fee.
10. Application form will be available at: i) office of the Controller of Examinations, Lekhnath – 12 Dhungepatan, Kaski ii) Liaison office, Gyaneshwor, Kathmandu iii) can be downloaded from the University website.
11. The above mentioned document fee, terms and conditions are effective from **16 December, 2010**. Pokhara University reserves the right to change any provisions or requirements contained in this form at any time, without pre-notification.

Full signature of applicant:.....

Email:.....

Date:.....