



University of Sargodha

(Registration Branch)

Application Form

(For Duplicate/Correction of Registration Card)

Paste Photo here

- Name of the Applicant Mr/Miss/Mrs. _____
- Father's Name. _____
- University Registration No. _____
- CNIC #

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- Name of the last examination in which candidate appeared (Graduate/Post Graduate i.e BA/BSc, BS, MA/MSc,B.Com, BBA etc) _____
- Status of Examination (Pass or Fail) _____
- Year of appearing 1st/2nd Annual ___ OR Semester/Term _____ 20__
- Roll No. _____ Session _____
- Reason for applying for duplicate Reg. Card _____

10. **Declaration** I, the undersigned, solemnly declare that all information provided by me is correct and I shall be responsible for any wrong statement or record in/with this application.

Further, I have attached these documents **duly attested by Gazetted Officer** (please attach under mentioned documents & tick the blank box)

I. Last Result card/Transcript(official or provisional)/Degree/Certificate	
II. One photocopy of ID card	
III. Bank Challan form slip bearing No _____ date _____	
IV. Previously issued original Registration Card (in case of correction only)	

SIGNATURE OF APPLICANT

11. **Recommendations** (*In case if the applicant is still studying as regular student at any affiliated /constituent College /University Teaching Department (Main Campus or Sub-Campus)*)

SIGNATURE & STAMP OF DIRECTOR/PRINCIPAL/CHAIRMAN/INCHARGE/HOD

Applicant's Address (Compulsory): _____

Mobile (Mandatory): _____ Email: _____

For Registration Branch use only

Application alongwith attached documents are checked and verified by: _____ (Dealing Official)

Comments (if any) _____ (Admin Officer)

Recommendations (if any) _____ (Assistant Registrar)

Approved

Not Approved

(Deputy Registrar)

(Note: Please do not print this page)
Instructions/Guidelines

For Duplicate Registration Card

Step 1: Download Application form for Duplicate Registration Card (www.uos.edu.pk)

Step 2: Attach all documents (**attested by Gazetted Officer**) with the application:-

- a) CNIC (Photocopy)
- b) Result Card/Transcript (Pass or Fail or Provisional)

Step 3: **Fee submission**

- a) Print/Download online Fee Challan Voucher/Slip (available at www.uos.edu.pk)
- b) **Deposit fee of Rs. 500/-** at any HBL bank of Pakistan. (*Please note: money order etc. shall not be accepted*)
- c) **Application Process Time:** (03 Working Days *Tentatively*)
- d) Attach this Challan Slip with the application
- e) **For correction only:** Attach original Registration Card (as previously issued)

Step 4: Submit this duly completed Application at Reception of Registration Branch and get your Diary number for future reference.

OR

Send through courier/mail at:
Deputy Registrar (Registration)
Registration Branch, University of Sargodha

Note:

1. Date of submitting application shall not be included in stipulated process time.
2. Please mention address carefully with active Mobile number (Mandatory).
3. Please wait patiently after all above process is done; we shall try to manage your application within given time but after codal formalities i.e verification of record etc
4. You can contact Registration Branch via email for any inquiry;
registrations@uos.edu.pk
5. Registration Branch shall not process any incomplete/unclear application and responsibility shall be on the applicant.