



National College of Arts

A Federal Chartered Institute

GOVERNMENT OF PAKISTAN

4, Shahrah-e-Quaid-e-Azam, Lahore-54000, Pakistan

Ph: (042) 99211622 - 99210599, Fax: (042) 99210500

Email: vc@[nca.edu.pk](mailto:vc@nca.edu.pk)

please tick any one:

Current Student

Graduate

REQUEST FORM

(W.e.f November, 2023)

Name: _____	Father's Name _____		
Roll# _____	Class _____	Department _____	Session _____
Admission Year _____	Graduation Year (if applicable) _____		
L. Line/Cell No: _____	E-mail _____		
Postal address _____			
Signature _____	Date: _____		

Request for (Tick the relevant box)	Charges
1. Transcript Record / Detail Marks Certificate From _____ to _____ Session _____	<input type="checkbox"/> Rs. 1800/- Per Year (Applicable till Session 2020)
2. Duplicate Transcript Record / Detail Marks Certificate (Bring Original Transcript)	<input type="checkbox"/> Rs. 210/- Per Year
3. Photocopy of Admission Application in record	<input type="checkbox"/> Rs. 1100/- Per page
4. Bonafide Student Certificate	<input type="checkbox"/> Rs. 400/-
5. Duplicate Identity Card	<input type="checkbox"/> Rs. 700/-
6. Documents Verification fee	<input type="checkbox"/> Rs. 2500/- per page
7. Any other _____	<input type="checkbox"/>

Please get the Bank Challan from the Accounts Section-NCA and deposit the money with Habib Bank, Punjab University, Old Campus Branch, Lahore. Paid copy of the Challan must be attached.

Applied Certificates/Documents can be collected **AFTER 14 WORKING DAYS** from the date of submission of the request form (**Double fee will be charged for urgent certificate/document which will be issued after 04 Working Days**).

8. Duplicate Diploma	<input type="checkbox"/>	Rs. 12000/-
9. Duplicate Degree	<input type="checkbox"/>	Rs. 12000/-
10. Duplicate Transcript With Name Correction	<input type="checkbox"/>	Rs. 2500/- per year
11. Duplicate Transcript		Rs. 2000/- per year

Applied Degree can be collected **AFTER 90 WORKING DAYS** from the date of submission of the request form. (Subject to the availability of all Signatory Authorities).

For Office Use Only	
Receipt# _____	Handed Over To: _____
Dated: _____	Dated: _____

REGISTRAR

OS (EDU & EXAM)