



QUAID-I-AZAM UNIVERSITY
OFFICE OF THE CONTROLLER OF EXAMINATIONS
(ICT AFFILIATED COLLEGES SECTION)

APPLICATION FORM FOR CORRECTION IN NAME/PARENTAGE
PART-1 (IN BE FILIED IN BY THE CONDIDATE)

Name: _____ Father's Name: _____
 Examination Passed B.A/B.Sc./B.Com- _____ Part (I/II) _____, Annual/ Supplementary: _____
 Year _____ Roll No : _____ Registration# _____
 Name of Institution _____
 Postal Address: _____

CORRECTION REQUESTED: NAME / PARENTAGE

FROM

TO

 (NAME)

 (Father's Name)

Stage of the error occurred: _____

Bank Challan/Bank Draft. No _____ dated _____ amounting to Rs/US\$ is attached.

Signature of the Applicant _____

Address _____

Phone # _____

PART-II (TO BE FILLED IN BY THE INSTITUTION)

No. _____ Dated _____

Certified that Mr./Miss _____ S//o, D/o _____

- 1) is /was a bonafide student of this institution.
- 2) His/her case for correction in Name/Parentage is submitted along with following documents duly attested:
 - (a) Copies of Admission Form.
 - (b) Copy of the B.A/B.Sc./B.Com Result Card/Degree/Registration Card issued by the University.

Stamp of the Head of Institution

Name & Signature

INSTRUCTIONS

1. Correction in particulars of a candidate will be allowed at the bachelor level on the basis of entries made in the bachelor Result Card/Degree issued by the University.
2. The request for correction of transcribing error in name/parentage of a candidate will be considered on submission of an application on the prescribed proforma forwarded by the concerned head of the Institution affiliated with the University accompanied by the supporting documents mentioned at a.b&c. over leaf attested by the head of the concerned institution along with the prescribed fee as indicated below.
3. University mistake shall be corrected without fee within one year of the issuance of document Whereafter. correction fee shall be charged w.e.f the
4. date of issuance of the document where in correction is required
5. Correction fee as per schedule given below which is subject to revision from time to time will be changed at Bachelor level:-

S#	Description	Fee (Rs.)
i	Correction before declaration of result	Rs. 1000/-
ii	Correction after declaration of result within 2 years	Rs. 1500/-
iii	Correction after declaration of result from 2 to 5 years	Rs. 3000/-
iv	Correction after declaration of result from 2 to 10 years	Rs. 5000/-
v	Correction after declaration of result from 10 years to onward	Rs. 10000/-

Note

1. Any request for correction found incomplete in any respect shall not be entertained.
2. Case for any correction must be submitted within three months after fee is remitted
3. Correction fee once deposited will not be refunded belong processing fee.