

(Note: Please do not print this page)

Instructions/Guidelines

N.O.C/Migration Certificate for Interuniversity Migration (For Ex-Students Only)

- **Step 1:** Fill NOC Application Form (available on website www.uos.edu.pk)
- **Step 2:** Attach all documents (**attested by Gazetted Officer**) with the form:-
 - a) 2 x Photographs (Passport size, blue background)
 - b) CNIC (Photocopy)
 - c) Last Result Card/Transcript (Pass or Fail) or Degree
 - d) **For Duplicate NOC only:** Affidavit on Judicial stamp paper of Rs. 20/- (duly attested by Oath Commissioner) is mandatory and is to be attached alongwith application
- **Step 3: Fee submission**
 - a) Download Fee Challan Voucher/Slip (available on website www.uos.edu.pk)
 - b) Deposit **Rs. 1500/-** as Normal Fee **Process Time:** (07 Working Days)
 - c) Deposit **Rs. 2000/-** as Urgent Fee **Process Time :** (03 Working Days)
 - d) Deposit **Rs 3000/-** as Duplicate Fee **Process Time :** (10 Working Days *Tentatively*)
(Please note: money order etc. shall not be accepted)
 - e) You can deposit this fee at any HBL branch in Pakistan.
 - f) Attach this Challan Slip with the NOC Application Form.
- **Step 4:** Submit this duly completed Application Form at Reception of Registration Branch and get your Diary number for future reference.

OR

Send through courier/mail at:

Deputy Registrar (Reg), Registration Branch, University of Sargodha, Sargodha

Important Note:

1. Date, on which application shall be submitted in Registration Branch, shall not be included in stipulated time.
2. NOC is issued to Ex-students i.e Passed out/failed/dropped out/struck off etc only
3. Please mention address carefully with active contact number, if you want this NOC/Migration Certificate to be sent to your correspondence address through courier services.
4. **Kindly add 4/5 working days in case you have requested Registration Branch for NOC/Migration Certificate via Courier/Registered Mail.**
5. Please wait patiently after all above process is done; we shall try to manage your application within given time.
6. You can contact Registration Branch via email for any inquiry;
registrations@uos.edu.pk
7. Registration Branch shall not process any incomplete/unclear application and responsibility shall be on the applicant.