



# National Defence University, Islamabad

## APPLICATION FORM FOR MIGRATION CERTIFICATE

1. Request Type:  Normal (Rs.1000/-) (within 7 working days)  Urgent (Rs. 2000/-) within 2 working days  
 Duplicate (Rs. 2000/-) issued only once (within 5 working days)

2. Graduate Type:  Completed Degree  Incomplete Degree

3. Name:

4. Father Name:

5. NDU Registration No:

6. Name of the University to which the migration required

7. Address on which the certificate to be sent

(additional amount of Rs. 200/- is to be paid with processing fee)

8. Check List:

Paid fee voucher as per Para 1	
Paid voucher of additional postal charges	
Copy of CNIC	
Copy of Transcript	
Copy of Degree	

\_\_\_\_\_  
Signatures of Applicant

Dated: \_\_\_\_\_

-----  
(For official use)

Head of Department /College	
Dean of Respective Faculty	
Office of the Registrar - NDU	

### **Application Procedure (For Graduates):**

1. Applicant is required to submit the application form attached at Annex "A" (also available on NDU Web site) complete in all aspects to the Registrar Office through Deans/Chief Instructors of the concerned teaching faculty/ department/ institute; subject to the condition that Original Migration Certificate of previous University was already submitted to NDU (retained in the University's Registrar Office for record and will not be returned to the student).
2. Normal processing time for issuance of Migration Certificate is 7 working days from the date of application submission; for which **Rs.1000/-** fee will be charged.
3. Urgent processing time for issuance of Migration Certificate is 2 working days from the date of application submission; for which **Rs.2000/-** fee will be charged.
4. Applicant is required to attach following documents along with application Proforma:
  - a. Paid fee voucher or Pay Order/Demand Draft.
  - b. Copy of CNIC
  - c. Copy of Transcript
  - d. Copy of Degree
5. Incomplete applications shall be rejected and discarded.
6. To authorize the kin for collection of Migration Certificate, a letter of authorization should be submitted along with the application by the candidate. It is essential for the representative to produce his/her original CNIC for identification (and a copy for record purpose) when collecting Migration Certificate.
7. Applicant who wants Migration Certificate by Registered post shall remit an additional amount of **Rs.200/-** towards postal charges or as per rates applicable at that time.
8. Applicants are required to collect their Original Migration Certificate within 30 days of application, failing which their original migration will be cancelled and discarded.