



## THE AGA KHAN UNIVERSITY

### APPLICATION FOR A REPLACEMENT DEGREE, DIPLOMA, CERTIFICATE PARCHMENT

**Please print clearly in ink.**

*As I have lost or damaged my original degree / diploma / certificate parchment, I hereby make application for a replacement parchment.*

#### Student Information

Name	Student ID Number	CNIC / Passport Number
Father's Name	Date of Birth	
Degree / Diploma / Certificate Awarded	Year of Award	

#### Affidavit

I do solemnly declare that the Student Information provided above is correct and that:

1. I have lost the original degree/diploma/certificate parchment issued to me by the University and I have reported this incident to the police and have also placed an advert in local newspaper declaring this loss.
2. I hereby declare and confirm that if my lost parchment is found, I will return the replacement parchment to the Office of the Registrar.
3. Whatever is mentioned in this Affidavit is true to the best of my knowledge and belief.

Applicant's Signature

City in which application / affidavit is being made

Date

#### Registrar's Office Use Only

Received by	Date
<input type="checkbox"/> Finance Office clearance	<input type="checkbox"/> Payment of fee

## Checklist for requesting a Replacement Parchment

### 1. Damaged Parchments

- ☐ Written application to the University Registrar for a Replacement Parchment
- ☐ A photocopy of your CNIC / Passport
- ☐ Duly completed Application for Replacement Degree, Diploma, Certificate Parchment
- ☐ Return of the damaged original parchment
- ☐ Original fee payment receipt [Kenya (Ksh 1,000); Uganda (Ush 30,000); Tanzania (Tsh 20,000); Pakistan (Rs 1,000); United Kingdom (£ 10.00).]

### 2. Lost / Destroyed Parchments

- ☐ Duly completed Application for Replacement Degree, Diploma, Certificate Parchment
- ☐ A photocopy of your CNIC / Passport
- ☐ Original copy of the police report of lost parchment
- ☐ Copy of the newspaper advert
- ☐ A notarized / court affidavit attesting to the parchment being lost on judicial paper (in Pakistan Rs. 100/=) endorsed by a First Class Magistrate with his/her signature and the seal of the court.
- ☐ Original fee payment receipt [Kenya (Ksh 1,000); Uganda (Ush 30,000); Tanzania (Tsh 20,000); Pakistan (Rs 1,000); United Kingdom (£ 10.00).]