

THE AGA KHAN UNIVERSITY

Registrar's Office Email: student.records@aku.edu

Name	Student ID Number	
Programme of Study	Graduating Year	
1 logitumile of Study	Graduating Four	
Contact (email / mobile number		
REQUEST FOR ORIGINAL COPY OF DEAN'S LETTER(S)		No. of
Select one		Copies*
☐ Ordinary (7 working days): Rs. 100/= / copy	☐ Urgent (3 working days): Rs. 250/= / copy	
☐ Very Urgent (24 hours): Rs. 500/= / copy		
Note: (*) More than 5 copies will not be considered as Urgent Request and will be issued after 15 working days.		
REQUEST FOR COURSE GRIDS / SYLLABUS / OUTLINE		No. of
Please Mark ☐ Diploma in General Nursing ☐ Gener	ic BScN	Pages
☐ Diploma/Assoc. of Science in Dental Hygiene ☐	MScN Other (specify)	
Course Grid charges: Rs.1000 per grid. Note: Delivery in 7	working days.	
REQUEST FOR DOCUMENT ATTESTATION		
Please Mark		
☐ Diploma ☐ Degree ☐ Other Document(s) [Please specify]		
Attestation charges: First 5 copies are free; additional copies are Rs. 50/= each. Attestation request processing time: minimum 5 working days.		
Note: Please note that no document(s) will be attested without		
Instructions for payment To		
Please make the payments at Cash Office (Medical College) between 9:00 am and 4:00 pm, attach the receipt with this request form and submit this document to Office of the Registrar counter.		
Requested document(s) not collected within a month will be di.		
Clearance from University Finance Department (Dea students and alumni	n's Office Bldg., first floor). Note, clearance is mandatory	y for all
Finance Office official: Name, position and signature	Date and Stamp	

I have read and understood the contents written on Official Documents Request Form and agreed with the same.

Signature	Date