



**Official Document  
Request Form**

Registrar's Office

Email: student.records@aku.edu

**THE AGA KHAN UNIVERSITY**

Name	Student ID Number
Programme of Study	Graduating Year
Contact (email / mobile number)	

<b>REQUEST FOR ORIGINAL COPY OF DEAN'S LETTER(S) – FOR MBBS ONLY</b>		<b>No. of Copies*</b>
<p><b>Select one</b></p> <p><input type="checkbox"/> Ordinary (7 working days): Rs. 100/= / copy                      <input type="checkbox"/> Urgent (3 working days): Rs. 250/= / copy</p> <p><input type="checkbox"/> Very Urgent (24 hours): Rs. 500/= / copy</p> <p><i>Note: (*) More than 5 copies will not be considered as Urgent Request and will be issued after 15 working days.</i></p>		
<b>REQUEST FOR COURSE GRIDS / SYLLABUS / OUTLINE</b>		<b>No. of Pages</b>
<p><b>Please Mark</b></p> <p><input type="checkbox"/> Diploma in General Nursing                      <input type="checkbox"/> Generic BScN                      <input type="checkbox"/> Post RN BScN</p> <p><input type="checkbox"/> Diploma/Assoc. of Science in Dental Hygiene                      <input type="checkbox"/> MScN                      <input type="checkbox"/> Other (specify) _____</p> <p><i>Course Grid charges: Rs.1000 per grid. Note: Delivery in 7 working days.</i></p>		
<b>REQUEST FOR DOCUMENT ATTESTATION</b>		
<p><b>Please Mark</b></p> <p><input type="checkbox"/> Diploma                      <input type="checkbox"/> Degree                      <input type="checkbox"/> Other Document(s) [Please specify]</p> <p>_____</p> <p><i>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 seeing the original(s).</i></p>		
<p><b>Instructions for payment</b></p> <p><i>Please make the payments at Cash Office (Medical College) between 9:00 am and 5:00 pm, attach the receipt with this request form and submit this document to Office of the Registrar counter located at Student Services, University Center, ground floor, adjacent to HBL. Requested document(s) not collected within a month will be discarded.</i></p>		<b>Total Fee</b>

**Clearance from University Finance Department** (Student Services, University Center, ground floor, adjacent to HBL).  
Note, clearance is mandatory for all students and alumni

Finance Office official: Name, position and signature	Date and Stamp
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**I have read and understood the contents written on Official Documents Request Form and agreed with the same.**

Signature	Date
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