

# **PROCEDURE FOR RECEIVING THE TRANSCRIPT/DEGREE IN NONAPPEARANCE OF GRADUATE**

## **If you are in Pakistan:**

1. Authority letter on stamp paper of Rs. 10/- (Stamp paper should be in the name of authorized person i.e. Graduate)
2. Affidavit on stamp paper of Rs. 10/- (Stamp paper should be in the name of authorized person i.e. Receiver)
3. Copy of CNIC (Both graduate and receiver)
4. Both the stamp papers should be duly notarized.

## **If you are abroad:**

### Solution -1:

1. Authority letter (issued by the graduate) duly attested by Home Office/Embassy/Consulate, Pakistan at respective country and endorsed by Foreign Office, Pakistan.
2. Detailed particulars of Receiver will be required i.e Name, Father`s Name, CNIC or Passport Number.
3. Affidavit on stamp paper of Rs. 10/- (Stamp paper should be in the name of authorized person i.e. Receiver)

### Solution-2:

1. Authority letter through email on [ids@iiu.edu.pk](mailto:ids@iiu.edu.pk) alongwith Scanned copy of Passport (first page and visa page) or Residential Proof.
2. Email address should be in the record of IIUI (as per Clearance Form/NOC).
3. Affidavit on stamp paper of Rs. 10/- (Stamp paper should be in the name of authorized person i.e. Receiver)