SINDH BOARD OF TECHNICAL EDUCATION

ST-22, MAIN UNIVERSITY ROAD BLOCK-6 GULSHAN-E-IQBAL, KARACHI
www.sbte.edu.pk Phone No. 021-99243329-30

APPLICATION FORM FOR ISSUANCE OF

(PLEASE TICK CORRECTLY – USE SEPARATE FORM EACH CERTIFICATE)

☐ Diploma / Certificate ☐ Migration Certificate ☐ Provisional Certificate
☐ Duplicate Marks Sheet ☐ Duplicate Registration & Admit Card/Exam form

1. APPLICANT'S NAME (IN BLOCK LETTERS): _____
2. APPLICANT'S CNIC NO: _____
3. FATHER'S NAME (IN BLOCK LETTERS): _____
4. REGISTRATION NO:_____ 5. LAST PASSING ROLL NO: _____
6. NAME OF EXAMINATIONS _____
7. TECHNOLOGY / TRADE: _____
8. SEMESTER / PART: _____ YEAR _____ ANNUAL/SUPPLEMENTARY_____
9. MARKS OBTAINED: _____ OUT OF: _____ GRADE/DIVISION: _____
10. NAME OF COLLLEGE / INSTITUTE / SCHOOL FROM WHICH APPEARED: _____
    _____
11. POSAL ADDRESS: _____
    _____
12. MOBILE NO: _____ C.N.I.C NO: _____
13. E.MAIL ADDRESS:_____

Date_____ SIGNATURE OF APPLICANT_____

CERTIFICATE OF AUTHORITY / NO OBJECTION CERTIFICATE

I hereby certify, on the basis of College / Institute / School record produced before me that Mr./Miss./Mrs. _____ S/O,D/O Mr._____ whose particulars are given in this application form is the same person who appeared and passed / failed in the _____ Examination in the year _____ from College / Institute / School and that the particulars filled in by him / her are correct. Further he / she is hereby authorized to collect his / her applied documents from S.B.T.E. Any discrepancy & shortage of documents will render this application invalid.

_____	_____	_____
SPECIMENT SIGNATURE OF THE APPLICANT	OFFICIAL SEAL	SIGNATURE OF PRINCIPAL/DIRECTOR/ HEAD MASTER / HEAD MISTRESS

FOR OFFICE USE OF S.B.T.E

DATE OF RECEIVED: _____ DELIVERY DATE: _____

SIGNATURE OF ENQUIRY CLERK: _____

Particulars have been verified from the Original record and found correct except S.No: _____ which have been duly corrected.

_____	_____	_____
REGISTRAR	**ASSTT. CONTROLLER**	**ASSTT. SECRETARY**

_____ Document bearing S.No. _____ dated _____ prepared.

INCHARGE

Note: Please see instruction overleaf. (P.T.O)

INSTRUCTIONS

1. Application form completed in all respect should be attested by the Head of Institution.
2. Late Fine Rs.250/- per year is to be paid for original Diploma / Certificate in case of Passing prior to the Examination before 10 years.
3. Documents should be collected personally by the applicant or due date. In case the applicant cannot collect the document on account of sickness or any other reason delivery may be taken by his/her father/mother/real brother or sister on production of authority letter / from applicant on affidavit duly attested by 1st Class Magistrate alongwith the attested copies of the CNIC of applicant and the authorized person.

ISSUANCE OF DOCUMENTS & REQUIREMENT OF DOCUMENTS

Issuance of Documents	Documents / Required	Ordinary Fee	Urgent Fee
Cost of form include in prescribed fee and form validity 180 days after issuance.			
All Types of Original Diplomas / Certificates. DAE/F.Art/DBA/D.Com/C.Com/DBA/DIT/DCBM/Computer/Vocational Short Course etc.	One Passport Size Photograph. Attested Photocopy of Registration Card. Attested Photocopies of all Mark Sheets {Pass & Fail}. Original Provisional Certificate of Institute. Application form duly attested by the Head of Institutions.	Rs.80/-	Rs.1080/-
Before time (Two years completion).		Rs.3080/-	Rs.3980/-
Before time (One year completion).		Rs.5080/-	Rs.5980/-
Provisional Certificate.	One Passport Size Photograph. Attested Photocopy of Registration Card. Attested Photocopies of all Mark Sheets {Pass & Fail}. Photocopy of Provisional Certificate of Institute. Application form duly attested by the Head of Institutions	Rs.1080/-	Rs.2080/-
Migration Certificate.	One Passport Size Photograph. Attested Photocopy of Registration Card. Attested Photocopies of all Mark Sheets {Pass & Fail}. Photocopy of Provisional Certificate of Institute. Application form duly attested by the Head of Institution.	Rs.1160/-	Rs.2580/-
All types of Duplicate Diplomas / Certificates. DAE/F.Art/DBA/D.Com/C.Com/DBA/DIT/DCBM/Computer/Vocational Short Course etc.	Original F.I.R from concerned Police Station. Original Affidavit duly attested by the First Class Magistrate. Original News Paper Clipping. One Passport Size Photograph attested by the Head of Institution. Attested Photocopy of Registration Card. Attested Photocopies of all Mark Sheets {Pass & Fail}. Original Provisional Certificate of Institute. Application form duly attested by the Head of Institution	Rs.2580/-	------
All Types of Duplicate Mark Sheet. DAE/F.Art/DBA/D.Com/C.Com/DBA/DIT/DCBM/Computer/Vocational Short Course etc.	Attested Photocopy of previous Mark Sheets. Attested Photocopy of Admit Card. Attested Photocopy of SBTE Registration Card.	Rs.1080/-	Rs.2080/-
Duplicate Registrations / Admit Cards / Examination form.	Attested Photocopy of previous Registration Card.	Rs.800/-	------

TIMINGS

NOTE: S.F.C / ENQUIRY TIMINGS: MONDAY TO FRIDAY: 09.00 AM TO 04.00 PM

ZOHAR PRAYER & LUNCH BREAK: 01.00 PM TO 02.00 PM
JUMA PRAYER & LUNCH BREAK: 12.30 PM TO 2.30 PM

DELIVERY PERIOD:

S #	DOCUMENTS	ORDINARY	URGENT
a	Diplomas & Certificates	60 Days	30 Days
b	Provisional / Migration/Certificates	20 Days	10 Days
c	Duplicate Mark Sheet	20 Days	10 Days