

## Instructions for the Issuance of Degree (SS-CASE-IT)

The student who has completed degree requirements (In case the degree has been prepared and signed by the concerned authorities) must bring the following:

### Student who wants to receive Degree

**a. by himself**

- 1 01 copy of CNIC (attested by a class-I gazetted officer)
- 2 Original CNIC
- 3 01 copy of SS-CASE-IT Official Transcript (attested by a class-I gazetted officer)
- 4 02 recent passport size photographs

**b. by Authorized Person**

- 1 Authority letter issued by the degree holder to authorized person on a Stamped Paper of worth Rs. 100/- issued in favor of degree holder and duly attested by the Notary Public/Oath Commissioner.
- 2 01 copy of CNIC of authorized person and 01 copy of CNIC of degree holder duly attested by a class-I gazetted officer
- 3 Original CNIC of authorized person
- 4 01 copy of SS-CASE-IT Official Transcript (attested by a class-I gazetted officer)
- 5 02 recent passport size photograph of Student.
- 6 02 recent passport size photograph of authorized person.

### **Specimen of Authority Letter**

<b><u>AUTHORITY LETTER</u></b>	
<p>I, Mr. xxxxxxxxxxx S/O xxxxxxxxxxx CNIC No. xxxxxxxxxxxxxxxxxxx R/o xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx do hereby solemnly affirm and declare as under:</p>	
<ol style="list-style-type: none"><li>1. That I was a Student of Sir Syed CASE Institute of Technology Islamabad, Roll No. xxxxxx Registration No. xxxxxxxx in xxxxxxxxxxxxxxxxxxx discipline.</li><li>2. That I authorize Mr. xxxxxxx S/O xxxxxxx CNIC No. xxxxxxxxxxxxxxxxxxx to collect my degree from SS-CASE-IT on my behalf.</li><li>3. That the contents of above affidavits are true and the best of my knowledge and belief and nothing has been concealed there in.</li></ol>	
Degree Holder _____	
Authorized Person	i. _____
	(Signature)
	ii. _____
(Specimen Signatures)	iii. _____
<div style="border: 1px solid black; width: 200px; margin: 0 auto; padding: 10px; text-align: center;">Attested by  Notary Public/Oath Commissioner</div>	