



COMSATS University Islamabad (CUI)

Park Road, Tarlai Kalan, Islamabad 45550, Pakistan. Tel: (92-51) 90495196
(Examination Department)

AUTHORITY LETTER FOR INTERNATIONAL STUDENTS

1. I, << >>, hereby authorized my <<.....>>
(Name of applicant) (Relationship)

Mr. / Ms. <<>> Passport/CNIC No _____
(Name of authorized person)

to collect my following documents on my behalf from Examinations Department, CUI Islamabad.

(Please tick the required documents)

- Transcript
- Degree
- Migration Certificate
- Semester Result Card
- Provisional Certificate for PEC.

2. Three specimen signatures of (authorized person) are appended below: -

a. _____ b. _____ c. _____

3. It is certified that I will not have any claim for the above requested documents. Further, I have enclosed all the copies of required documents.

Applicant Signature & Date: _____

Applicant Name: _____

Registration #: CUI/_____/ISB

Postal Address -where documents to be Delivered / Sent through courier i.e. TCS / DHL: _____

_____ City _____ Country _____
Postal Code _____ Contact # _____

Note: CUI Pakistan, will not be responsible in case of misplacement of documents by Courier.

Approved/Not approved:

Name & Signature: _____

Instructions: -

1. Authority letter is acceptable only if the applicant is residing abroad **OR** when the Exam Department is satisfied that it is not possible for the applicant to come personally for collection of above-mentioned documents.
2. The applicant is required to contact Exam Office through email at below mentioned email addresses for formal approval. Thereafter, it is mandatory for the applicant to send the required documents through Courier. E-mail Addresses are (anayat@comsats.edu.pk) ,(abid_hussain@comsats.edu.pk).
3. Only (Father/Mother/Brother/Sister/Husband / Wife) can be authorized.
4. Applicant will attach photocopies of his /her CNIC and /or PASSPORT.
5. Fee of Rs.1000/- in case someone wants to collect degree before convocation.
6. Authorized person must bring photocopies along with his/her ORIGINAL CNIC /Passport.
7. Receipt of Deposit Fee (if applicable) for courier charges.