

COMSATS University Islamabad

Treasurer Department, Principal Seat
Islamabad

No. CUI/TD/Misc fee/4216

Dated: 11-09-2025

NOTIFICATION

Subject: Charges / fee for issuance / verification of documents

In partial modification of the notification # CUI/TD/Misc fee/3162 dated 14th February 2024, following revised charges / fee for issuance / verification of documents will be applied with immediate effect:

Sr.	Head	Individuals / Institutions	
		For Local (In PKR)	For Foreign (In US\$)
1	Issuance of Duplicate / Revised Degree	15,000	300
2	Issuance of Duplicate / Revised & Incomplete Transcript	4,000	100
3	Issuance of Duplicate Semester Result Card	1,500	50
4	Issuance of Migration Certificate	2,500	100
5	Issuance of Duplicate Migration Certificate	4,000	150
6	Inter-Campus Migration Fee	10,000	300
7	Verification of Documents	Physical	25
		By email	15
8	Paper Re-checking Fee	2,500	50

Note: one-time semester result card will be issued free of cost on the request of student. However, fee for duplicate semester result card will be charged accordingly.



Muhammad Azam
Treasurer

Distribution:

- i. All Campus Directors
- ii. All Deans / Chairpersons/ HoDs
- iii. Registrar, CUI
- iv. Controller of Examinations
- v. Additional /Deputy/ Asstt. Treasurer at all Campuses/ Principal Seat
- vi. Additional /Deputy/ Asstt. Registrar (Academics) at all Campuses
- vii. In-charge Examinations at all Campuses