

Official Certificate Request Policy

1. Character Certificate

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject.
- b. The concerned office will get your clearance form accounts, proctors and library.
- c. If you will have any amount outstanding you will be notified.
- d. Once these department provide clearance, we will process the request.
- e. The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document.

2. BISE original certificate/Sanad

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject. Make sure you attach at scanned copy/ picture of your CNIC and BISE original marksheet.
- b. The concerned office will get your clearance form accounts, proctors and library.
- c. If you will have any amount outstanding you will be notified.
- d. Once these department provide clearance, we will process the request.
- e. The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document.

3. BISE original marksheet

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject.
- b. The concerned office will get your clearance form accounts, proctors and library.
- c. If you will have any amount outstanding you will be notified.
- d. Once these department provide clearance, we will process the request.
- e. The scanned copy of the original certificate will be sent to you through email in 4-5 working days and the date and time will be shared with you for the collection of original document.

4. Hope Certificate

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject.
- b. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document.
- c. Please note that the hope certificate will only be provided to only current second year students who are appearing in BISE annual exams through Forman Christian College.

5. English Proficiency Letter

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject.
- b. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document.

6. Bonafide Certificate

- a. Please email the request at collegeinformationoffice@fccollege.edu.pk, clearly mention your name, roll number and the requested certificate in the subject.
- b. The scanned copy of the original certificate will be sent to you through email in 3-4 working days and the date and time will be shared with you for the collection of original document.

NOTE:

- 1) Please note that only blood relations i-e parents or siblings can receive an official document on behalf of the student.
- 2) An authority letter along with a copy of CINIC would be required incase someone other than a blood relation has to receive the document.