**Mechanical Engineering Department**

**The Director UGS**

**Mechanical Engineering Department**

**UET Taxila.**

**Subject: Original Documents**

Dear Sir,

I need some of my following original documents from the admission office for the purpose and duration as detailed below:

|  |  |  |
| --- | --- | --- |
| **Sr.#** | **Description** |  |
| 1 | **Purpose:**(Write brief purpose and attach proof) |  |
| 2 | **Duration:** |  |
| 3 | **Date of Return:** |  |
| 4 | Document 1: |  |
| 5 | Document 2: |  |
| 6 | Document 3: |  |
| 7 | Document 4: |  |

2. Following documents are attached with this application:

1. Student ID Card (Copy)
2. Relevant Proof (Copy)

Submitted for kind consideration/approval please.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

**Director UGS**

**Admission Office**