📖 Manual for Degree Supplement Information Form (DSIF) HEC

Shah Abdul Latif University (SALU), Khairpur

This manual outlines the **three-step process** for the Verification of Documents and obtaining the **Degree/Document Status Investigation Form (DSIF)** required by HEC.

1️⃣ Step 1: Application and Challan Collection

🟢 **Action Items on HEC Portal:**

- **Submit the initial application** through the official HEC online portal.
- Once submitted, **visit the concerned section of SALU** immediately.

🔴 **Critical Instructions:**

- **DO NOT** pay the challan directly at the bank.
- You must **collect the challan** from the concerned University section *after* record verification.

✅ **University Responsibilities (Clerk/Assistant/SDPO):**

- **Verify** the academic record of the applicant.
- **Issue** the official challan.
- **Sign and stamp** the challan for verification.

2️⃣ Step 2: Submission of Documents for Verification

Submit the following complete set of documents to the concerned section:

- One set of **photocopies** of all required documents.
- The **Duly Filled DSIF** (Affidavit).
- A copy of the **HEC submission email**.
- The **Paid Challan** (collected and verified in Step 1).

➡️ **Post-Verification Process:**

- The verified record will be **forwarded** to the Controller of Examinations and the Registrar for DSIF signatures.

- This forwarding must be done **through the proper channel** with an official outward number.

- The applicant will **collect the duly signed DSIF** and verified documents from the concerned section.

3️⃣ Step 3: Submission to Controller of Examinations

Submit the following items to the **Office of the Controller of Examinations**:

- Verified documents (**hard and soft copies**).

- **Original documents** along with one complete photocopy set.

- Copy of the **paid challan**.

- An **Application Request** for onward email submission of the DSIF to HEC.

🚨 Important Note

Applicants **must strictly follow** the above three-step procedure to ensure the timely verification and processing of their documents and DSIF.

Controller of Examination