

Full Name:	_____		
Registration No.:	_____	Program / Faculty:	_____
Year of Admission:	_____	Date of Completion:	_____
CGPA Obtained:	_____	Cr. Hrs. Completed:	_____
No. of Compulsory Courses	_____	No. of Elective Courses:	_____
No. of Extra Courses:	_____		
Email Address:	_____	Cell No.	_____

I hereby certify that I have completed all the required core and elective courses, and as well as the credit hours, for the program of study in which I was admitted.

I undertake that all the above information is accurate. I am aware that, in case of any incorrect information, University may take any action against me.

Date: _____ Student Signature: _____

Note: You must collect the Degree Claim Form as soon as you complete your degree requirement and get it signed by your relevant Program Manager, thereafter submit it to the Records office.

In order to get your degree in Convocation; you must submit the Clearance Form to the Records Dept. before the deadline as announced by the Record Dept. If you fail to submit your Clearance Form by the deadline; then your degree will be conferred in Absentia. Please note that Transcript, Pass Certificate and Degree will be issued upon submission of your Clearance Form.

INSTRUCTIONS FOR STUDENTS ON PAGE 2.

For Office Use Only – (To be filled by the Relevant Program Manager)

- Specialization (for MS/CS Batch 2014 and onwards): _____
- The student has completed the following:

	YES	NO
▪ Compulsory Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Elective Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Required # of Credits	<input type="checkbox"/>	<input type="checkbox"/>
- Course Replacement given for the following courses:

Compulsory Courses	Replacement Courses
1.	
2.	
3.	
4.	

Date: _____ Program Manager's Signature: _____

Please attach following mandatory documents:

- Bachelors:
 - Copy of Intermediate (Mark Sheet & Certificate) **OR**
 - A' Level results (*A' Level students must submit Passport copy with father's name correctly spelt in English*)
 - IBCC equivalency to be submitted by students of Batch 2014 and onwards

- Masters:
 - Copy of Last Transcript (consolidated) & Degree issued
(*Last degree verification / equivalency by HEC for Batch 2014 and onwards*)
- MS & PhD:
 - Copy of Last Transcript (consolidated) & Degree issued
(*Last degree verification / equivalency by HEC for Batch 2014 and onwards*)
 - Copy of GAT Score Certificate (MS: GAT–General, PhD: GAT-Subject)

- Copy of Internship Certificate/ Internship Waiver Form (Experience letter required)
- Software Copyright Form (*for MCS/ BS-Computing only*)
- Graduating Students Survey Form (*Attached*)
- Student Passport size picture for SAGA card.

If father's name is not mentioned on last transcript / degree, then the student MUST submit Passport copy with father's name correctly spelt in English.

INSTRUCTIONS:

- Mention the Extra Course (s) if taken (elective/bi-major) _____
- Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all the educational documents.
- No changes will be made in Degree, Final Transcript & Pass Certificate once issued.
- Only those candidates who become eligible to receive the Final Transcript & Pass Certificate will be eligible to receive the Degree at the next convocation.
- In case of nominating someone else to collect the Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the CNIC.
- Transcript & Pass Certificate will be issued after 1 month of official closing of semester.
- Degree will be issued ten days after Convocation.