

I _____ registration # _____ of _____ program, have completed all degree requirements. Please issue cheque in favor* of _____
 *Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.

Student Cell #: _____ Email ID: _____

 Student (Sign & Date)

- List of required documents on Page 2.
- Instructions for students on Page 2.

For Office Use Only (Do not write below this line)

EDC
 Alumni database entry made
 One passport size picture for SAGA Card

 EDC Manager (Sign & Date)

Library
 No outstanding dues : Remarks: _____

 Librarian (Sign & Date)

Academics
 Publication's Requirements (for PhD) Remarks: _____

 Assist. Academic Controller (Sign & Date)

Computer Lab
 Lab Domain Account is disabled
 Software copyright submitted
 (for BS-Computing/ MCS only)
 Remarks: _____

 Lab Administrator (Sign & Date)

Media Cage & Studio
 No Outstanding Equipment
 No reimbursement/ repair required
 Remarks: _____

 Media Activity Supervisor (Sign & Date)
 Zab Media Festivals (ZMF) Participation _____
 Program Manager / Head of Dept. (Sign & Date)

Admissions
 GAT Score (for MS/PhD) submitted: Remarks: _____
 IBCC equivalency submitted (Batch 2014 and onwards): Yes No
 HEC equivalency / verification submitted (Batch 2014 and onwards): Yes No

 Manager Admission (Sign & Date)

Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
			Degree & Gown Fee		
Total Payable			Total Receivables		

Payable Rs. _____ paid vide cheque number _____ dated _____
 Receivable Rs. _____ paid vide challan number _____ dated _____

 Finance Officer (Sign & Date)

Note: Validity of clearances date is **ONE** month. Records Office will not accept this form, if the clearances are more than a month old at the date of submission.

Records Office

Records file of the student has been closed
 Graduating Student Survey Form sent to IR

 Sr. Controller Records (Sign & Date)

STUDENT RECEIVING (After Collection of Transcript)

All information reported on Final Transcript and Pass Certificate is checked and does not require any corrections.

Received by: _____ Sign & Date: _____

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:

- 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.
- **Final Transcript and Degree Form must be submitted at the Records Department.**
- Transcript & Pass Certificate will be issued after 1 month of official closing of semester.
- Degree will be issued ten days after Convocation.

Revised January 31, 2017