

SZABIST

CLEARANCE FORM

Serial No: _____ Date: _____

I																				
S/D/o																				

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)

The Name & Father Name as per last degree to be verified by verifying officer

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

EDC Office

Alumni database entry made gd.szabist-isb.edu.pk

One passport size picture for SAGA Card

Assistant Manager EDC (Sign & Date)

QEC Office

Graduating Survey entered <https://szabist-isb.edu.pk/student-resources/#EDC>

Manager QEC (Sign & Date)

Library

No outstanding dues : _____
Remarks: _____ _____ Librarian (Sign & Date)

Academics Office

Publication's Requirements (for PhD) Remarks: _____ _____ Controller Academics (Sign & Date)

Computer Lab

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

Media Cage & Studio

No Outstanding Equipment Remarks: _____
No reimbursement/ repair required _____ _____ Media Activity Supervisor (Sign & Date)
Zab Media Festivals (ZMF) Participation Program Manager / Head of Dept. (Sign & Date)

Admissions Office

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 Admissions (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 CLEARANCE DATE IS "ONE" MONTH.
Records Office will not accept this form, if the clearance is more than a month old at the date of submission.

Records Office

The student has submitted the Degree Claim Form Yes No _____ Records Department (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: _____

CNIC # / Student Reg. # (in case of authority letter): _____

INSTRUCTIONS

Attach the following Mandatory Documents:

1. Bachelors Programs:

- Copy of Intermediate Mark Sheet (consolidated) & Certificate **OR**
3 A' Level Results (A' Level students must submit Passport copy with father's name correctly spelt in English) Copy of IBCC Equivalency (for Batch 2014 & onwards)
 - Copy of 6 Week Internship Certificate **OR**
Internship Waiver Form
(attach Experience Letter with Waiver Form)
 - Software Copyright Form (for BS/CS students only)
- } Not required for BS/SS students from Batch 2014 & onwards

2. Masters Programs:

- Copy of Last Transcript (consolidated) & Degree issued (Last Degree Verification / Equivalency by HEC for Batch 2014 & onwards)
- } If father's name is not mentioned on last transcript / degree, then the student **MUST** submit any previous educational certificate with father's name correctly spelt in English
- Students completing their Last Degree at SZABIST are "Not Required" to submit HEC Verified documents
- Copy of 6 Week Internship Certificate **OR**
Internship Waiver Form
(attach Experience Letter with Waiver Form)
 - Software Copyright Form (for MCS students only)
- } Required for all MBA students

3. MS & Ph.D Programs:

- Copy of Last Transcript (consolidated) & Degree issued (Last Degree Verification / Equivalency by HEC for Batch 2014 & onwards)
- } If father's name is not mentioned on last transcript / degree, then the student **MUST** submit any previous educational certificate with father's name correctly spelt in English
- Students completing their Last Degree at SZABIST are "Not Required" to submit HEC verified documents
- Copy of GAT Score Certificate (MS: GAT-General, Ph.D: GAT-Subject)

READ CAREFULLY

- Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all educational documents.
- No Change will be made on 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 Final Transcript & Pass Certificate / Degree, the student must email authority letter to the Records Department (records@szabist-isb.edu.pk).
- The nominee in order to collect documents will have to submit a copy of his / her CNIC.
- Final Transcript & Pass Certificate will be issued after Six weeks of Clearance Form submission.
- Degree will be issued after Convocation.
- **Clearance Form must be submitted at the Records Department.**

SZABIST

INTERNSHIP WAIVER FORM

(For Transcript Clearance Only)

Name _____ Reg.No. _____

Program _____ Semester/ Year: _____

Res. Phone No: _____ Mobile: _____

Email: _____

Work Experience (should be during the Degree period)

Time Period: _____ From: _____ To: _____

Name of Organization: _____

Designation: _____

Name of HR Manager/ Supervisor: _____

Office Address: _____

Office Tel: _____ Fax: _____

Office Email: _____

Student's
Signature & Date

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

Acceptable: Not Acceptable:

Program Manager
Signature & Date

Head of Department (HoD)
Signature & Date

Controller Records
Signature & Date

Student Name: <i>(In Capital words)</i>	
Father Name: <i>(In Capital words)</i>	
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:	_____ Cell No. _____
Email Address:	_____

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 & Ph.D/CS Batch 2014 & onwards: _____
- Specialization: - For MS-SS Batch 2018 onwards: _____
- Area of IS-I & II / IRS-I & II (for MS & Ph.D students): _____

+ 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: _____

EXIT INTERVIEW OF GRADUATE

THINGS I LIKE MOST <u>/EXPERIENCE IN SZABIST</u> Program Manager's Remarks.	
Deficiencies in Program / <u>SZABIST</u> Program Manager's Remarks.	
Recommendation for <u>Improvement</u> Program Manager's Remarks.	

Description	Topic	Area
Independent Study – I*		
Independent Study – II*		
Thesis*/Dissertation*		

*Please attach title page of your ISs and Thesis.

Student Name and Registration No

Program Manager Sign