SZABIST

FINAL TRANSCRIPT AND DEGREE CLEARANCE FORM

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)

SCS & AR

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

_____
SCS & AR Officer (Sign & Date)

Library

No outstanding dues: ☐   Remarks: _____

_____
Librarian (Sign & Date)

Academics

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

_____
Academic Officer (Sign & Date)

Computer Lab

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

_____
Lab Administrator (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 ☐

_____
Admission Officer (Sign & Date)

Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
			Degree & Gown Fee		
			Urgent Degree 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 ☐

_____
Record Officer (Sign & Date)

STUDENT RECEIVING (After Collection of Transcript)

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

Received by: _____ Sign & Date: _____

Degree Receiving in case of Urgent Degree Processed.

Received by: _____ Sign & Date: _____

Revised March 06, 2024

Please attach following mandatory documents:

- Bachelors:
  — Copy of Matric and Intermediate (Mark Sheet & PACCA 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)

> *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*

- Two Copies of Internship Certificate/ Internship Waiver Form (Experience letter required)
- Software Copyright Form *(for MCS/ BS-Computing only).*
- Final Transcript and Degree Clearance Form, Graduating Students Survey Form, Degree Claim Form, Security Deposit Refund Form and Undertaking Form of Name and Father Name *(Attached).*
- Student Passport size picture for SAGA card.
- Original Fee Challan of Final Transcript and Degree.
- SZABIST University original ID Card.
- Copy of Provisional Transcript or Provisional Transcript of other Campus (In case of campus transfer from Karachi, Larkana, Islamabad, Gharo and Dubai).
- Two Copies of Student's CNIC and One Copy of Parent's CNIC.

INSTRUCTIONS:

- Mention the Extra Course (s) if taken (elective/bi-major) _____
- Final Transcript 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 and Final Transcript once issued.
- Only those candidates who become eligible to receive the Final Transcript will be eligible to receive the Degree at the next convocation.
- In case of nominating someone else to collect the Degree and Final Transcript, 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.**
- Final Transcript will be issued after 01 month of submitting clearance form at the Records Department.
- Degree will be issued ten days after Convocation (For Normal Degree Process).