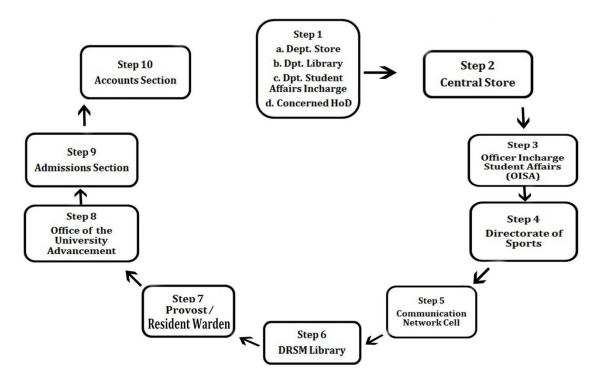


Quaid-i-Azam University

Students Clearance Process

NOTE: Before initiating the clearance process, all students(Except Seizure & Cancellation Cases) are required to fill/submit Online Alumni Membership Form available at (http://alumni.qau.edu.pk/) and attach its copy with this clearance form otherwise clearance will not be issued.



- **Step 1:** <u>Departmental Store+ Departmental Library+ Departmental Student Affairs Incharge then from Concerned Head of the Department</u>
- Step 2: Central Store (QAU Central Workshop) Near Social Huts (Ext: 3092)
- Step 3: Officer Incharge Student Affairs (OISA) (School of Economics, Room No. 46) (Ext: 3028)
- Step 4: Directorate of Sports (Department of Mathematics) (Ext: 2173)
- Step 5: Communication Network Cell (Computer Centre, Room No. 27) (Ext:2181)
- Step 6: Dr. Raziuddin Siddiqi Memorial (DRSM) Library (Ext: 2071)
- Step 7: Office of the Provost/Resident Warden (Girls/Boys Hostels) Hostel Office
- Step 8: Office of the University Advancement (New Admin Block, Room No. 62) (Ext: 4061)
- Step 9: Admission Section (New Admin Block, Room No. 15 & 19) (Ext: 4065)
- Step 10: Final Submission in the Accounts Section (New Admin Block, Room No. 29) (Ext: 4092)
 - Please dial (051) 9064 before the desired extension

Prepared By: Office of the University Advancement, New Admin Block, Quaid-i-Azam University Islamabad- 45320, Pakistan. Tel: +92-51-90644061 | Fax: +92-51-90644110 | www.qau.edu.pk



Quaid-i-Azam University

Dr. Raziuddin Siddiqi Memorial Library

| Dated: _ | | Session: |
|-----------|---|--|
| SUBJECT | : <u>LIBRARY CLEARANCE CERTI</u> | FICATE. |
| Certified | that Mr. /Miss/Mrs. /Dr. | |
| Student o | f BS/MSc/MS/MPhil/PhD from the | Department/School/Centre/Institute of |
| | gnature appears below; has retur DRSM Library. | ned all the material borrowed by him/her |
| Specimen | Signature of the Student: | |
| Cleared b | y: | |
| 1. | Seminar/ Departmental Library: | |
| 2. | Photostat (Ground Floor): | |
| 3. | Circulation Section (2 nd Floor)*: | |
| 4. | Fine: (If any)* | |

Librarian DRSM Library

^{*} Provision of Student Membership Card is mandatory for clearance. In case of non-availability, deposit Rs. 50/- in QAU Account at HBL/Askari Bank Ltd. QAU Branch, Islamabad.

Student Clearance Form (Copy for Admission Section)

For Student's Use

| | 1 01 0000000000000000000000000000000000 | | | |
|------------------------------|---|--------------|--|--|
| Department: | Programme: | | | |
| Semester: | Registration No: | | | |
| Student's Name: | | | | |
| Home Address: | | | | |
| Contact Tel: | Mobile: | E-mail: | | |
| Reason for Clearance: Comple | etion Seizure | Cancellation | | |
| | | | | |

Note to the Student

Upon completion of their academic programme, students must obtain a signature from above mentioned departments for clearing of all the obligations in University in order to clear their record, it is necessary to process this clearance form. <u>It</u> is the responsibility of the student to check with the QAU Departments listed below and obtain a final clearance before leaving Quaid-i-Azam University. REGISTRAR

| | · · | | | | | | | | |
|--|--|--------------|--------|---------------|--|--|--|--|--|
| Concerned Institute/School/Departmen | nt of the Student | | | | | | | | |
| Head of the Department/Chairperson | Stamp & Signature | Date: | / | / | | | | | |
| Departmental Student Affairs Incharge | Stamp & Signature | Date: | / | / | | | | | |
| Store Section (Incharge): | | | | | | | | | |
| Departmental Store Section (Incharge) | Stamp & Signature | Date: | / | / | | | | | |
| Central Store Section (Incharge) | Stamp & Signature | Date: | / | / | | | | | |
| Library Section (Librarian DRSM): It is of library resources. | onfirmed that the student has no obligations regarding | ng borrowi | ing bo | oks and other | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Officer Incharge Student Affairs (OISA): | It is confirmed that nothing is pending against the m | entioned s | studen | ıt. | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Office of the University Advancement (Manager University Advancement): It is confirmed that the student has filled Online Alumni Membership Form and submitted its hard copy to the Manager University Advancement. | | | | | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Manager Financial Assistance (In case of Seizure/ Cancellation only) | Stamp & Signature | Date: | / | / | | | | | |
| Incharge Communication Network Cell password. | (CNC): It is confirmed that the mentioned student h | as handed | over h | is/her email | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Directorate of Sports (Director Sports): | It is confirmed that nothing is pending against the m | entioned s | tuden | t. | | | | | |
| Name: | Stamp & Signature : | Date: | / | / | | | | | |
| Admission Section (AR Admissions): It is i.e. (Original NOC from institution last attended | s confirmed that the mentioned student has submitte I and attested copies of last DMC & Degree) | d his/her o | comple | ete documents | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Accounts/Finance Section (Accounts Of | ficer): It is confirmed that all the financial settlemen | nt have bee | en com | ıpleted. | | | | | |
| Name: | Stamp & Signature | Date: | / | / | | | | | |
| Student Pledge: It is confirmed that I have r | eceived all the official/original documents (transcrip | t & Certific | cates) | from QAU. | | | | | |
| Name: | Signature | Date: | / | / | | | | | |

Student Clearance Form (Copy for Accounts Section)

For Student's Use

| | | | I OI DUAGO | 110000 | | | | |
|-----------------------|---------------------------------|---------|------------|-----------|------------|----------------|--|--|
| Department: | | | | | Programme: | | | |
| Semester: | Semester: Session: Registration | | | | | ion No: | | |
| Student's Name: | | | | | | | | |
| Home Address: | | | | | | | | |
| Contact Tel: | | Mobile: | | | E-mail: | | | |
| Reason for Clearance: | Complet | ion | | Seizure _ | | Cancellation _ | | |
| | | | | | | | | |

Note to the Student

Upon completion of their academic programme, students must obtain a signature from above mentioned departments for clearing of all the obligations in University in order to clear their record, it is necessary to process this clearance form. <u>It</u> is the responsibility of the student to check with the QAU Departments listed below and obtain a final clearance before leaving Quaid-i-Azam University. REGISTRAR

| | 1 01 0 11101011 000 0 1111y | | | |
|---|--|--------------|---------|----------------|
| Concerned Institute/School/Departmen | nt of the Student | | | |
| Head of the Department/Chairperson | Stamp & Signature | Date: | / | / |
| Departmental Student Affairs Incharge | Stamp & Signature | Date: | / | / |
| Store Section (Incharge): | | | | |
| Departmental Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Central Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Library Section (Librarian DRSM): It is o | confirmed that the student has no obligations regarding | ng borrowi | ng boo | ks and other |
| library resources. | | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Officer Incharge Student Affairs (OISA): | It is confirmed that nothing is pending against the m | entioned s | tudent | |
| Name: | Stamp & Signature | Date: | / | / |
| | Manager University Advancement): It is confirm | | e stud | ent has filled |
| Online Alumni Membership Form and submitte | ed its hard copy to the Manager University Advancem | ent. | | |
| Name: | Stamp & Signature | Date: | / | / |
| Manager Financial Assistance (In case of Seizure/ Cancellation only) | Stamp & Signature | Date: | / | / |
| Incharge Communication Network Cell | (CNC): It is confirmed that the mentioned student has | as handed (| over hi | s/her email |
| password. | | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Directorate of Sports (Director Sports): | It is confirmed that nothing is pending against the m | entioned s | tudent | |
| Name: | Stamp & Signature : | Date: | / | / |
| | s confirmed that the mentioned student has submitted | d his/her c | omplet | te documents |
| i.e. (Original NOC from institution last attended | | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Accounts/Finance Section (Accounts Of | ficer): It is confirmed that all the financial settlemen | it have bee | n comp | oleted. |
| Name: | Stamp & Signature | Date: | / | / |
| Student Pledge: It is confirmed that I have i | received all the official/original documents (transcrip | t & Certific | ates) f | rom QAU. |
| Name: | Signature | Date: | / | / |

Student Clearance Form (Copy for Examination Section)

For Student's Use

| | | | I OI DUAGO | 110000 | | | | |
|-----------------------|---------------------------------|---------|------------|-----------|------------|----------------|--|--|
| Department: | | | | | Programme: | | | |
| Semester: | Semester: Session: Registration | | | | | ion No: | | |
| Student's Name: | | | | | | | | |
| Home Address: | | | | | | | | |
| Contact Tel: | | Mobile: | | | E-mail: | | | |
| Reason for Clearance: | Complet | ion | | Seizure _ | | Cancellation _ | | |
| | | | | | | | | |

Note to the Student

Upon completion of their academic programme, students must obtain a signature from above mentioned departments for clearing of all the obligations in University in order to clear their record, it is necessary to process this clearance form. <u>It</u> is the responsibility of the student to check with the QAU Departments listed below and obtain a final clearance before leaving Quaid-i-Azam University. REGISTRAR

| | 1 01 0 11101011 000 0 1111j | | | |
|---|--|--------------|---------|----------------|
| Concerned Institute/School/Departmen | nt of the Student | | | |
| Head of the Department/Chairperson | Stamp & Signature | Date: | / | / |
| Departmental Student Affairs Incharge | Stamp & Signature | Date: | / | / |
| Store Section (Incharge): | | | | |
| Departmental Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Central Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Library Section (Librarian DRSM): It is o | confirmed that the student has no obligations regarding | ng borrowi | ng boo | ks and other |
| library resources. | | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Officer Incharge Student Affairs (OISA): | It is confirmed that nothing is pending against the m | entioned s | tudent | |
| Name: | Stamp & Signature | Date: | / | / |
| | Manager University Advancement): It is confirm | | e stud | ent has filled |
| Online Alumni Membership Form and submitte | ed its hard copy to the Manager University Advancem | ent. | | |
| Name: | Stamp & Signature | Date: | / | / |
| Manager Financial Assistance (In case of Seizure/ Cancellation only) | Stamp & Signature | Date: | / | / |
| | (CNC): It is confirmed that the mentioned student has | as handed (| over hi | s/her email |
| password. | | | | |
| Name: | Stamp & Signature | Date: | / | |
| Directorate of Sports (Director Sports): | It is confirmed that nothing is pending against the m | entioned s | tudent | |
| Name: | Stamp & Signature : | Date: | / | / |
| | s confirmed that the mentioned student has submitte | d his/her c | omplet | e documents |
| i.e. (Original NOC from institution last attended | , | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Accounts/Finance Section (Accounts Of | ficer): It is confirmed that all the financial settlemer | it have bee | n comp | oleted. |
| Name: | Stamp & Signature | Date: | / | / |
| Student Pledge: It is confirmed that I have i | received all the official/original documents (transcrip | t & Certific | ates) f | rom QAU. |
| Name: | Signature | Date: | / | / |

Student Clearance Form (Student's Copy)

For Student's Use

| Department: | | | | Programme: | | | | | |
|-----------------------------|---------------------------|---------|--|--------------|--|--|--|--|--|
| Semester: | Session: Registration No: | | | | | | | | |
| Student's Name: | Student's Name: | | | | | | | | |
| Home Address: | | | | | | | | | |
| Contact Tel: | Mobile: | E-mail: | | | | | | | |
| Reason for Clearance: Compl | etion | Seizure | | Cancellation | | | | | |

Note to the Student

Upon completion of their academic programme, students must obtain a signature from above mentioned departments for clearing of all the obligations in University in order to clear their record, it is necessary to process this clearance form. <u>It</u> is the responsibility of the student to check with the QAU Departments listed below and obtain a final clearance before leaving Quaid-i-Azam University. REGISTRAR

| | • | | | |
|---|---|--------------|--------|----------------|
| Concerned Institute/School/Departmen | nt of the Student | | | |
| Head of the Department/Chairperson | Stamp & Signature | Date: | / | / |
| Departmental Student Affairs Incharge | Stamp & Signature | Date: | / | / |
| Store Section (Incharge): | | | | |
| Departmental Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Central Store Section (Incharge) | Stamp & Signature | Date: | / | / |
| Library Section (Librarian DRSM): It is a library resources. | confirmed that the student has no obligations regarding | ng borrowi | ng boo | oks and other |
| Name: | Stamp & Signature | Date: | / | / |
| Officer Incharge Student Affairs (OISA): | It is confirmed that nothing is pending against the m | entioned s | tuden | t. |
| Name: | Stamp & Signature | Date: | / | / |
| | Manager University Advancement): It is confirmed its hard copy to the Manager University Advancem | | e stud | ent has filled |
| | | | | |
| Name: | Stamp & Signature | Date: | / | / |
| Manager Financial Assistance (In case of Seizure/ Cancellation only) | Stamp & Signature | Date: | / | / |
| Incharge Communication Network Cell password. | (CNC): It is confirmed that the mentioned student has | as handed | over h | is/her email |
| Name: | Stamp & Signature | Date: | / | / |
| Directorate of Sports (Director Sports): | It is confirmed that nothing is pending against the m | entioned s | tuden | t. |
| Name: | Stamp & Signature : | Date: | / | / |
| Admission Section (AR Admissions): It is i.e. (Original NOC from institution last attended | s confirmed that the mentioned student has submitted and attested copies of last DMC & Degree) | d his/her o | omple | te documents |
| Name: | Stamp & Signature | Date: | / | / |
| Accounts/Finance Section (Accounts Of | ficer): It is confirmed that all the financial settlemer | nt have bee | n com | pleted. |
| Name: | Stamp & Signature | Date: | / | / |
| Student Pledge: It is confirmed that I have r | received all the official/original documents (transcrip | t & Certific | cates) | from QAU. |
| Name: | Signature | Date: | / | 1 |

Signature: _____

Dated: _____

Head of Department

The Deputy Treasurer,

Signature:

Dated: _____

Head of Department

The Controller of Examinations,



QUAID-I-AZAM UNIVERSITY

APPLICATION FOR ISSUANCE OF DEGREE/DIPLOMA/CERTIFICATE

The Controller of Examinations, Quaid-i-Azam University, Islamahad.

| Islaı | mabad. | | | | | | | | | | | | | |
|-------|--------------------------------|-------------|-----------|-------|---------|-------|------|------|-------|-----|-------------|----|----------|-----|
| 1. | Student's Name | : . | | | | | | | | | | | | _ |
| 2. | Father's Name | : . | | | | | | | | | | | | _ |
| 3. | University Registration No. | : . | | | | | | | | | | | | _ |
| 4. | Degree/Diploma/Certificate | e: <u>.</u> | | | | | | | | | | | | _ |
| 5. | Faculty | : . | | | | | | | | | | | | _ |
| 6. | PM&DC Registration No | : . | | | | | | | | | | | | _ |
| | | | (| Foi | r Med | ical | Stu | der | its O | nl | y) | | | |
| 7. | Habib Bank Ltd. / Askari Bank | Ltd. QAU | Branch | De | posit | Slip | No | : | | | | | | - |
| | Dated: for Rs. | (| Please (| atta | ich oi | rigin | al i | rece | eipt) | , | | | | |
| 8. | Mode of Delivery | | | | | | | | | | | | | |
| | A. | By Han | d | | | | В | | T | 'hr | ou | gh | Ma | il |
| 9. | Mailing Address | : - | | | | | | | | | | | | _ |
| | | - | | | | | | | | | | | | _ |
| 10. | Contact Numbers | : ' | Tel: | | | | Mo | bile | e: | | | | | |
| 11. | Recommendation by the | : . | | | | | | | | | | | | _ |
| | Chairperson/Dean/Director | : . | | | | | | | | | | | | _ |
| | of respective Department/ Inst | itute/Cen | tre | | | | | | | | | | | |
| 12. | Please ensure the following | before si | ubmitti | ng . | Appli | cati | on: | | | | | | | |
| • | TT 1 1 | | | _ | | | | | | | | Г | Y | N |
| • | Have you attached two copies | s of transc | cript/DN | 1C (| of exis | sting | pro | ogra | amm | e? | | | Y | N |
| • | Have you attached the deposi | t slip of d | egree/d | iplo | oma/o | certi | fica | te f | ee? | | | | Y | N |
| • | Have you attached the clearan | nce certifi | cate, iss | uec | l by A | dmi | ssio | n S | ectio | n? | , | - | Y | N |
| • | Have you attached an attested | d copy of | your CN | IC? | | | | | | | | | <u>Y</u> | N |
| | | | | | | | | | | | | Ľ | | ' ' |
| Date | ed: Appli | cant's Si | gnatur | 'e: _ | | | | | | | | | | |
| | CNI | C No: | | ı | | 1_ | | | | | | _ | | _ |
| | | | | | | | | | | | | | | |

Quaid-i-Azam University (Office of the Resident Warden)

| No. QAU/BH/GH/Clearance | e/20 - | | Dated: | / | / |
|---|--------------------|-----------------|-----------------|---------------|-----------|
| Note: (To be filled in and | got completed by t | he applicant) | | | |
| Note: (To be filled in and got completed by the applicant) APPLICATION FOR FINAL CLEARANCE (NON BOARDER) I Mr./Miss | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| the University i.e. from | to | Thus; I may | Please be is | sued Host | el's |
| Clearance Certificate. | | | | | |
| | | | Signa | ature of A | pplicant |
| | | | | | |
| C. L PINAL CURADAN | VAL EDOM DOVA | | D (NON D | | ` |
| Subject: <u>FINAL CLEARAN</u> | ICE FROM BOYS/O | GIRLS HOSTEL FO | <u>R (NON-B</u> | <u>OARDER</u> | Ĵ |
| Certified that Mr./Miss | | S/D/0 | | | |
| | | | | | |
| | | | | | |
| | _ | _ | | | |
| p. 0.00 00 100 000 1111 01 01 01 01 01 01 01 | | | | | |
| | | | | Due | s Clerk |
| Resident Warden | | | | | |
| | | | | | |
| | | | - | | |
| No. QAU /BH/GH/Clearanc | e/20 - | | | | |
| Subject: FINAL CLEARAN | ICE FROM BOYS/0 | GIRLS HOSTEL FO | R (NON BO | OARDER | 1 |
| Certified that Mr. /Miss | | S/I | D/O | | |
| Class D | epartment of | | | _has neve | r availed |
| Hostel's facility during his v | | | | | |
| | | | | | |

Resident Warden

Prepared By: Office of the University Advancement, New Admin Block, Quaid-i-Azam University Islamabad- 45320, Pakistan. Tel: +92-51-90644061 | Fax: +92-51-90644110 | www.qau.edu.pk

Dues Clerk