



QUAID-I-AZAM UNIVERSITY

APPLICATION/CLEARANCE FORM FOR CANCELLATION OF ADMISSION

(For Undergraduate, Masters and M.Phil students only)

To be filled in and signed by the Student.

Student's Name (in Block Letters) Mr./Ms.		
Son/Daughter Of:		CNIC No:
Department:		Programme:
Semester:	Session:	Registration No:
Home Address:		
Contact Tel:	Mobile:	E-mail:
Reason for cancellation of Admission:		
It is confirmed that the aforesaid information and reason for cancellation of my admission is correct. Therefore, my admission in QAU may be cancelled, please.		
		Signature of the Student Date:

For Official Use Only

It is certified that the request of the student for cancellation of his/her admission is covered under the rules. Recommended and forwarded the student's request for cancellation of his/her admission.		
Head of concerned Department/Institute/School:	Signature: Dated:	Stamp:
It is certified that nothing is held outstanding/pending against the student.		
Departmental Store Keeper/Asstt. Store Officer of concerned Deptt/Institute/School:	Signature: Dated:	Stamp:
Incharge Deptt/Institute/School's Library:	Signature: Dated:	Stamp:
It is certified that nothing is held outstanding/pending against the student.		
Purchase & Stores Officer (PSO)	Signature: Dated:	Stamp:
It is certified that nothing is outstanding/pending against the student.		
Librarian, DRSM, Library:	Signature: Dated:	Stamp:
It is certified that nothing is outstanding/pending against the student.		
Director Sports:	Signature: Dated:	Stamp:

It is certified that no liability such as hostel dues/bills/fine etc are held outstanding against the student only for that who has/had been boarder/hostel resident.		
Concerned Hostel's Asstt. R. Warden or R. Warden	Signature: Date:	Stamp:
Senior R. Warden or Provost	Signature: Date:	Stamp:
It is certified that no liability or any type of punishment is held outstanding/pending against the student.		
Officer Incharge Student Affairs (OISA):	Signature: Date:	Stamp:
It is certified that no liability is held outstanding against the student. He/She has returned/handed over the original Student's Identity Card and email password also.		
Incharge, CNC:	Signature: Date:	Stamp:
It is certified that nothing is outstanding as the student either availed no scholarship or paid prescribed charges in lieu thereof (receipt enclosed).		
Manager Financial Assistance:	Signature: Date:	Stamp:
It is certified that nothing is outstanding against the student as all the financial settlements/dues have been completed/cleared by him/her.		
Concerned Accounts Officer:	Signature: Date:	Stamp:
It is certified that as per office record no liability is outstanding/pending against the student and his/her request for cancellation or discontinuation of admission is considerable. Only in case of the undergraduate student discontinuing their admission, he/she has passed _____ credit and is eligible for award of BA/BSc degree.		
Assistant/Deputy Controller of Examinations:	Signature: Date:	Stamp:

Admission & Registration Section

Office No. _____	Dated: _____
The case may be processed for approval by the Competent Authority, please.	
Dealing Clerk/Assistant Superintendent	
Submitted for approval.	
Assistant Registrar	

Deputy Registrar (AAR)

Additional Registrar

Registrar

Dean, concerned faculty (in case of MPhil applicants only)



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(Copy for Examination Section)

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Assistant/Deputy Controller of Examinations:	Signature:	Stamp:
	Date:	



Quaid-i-Azam University
Dr. Raziuddin Siddiqi Memorial Library

Dated: _____

Session: _____

SUBJECT: LIBRARY CLEARANCE CERTIFICATE.

Certified that Mr. /Miss/Mrs. /Dr.

Student of BS/MSc/MS/MPhil/PhD from the Department/School/Centre/Institute of

whose Signature appears below; has returned all the material borrowed by him/her from the DRSM Library.

Specimen Signature of the Student:

Cleared by:

1. Seminar/ Departmental Library:

2. Photostat (Ground Floor):

3. Circulation Section (2nd Floor)*:

4. **Fine: (If any)***

* 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.

Librarian
DRSM Library

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

No. QAU/BH/GH/Clearance/20 -

Dated: / /

Note: (To be filled in and got completed by the applicant)

APPLICATION FOR FINAL CLEARANCE (NON BOARDER)

I Mr./Miss _____ S/D/O _____
Class _____ Department of _____ solemnly
declare that I had not been resident of Boys Hostels during my whole academic session/period in
the University i.e. from _____ to _____. Thus; I may Please be issued Hostel's
Clearance Certificate.

Signature of Applicant

Subject: FINAL CLEARANCE FROM BOYS/GIRLS HOSTEL FOR (NON-BOARDER)

Certified that Mr./Miss _____ S/D/O _____
Class _____ Department of _____ has never availed
hostel's facility during above- motioned period, as per hostel allotment /dues record. He may
please be issued final clearance from hostel as non-boarder.

Dues Clerk

Resident Warden

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

No. QAU /BH/GH/Clearance/20 -

Subject: FINAL CLEARANCE FROM BOYS/GIRLS HOSTEL FOR (NON BOARDER)

Certified that Mr. /Miss _____ S/D/O _____
Class _____ Department of _____ has never availed
Hostel's facility during his whole academic period, as per hostel's allotment/dues record.

Dues Clerk

Resident Warden

**The Deputy Treasurer,
Quaid-i-Azam University,
Islamabad.**

SUBJECT: REFUND OF SECURITIES

Dear Sir,

It is stated that I have got cancelled my BS/ MSc/ MBA/ MPA/ MS/ MPhil admission from the Department/ School/ Centre/ Institute of _____ Quaid-i-Azam University, Islamabad.

It is therefore requested that my securities may kindly be refunded. Clearance Form in this regard is attached for your kind consideration.

Yours obediently,

Student's Name: _____

Address: _____

Signature: _____

Dated: _____

Head of Department

**The Assistant Registrar (Admissions),
Quaid-i-Azam University,
Islamabad.**

SUBJECT: REQUEST FOR RETURN OF ORIGINAL DOCUMENTS

Dear Sir,

It is stated that I have got cancelled my BS/ MSc/ MBA/ MPA admission from the Department/ School/ Centre/ Institute of _____
Quaid-i-Azam University, Islamabad.

It is therefore requested that my original documents may kindly be returned to me. Copy of Cancellation Notification, Clearance Form and CNIC is attached for your kind consideration.

Yours obediently,

Student's Name: _____

Address: _____

Signature: _____

Dated: _____

Head of Department