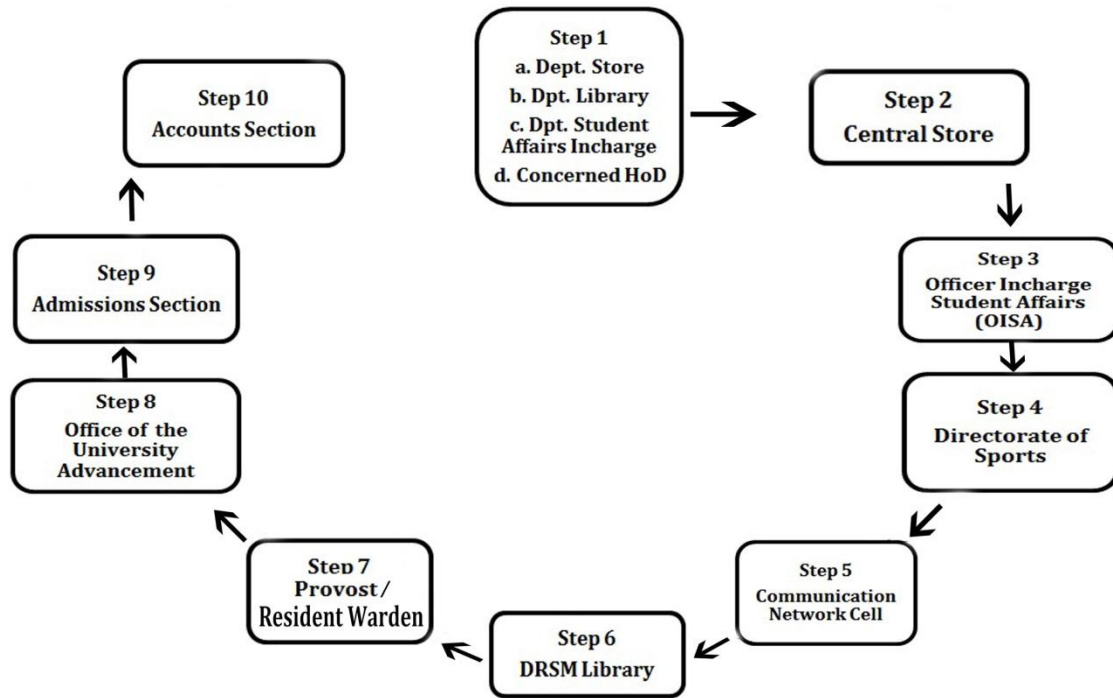




# Quaid-i-Azam University

## 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:** Departmental Store+ Departmental Library+ Departmental Student Affairs Incharge then from Concerned Head of the Department

**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**



**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 (2<sup>nd</sup> 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

## Student Clearance Form (Copy for Admission Section)

### For Student's Use

<b>Department:</b>		<b>Programme:</b>	
<b>Semester:</b>	<b>Session:</b>	<b>Registration No:</b>	
<b>Student's Name:</b>			
<b>Home Address:</b>			
<b>Contact Tel:</b>		<b>Mobile:</b>	<b>E-mail:</b>
<b>Reason for Clearance:</b>	<b>Completion</b> _____	<b>Seizure</b> _____	<b>Cancellation</b> _____

#### 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. It 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**

### For Official Use Only

<b>Concerned Institute/School/Department of the Student</b>		
<b>Head of the Department/Chairperson</b>	Stamp & Signature	Date: / /
<b>Departmental Student Affairs Incharge</b>	Stamp & Signature	Date: / /
<b>Store Section (Incharge):</b>		
<b>Departmental Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Central Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Library Section (Librarian DRSM):</b> It is confirmed that the student has no obligations regarding borrowing books and other library resources.		
Name:	Stamp & Signature	Date: / /
<b>Officer Incharge Student Affairs (OISA):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature	Date: / /
<b>Office of the University Advancement (Manager University Advancement):</b> 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: / /
<b>Manager Financial Assistance</b> <b>(In case of Seizure/ Cancellation only)</b>	Stamp & Signature	Date: / /
<b>Incharge Communication Network Cell (CNC):</b> It is confirmed that the mentioned student has handed over his/her email password.		
Name:	Stamp & Signature	Date: / /
<b>Directorate of Sports (Director Sports):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature :	Date: / /
<b>Admission Section (AR Admissions):</b> It is confirmed that the mentioned student has submitted his/her complete documents i.e. (Original NOC from institution last attended and attested copies of last DMC & Degree)		
Name:	Stamp & Signature	Date: / /
<b>Accounts/Finance Section (Accounts Officer):</b> It is confirmed that all the financial settlement have been completed.		
Name:	Stamp & Signature	Date: / /
<b>Student Pledge:</b> It is confirmed that I have received all the official/original documents (transcript & Certificates) from QAU.		
Name:	Signature	Date: / /

## Student Clearance Form (Copy for Accounts Section)

### For Student's Use

<b>Department:</b>		<b>Programme:</b>	
<b>Semester:</b>	<b>Session:</b>	<b>Registration No:</b>	
<b>Student's Name:</b>			
<b>Home Address:</b>			
<b>Contact Tel:</b>		<b>Mobile:</b>	<b>E-mail:</b>
<b>Reason for Clearance:</b>	<b>Completion</b> _____	<b>Seizure</b> _____	<b>Cancellation</b> _____

#### 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. It 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

### For Official Use Only

<b>Concerned Institute/School/Department of the Student</b>		
<b>Head of the Department/Chairperson</b>	Stamp & Signature	Date: / /
<b>Departmental Student Affairs Incharge</b>	Stamp & Signature	Date: / /
<b>Store Section (Incharge):</b>		
<b>Departmental Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Central Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Library Section (Librarian DRSM):</b> It is confirmed that the student has no obligations regarding borrowing books and other library resources.		
Name:	Stamp & Signature	Date: / /
<b>Officer Incharge Student Affairs (OISA):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature	Date: / /
<b>Office of the University Advancement (Manager University Advancement):</b> 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: / /
<b>Manager Financial Assistance</b> <b>(In case of Seizure/ Cancellation only)</b>	Stamp & Signature	Date: / /
<b>Incharge Communication Network Cell (CNC):</b> It is confirmed that the mentioned student has handed over his/her email password.		
Name:	Stamp & Signature	Date: / /
<b>Directorate of Sports (Director Sports):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature :	Date: / /
<b>Admission Section (AR Admissions):</b> It is confirmed that the mentioned student has submitted his/her complete documents i.e. (Original NOC from institution last attended and attested copies of last DMC & Degree)		
Name:	Stamp & Signature	Date: / /
<b>Accounts/Finance Section (Accounts Officer):</b> It is confirmed that all the financial settlement have been completed.		
Name:	Stamp & Signature	Date: / /
<b>Student Pledge:</b> It is confirmed that I have received all the official/original documents (transcript & Certificates) from QAU.		
Name:	Signature	Date: / /

# Student Clearance Form (Copy for Examination Section)

## For Student's Use

<b>Department:</b>		<b>Programme:</b>	
<b>Semester:</b>	<b>Session:</b>	<b>Registration No:</b>	
<b>Student's Name:</b>			
<b>Home Address:</b>			
<b>Contact Tel:</b>		<b>Mobile:</b>	<b>E-mail:</b>
<b>Reason for Clearance:</b>	<b>Completion</b> _____	<b>Seizure</b> _____	<b>Cancellation</b> _____

### 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. It 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

## For Official Use Only

<b>Concerned Institute/School/Department of the Student</b>		
<b>Head of the Department/Chairperson</b>	Stamp & Signature	Date: / /
<b>Departmental Student Affairs Incharge</b>	Stamp & Signature	Date: / /
<b>Store Section (Incharge):</b>		
<b>Departmental Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Central Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Library Section (Librarian DRSM):</b> It is confirmed that the student has no obligations regarding borrowing books and other library resources.		
Name:	Stamp & Signature	Date: / /
<b>Officer Incharge Student Affairs (OISA):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature	Date: / /
<b>Office of the University Advancement (Manager University Advancement):</b> 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: / /
<b>Manager Financial Assistance</b> <b>(In case of Seizure/ Cancellation only)</b>	Stamp & Signature	Date: / /
<b>Incharge Communication Network Cell (CNC):</b> It is confirmed that the mentioned student has handed over his/her email password.		
Name:	Stamp & Signature	Date: / /
<b>Directorate of Sports (Director Sports):</b> It is confirmed that nothing is pending against the mentioned student.		
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<b>Admission Section (AR Admissions):</b> It is confirmed that the mentioned student has submitted his/her complete documents i.e. (Original NOC from institution last attended and attested copies of last DMC & Degree)		
Name:	Stamp & Signature	Date: / /
<b>Accounts/Finance Section (Accounts Officer):</b> It is confirmed that all the financial settlement have been completed.		
Name:	Stamp & Signature	Date: / /
<b>Student Pledge:</b> It is confirmed that I have received all the official/original documents (transcript & Certificates) from QAU.		
Name:	Signature	Date: / /

## Student Clearance Form (Student's Copy)

### For Student's Use

<b>Department:</b>		<b>Programme:</b>	
<b>Semester:</b>	<b>Session:</b>	<b>Registration No:</b>	
<b>Student's Name:</b>			
<b>Home Address:</b>			
<b>Contact Tel:</b>		<b>Mobile:</b>	<b>E-mail:</b>
<b>Reason for Clearance:</b>	<b>Completion</b> _____	<b>Seizure</b> _____	<b>Cancellation</b> _____

#### 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. It 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**

### For Official Use Only

<b>Concerned Institute/School/Department of the Student</b>		
<b>Head of the Department/Chairperson</b>	Stamp & Signature	Date: / /
<b>Departmental Student Affairs Incharge</b>	Stamp & Signature	Date: / /
<b>Store Section (Incharge):</b>		
<b>Departmental Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Central Store Section (Incharge)</b>	Stamp & Signature	Date: / /
<b>Library Section (Librarian DRSM):</b> It is confirmed that the student has no obligations regarding borrowing books and other library resources.		
Name:	Stamp & Signature	Date: / /
<b>Officer Incharge Student Affairs (OISA):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature	Date: / /
<b>Office of the University Advancement (Manager University Advancement):</b> It is confirmed that the student has filled Online Alumni Membership Form and submitted its hard copy to the Manager University Advancement.		
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<b>Incharge Communication Network Cell (CNC):</b> It is confirmed that the mentioned student has handed over his/her email password.		
Name:	Stamp & Signature	Date: / /
<b>Directorate of Sports (Director Sports):</b> It is confirmed that nothing is pending against the mentioned student.		
Name:	Stamp & Signature :	Date: / /
<b>Admission Section (AR Admissions):</b> It is confirmed that the mentioned student has submitted his/her complete documents i.e. (Original NOC from institution last attended and attested copies of last DMC & Degree)		
Name:	Stamp & Signature	Date: / /
<b>Accounts/Finance Section (Accounts Officer):</b> It is confirmed that all the financial settlement have been completed.		
Name:	Stamp & Signature	Date: / /
<b>Student Pledge:</b> It is confirmed that I have received all the official/original documents (transcript & Certificates) from QAU.		
Name:	Signature	Date: / /

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

**SUBJECT:    REFUND OF SECURITIES**

Dear Sir,

It is stated that I have passed my BS/MSc/MBA/MPA/MS/MPhil/PhD final examination 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 Controller of Examinations,  
Quaid-i-Azam University,  
Islamabad.**

**SUBJECT: ISSUANCE OF DMC**

Dear Sir,

It is stated that I have passed my BS/MSc/MBA/MPA/MS/MPhil/PhD final examination from the Department/School /Centre/Institute of \_\_\_\_\_  
Quaid-i-Azam University, Islamabad.

It is, therefore, requested that my DMC may kindly be issued and oblige.

*Yours Obediently,*

**Student's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Head of Department**





**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**

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**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**

**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**