

Student's Name: \_\_\_\_\_ Reg. #: \_\_\_\_\_ Program: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Student's Sign & Date

**(PLEASE READ INSTRUCTIONS ON PAGE # 2 OF DEGREE CLAIM FORM)**

**"FOR OFFICE USE ONLY"**

**EDC (EXECUTIVE DEVELOPMENT CENTER) --- 90 Campus**

Alumni Database entry made  One passport size picture for SAGA Card  \_\_\_\_\_  
 EDC (Sign & Date)

**IR/ QEC --- 90 Campus**

Graduating Student Survey Form submitted  \_\_\_\_\_  
 IR/ QEC (Sign & Date)

**ACADEMICS --- 90 Campus**

Publication's requirements (for Ph.D only)  YES  NO \_\_\_\_\_  
 Academics (Sign & Date)

**COMPUTER LAB --- 100 Campus**

Lab Domain Account is disabled  Software Copyright Form submitted  \_\_\_\_\_  
 (for BS-Computing / MCS only) Lab Administrator (Sign & Date)

**ADMISSIONS --- 153 Campus**

IBCC Equivalency submitted (Batch 2014 & onwards)  YES  NO  
 HEC Equivalency / Verification submitted (Batch 2014 & onwards)  YES  NO  
 GAT Score submitted (for MS/Ph.D)  YES  NO \_\_\_\_\_  
 Admissions (Sign & Date)

**MEDIA SCIENCE**  
 (BS/Media students only)

Outstanding equipment  YES  NO \_\_\_\_\_  
 Media Activity Supervisor (Sign & Date)

ZAB Media Festivals (ZMF) participation  YES  NO  
 Reimbursement / Repair required  YES  NO \_\_\_\_\_  
 Program Manager / HoD (Sign & Date)

**LIBRARY --- 79 Campus**

Outstanding dues  YES  NO \_\_\_\_\_  
 Librarian (Sign & Date)

**FINANCE --- 79 Campus**

Security Deposit		<b>Total Payables</b>	Printing & other charges		<b>Total Receivables</b>
Other Payables			Library Dues		
			Degree & Gown Fee		

Payable Rs.: \_\_\_\_\_ Receivable Rs.: \_\_\_\_\_  
 Paid vide challan number: \_\_\_\_\_ Dated: \_\_\_\_\_

\* Please issue Cheque in favor \_\_\_\_\_  
 \* Cheque will be issued in the name of student or parents only which must be picked up within six months of issue dates after which the cheque will be forfeited \_\_\_\_\_  
 Finance (Sign & Date)

**NOTE: VALIDITY OF CLEARANCES IS "ONE" MONTH**  
 Records Dept. will not accept this form if the clearances are more than a month old at the date of submission

**RECORDS --- 90 Campus**

Degree Claim Form submitted  YES  NO File closed  \_\_\_\_\_  
 Records (Sign & Date)

**STUDENT'S RECEIVING**

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): \_\_\_\_\_