

Student's Full Name: _____ Reg. #: _____

Program: _____ Year of Admission: _____ Semester of Completion: _____

No. of Compulsory Courses: _____ No. of Elective Courses: _____ Credit Hours Completed: _____

CGPA Obtained: _____ No. of Extra Courses: _____

Extra Course (s) Name (s) (Only from Electives) *: _____

* The course (s) will not be reported on Final Transcript

Cell #: _____ E-mail Address: _____

I hereby certify that I have completed all the required core and elective courses, and as well as the credit hours, for the program of study in which I was admitted.**I undertake that all the above information is accurate.****I am aware that, in case of any incorrect information, University may take any action against me.**

Student's Signature & Date: _____

NOTE:

- You must collect the Degree Claim Form as soon as you complete your degree requirement and get it signed by your relevant Program Manager, thereafter submit it at the Records Dept.
- In order to get your degree in Convocation; you must submit the Clearance Form at the Records Dept. before the deadline, as announced by the Records Dept.
- If you fail to submit your Clearance Form by the deadline; then your degree will be conferred in Absentia.
- Please note that Transcript, Pass Certificate & Degree will be issued upon submission of your Clearance Form.

INSTRUCTIONS ON PAGE # 2**"FOR OFFICE USE ONLY"****To be filled by the Program Manager**

The student has completed the following:

Compulsory Courses: Yes No Elective Courses: Yes No Required # of Credits: Yes No

Specialization: For MS/CS & Ph.D/CS Batch 2014 & onwards: _____

For MS/SS & Ph.D/SS Batch 2018 & onwards: _____

Area of IS-I & II / IRS-I & II (for MS & Ph.D students) : _____

Course Replacement given for the following courses:

Compulsory Courses	Replacement Courses
1.	
2.	
3.	
4.	

Program Manager's Sign & Date: _____

INSTRUCTIONS

Attach the following Mandatory Documents:

▪ Bachelors Programs:

- Copy of Intermediate Mark Sheet (consolidated) & Certificate **OR**
3 A' Level Results (*A' Level students must submit Passport copy with father's name correctly spelt in English*)
 - Copy of IBCC Equivalency (*for Batch 2014 & onwards*)
 - Copy of 6 Week Internship Certificate **OR**
Internship Waiver Form
(*attach Experience Letter with Waiver Form*)
 - Software Copyright Form (*for BS/CS students only*)
- } Not required for BS/SS students

▪ Masters Programs:

- Copy of Last Transcript (consolidated) & Degree issued
(*Last Degree Verification / Equivalency by HEC for Batch 2014 & onwards*)
 - Copy of 6 Week Internship Certificate **OR**
Internship Waiver Form
(*attach Experience Letter with Waiver Form*)
 - Software Copyright Form (*for MCS students only*)
- } *If father's name is not mentioned on last transcript / degree, then the student MUST submit any previous educational certificate with father's name correctly spelt in English*
- Students completing their Last Degree at SZABIST are "Not Required" to submit HEC Verified documents
- } Required for all MBA students

▪ MS & Ph.D Programs:

- Copy of Last Transcript (consolidated) & Degree issued
(*Last Degree Verification / Equivalency by HEC for Batch 2014 & onwards*)
 - Copy of GAT Score Certificate (*MS: GAT-General, Ph.D: GAT-Subject*)
- } *If father's name is not mentioned on last transcript / degree, then the student MUST submit any previous educational certificate with father's name correctly spelt in English*
- Students completing their Last Degree at SZABIST are "Not Required" to submit HEC verified documents

READ CAREFULLY

- Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all educational documents.
- No Change will be made on Final Transcript & Pass Certificate, once issued.
- Only those candidates who become eligible to receive the Final Transcript & Pass Certificate will be eligible to receive the Degree at the next convocation.
- In case of nominating someone else to collect the Final Transcript & Pass Certificate / Degree, the student must email authority letter to the Records Department (records@szabist.edu.pk).
The nominee in order to collect documents will have to submit a copy of his / her CNIC.
- Final Transcript & Pass Certificate will be issued after One Month of Clearance Form submission.
- Degree will be issued after Convocation.
- Clearance Form must be submitted at the Records Department.**