

## Final Transcript and Degree Clearance Form

I \_\_\_\_\_ registration # \_\_\_\_\_ of \_\_\_\_\_ program, have completed all degree requirements. Please issue cheque in favor\* of \_\_\_\_\_

*\*Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.*

Student Cell #: \_\_\_\_\_ Email ID: \_\_\_\_\_  
Student (Sign & Date)

- List of required documents on Page 2.
- Instructions for students on Page 2.

### **For Office Use Only (Do not write below this line)**

#### PRO

Remarks: \_\_\_\_\_  
PRO (Sign & Date)

#### Library

Remarks: \_\_\_\_\_  
Librarian (Sign & Date)

#### Admission

Eligibility criteria fulfilled

Remarks: \_\_\_\_\_  
Manager Admissions (Sign & Date)

#### Computer Lab

Remarks: \_\_\_\_\_  
Lab Administrator (Sign & Date)

#### Media Cage & Studio

*(Only for Media Science Students)*

Remarks: \_\_\_\_\_  
Program Manager (Sign & Date)

#### Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
<b>Total Payables</b>			<b>Total Receivables</b>		

Payable AED \_\_\_\_\_ paid vide cheque number \_\_\_\_\_ dated \_\_\_\_\_

Remarks: \_\_\_\_\_  
Finance Officer (Sign & Date)

**Note:** Validity of clearances date is ONE month. Records Office will not accept this form, if the clearances are more than a month old at the date of submission.

#### Records Office

Records file of the student has been closed

Remarks: \_\_\_\_\_  
Records Controller (Sign & Date)

### **STUDENT RECEIVING (After Collection of Transcript)**

All information reported on Final Transcript and Pass Certificate is checked and does not require any corrections.

Received by: \_\_\_\_\_ Sign & Date: \_\_\_\_\_

Full Name:	_____		
Registration No.:	_____	Program / Faculty:	_____
Year of Admission:	_____	Date of Completion:	_____
CGPA Obtained:	_____	Cr. Hrs. Completed:	_____
No. of Compulsory Courses	_____	No. of Elective Courses:	_____
No. of Extra Courses:	_____		
Email Address:	_____	Cell No.	_____

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.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Note:** You must fill-in the Degree Claim Form as soon as you complete your degree requirement and get it signed by your relevant Program Manager, thereafter submit it to the Records Office.

In order to get your degree in Convocation; you must submit the Clearance Form as well to the Records Dept. before the deadline as announced by the Record 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 and Degree will be issued upon submission of your Clearance Form.

**INSTRUCTIONS FOR STUDENTS ON PAGE 2**

**For Office Use Only – (To be filled by the Relevant Program Manager)**

▪ Specialization (for MS/CS Batch 2014 and onwards): \_\_\_\_\_

▪ The student has completed the following:

	YES	NO
▪ Compulsory Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Elective Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Required # of Credits	<input type="checkbox"/>	<input type="checkbox"/>

▪ Course Replacement given for the following courses:

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

Date: \_\_\_\_\_ Program Manager's Signature: \_\_\_\_\_

## Please attach following mandatory documents:

- **Requirements for Bachelors Students:**

- a) Attested copy of Intermediate (Mark Sheet & Certificate) **OR** A' Level results (*A' Level students must submit Passport copy with father's name correctly spelt in English*)
- b) Students that were enrolled in the year 2009 above are required to submit their internship letter.
- c) Passport, Visa page copy and Emirates ID card copy.

- **Requirements for Masters Students:**

- a) Copy of Intermediate (Mark Sheet & Certificate) **OR** A' Level results (*A' Level students must submit Passport copy with father's name correctly spelt in English*)
- b) Attested copy of Last Degree issued and Transcript copy of the same. (Please show the original attested documents while submitting the request form) *{If father's name is not mentioned on last transcript / degree, then the student MUST submit Passport copy with father's name correctly spelt in English}*
- c) Passport, Visa page copy and Emirates ID card copy.

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## INSTRUCTIONS:

- Extra course (s) if taken (elective/bi-major) \_\_\_\_\_
- Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all the educational documents.
- No changes will be made in Degree, 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 Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the Emirates ID.
- **Final Transcript and Degree Form must be submitted at the Records Department.**
- Transcript & Pass Certificate will be issued after approximately 3 months of official closing of semester.
- Degree will be issued after Transcript and Pass Certificate is issued.





## Survey of Graduating Students

The survey seeks graduating students input on the quality of education they received in their program and the level of preparation they had at SZABIST. The purpose of this survey is to assess the quality of the academic programs. We seek your help in completing this survey.

A: Very Satisfied      B: Satisfied      C: Uncertain      D: Dissatisfied      E: Very dissatisfied

1. The program is effective in developing written communication skills.  
A                      B                      C                      D                      E
2. The program is effective in developing analytical and problem solving skills.  
A                      B                      C                      D                      E
3. The program is effective in enhancing team-working abilities.  
A                      B                      C                      D                      E
4. The program is effective in developing planning abilities.  
A                      B                      C                      D                      E
5. The program is effective in developing independent thinking.  
A                      B                      C                      D                      E
6. Contents of the curriculum meet program objectives.  
A                      B                      C                      D                      E
7. Faculty is competent and able to meet the program objectives.  
A                      B                      C                      D                      E
8. The program Coordinator is helpful in supporting learning.  
A                      B                      C                      D                      E
9. Environment is conducive to learning.  
A                      B                      C                      D                      E
10. There are enough co-curricular and extra-curricular activities available.  
A                      B                      C                      D                      E

11. The objectives of the program have been fully achieved.
- A                      B                      C                      D                      E
12. Scholarships, financial assistance and grants are available.
- A                      B                      C                      D                      E

Answer question 13 if applicable.

13. The internship experience is effective in enhancing:
- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Ability to work in teams             | A | B | C | D | E |
| b. Independent thinking                 | A | B | C | D | E |
| c. Appreciation of ethical values       | A | B | C | D | E |
| d. Professional development             | A | B | C | D | E |
| e. Time Management Skills               | A | B | C | D | E |
| f. Judgment                             | A | B | C | D | E |
| g. Discipline                           | A | B | C | D | E |
| h. The link between theory and practice | A | B | C | D | E |

14. What were the best aspects of your program?

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15. What aspects of your program could be improved?

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16. Any other comments:

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Name: \_\_\_\_\_

Program: \_\_\_\_\_

Registration No.: \_\_\_\_\_

# SZABIST

## ALUMNI DATABASE FORM

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Passing year: \_\_\_\_\_

Degree Completed: \_\_\_\_\_ Major: \_\_\_\_\_

Organization of Employment: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Email: \_\_\_\_\_

Residence Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Class e-Group: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Instructions:** The candidate must fill and submit this form with the final transcript request from.

**Annexure 51:  
Final Degree Request Form**

**FINAL DEGREE REQUEST FORM**

Name \_\_\_\_\_ Reg. No. \_\_\_\_\_

Program \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For office use only (do not write below this line)**

Degree No. \_\_\_\_\_ of \_\_\_\_\_ issued on \_\_\_\_\_

\_\_\_\_\_  
Administrative Officer

Received By: Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Revised October 16, 2008