

## 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: \_\_\_\_\_

## 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.