

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.*

Contact No: _____ Email ID: _____
Student (Sign & Date) _____

- Final Transcript and Degree processing fee AED 250/-
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations
- List of required documents and Instructions for students on Page 2.

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

Admission

Eligibility criteria fulfilled ☐

Remarks: _____
Manager Admissions (Sign & Date) _____

PRO

Remarks: _____
PRO (Sign & Date) _____

Library

Remarks: _____
Librarian (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		
Total Payables			Total Receivables		

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: _____

DEGREE CLAIM FORM

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. **Student's name, father's name and date of birth should exactly match all degrees & transcripts, Matric and Intermediate level qualifications and CNIC/Passport**
- 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.

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?

15. What aspects of your program could be improved?

16. Any other comments:

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: _____

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