



# HITEC UNIVERSITY TAXILA

## STUDENT CLEARANCE FORM

Department of \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

PROGRAM COMPLETION / MIGRATION / DE-REGISTRATION / OTHER (PLEASE SPECIFY)

Student's Name:	Father's Name:
Registration No:	Semester:
Email :	Cell No:
Postal Address:	

Offices	Signature with Name	Offices	Signature with Name
1. Controller of Exams		8. University Library	
2. Accounts Office		9. Margalla / Wajid Hostel (whichever is applicable)	
3. Treasurer		10. Director Students Affairs	
4. HITEC University Hostel		11. Dean QA&C	
5. Cafeteria - 1		12. Manager Admin	
6. Cafeteria - 2		13. Student's Supervisor (For MS / PhD only)	
7. Manager IT			

### CLEARANCE FROM THE DEPARTMENT

15. It is certified that there is nothing outstanding against the student.	Yes / No
16. The student has submitted the project/thesis copy.	Yes / No
17. Any other remarks: _____	
Date: _____	Signature of Coordinator: _____
18. Remarks (If any): _____	
Date: _____	Signature of HoD: _____

19. Admission Office to please verify that the:	
a. Student has returned University ID card, other documents.	Yes / No
b. Student & Father's Name (as per Matriculation / O Level Certificate)	
Name: _____	Father's Name: _____
Date: _____	Signature: _____

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

Signature of Registrar \_\_\_\_\_

## **HOW TO COMPLETE THE FORM**

1. Students can obtain the Form from respective Department Coordinator and will fill all the columns.
2. Please complete this form and handover to the Offices mentioned below for obtaining the “FINAL” or “INCOMPLETE / INTERIM” Transcript from the Office of the Controller of Examinations.
3. Clearance process will be allowed after obtaining clearance from Accounts Office.
4. Please get the clearance from the Offices of Controller of Examinations, Accounts Office and Treasurer as per the given order and then proceed to obtain clearance from all other Offices & Departments of the University.
5. In case a student wants to obtain an INCOMPLETE/INTERIM Transcript, the consent of the parents OR Head of the concerned Department is compulsory.
6. Please make four copies after the form has been filled completely, keep one copy as personal record and hand over:
  - a. Original copy to the Office of the Controller of Examinations.
  - b. A photocopy to the Admission Office.
  - c. A photocopy to the Accounts Office.