

LAHORE UNIVERSITY OF MANAGEMENT SCIENCES OFFICE OF THE REGISTRAR



STUDENT SERVICES REQUEST FORM

Terms & Conditions for Charged, and free of charge services:

- Only **EDUCATIONAL DOCUMENTS** will be accepted for attestation, which will be done free of charge.
- For attestation of documents apart from LUMS certificates, originals must be presented, which will be returned immediately.
- Retrieval of documents from student/Alumni files are not guaranteed. If available, each copy of the document will be charged Rs 500/- on account of administrative charges.
- · Request will not be entertained until all the outstanding dues payable to LUMS are cleared
- For charged services, please attach original payment bank receipt (with this filled form) and submit to the help desk.
- The request might get delayed if status of a student is not clear in the records
- Certificate/Letter will not be handed over without LUMS student I.D Card or Alumni I.D Card. Authorization to have document(s) collected can be sent by an e-mail at ro@lums.edu.pk, I.D of the authorized person will be checked.
- Letter/certificate can be collected after two working days between 3:00pm to 5:00pm (day of request not included)
- Processed request not collected within two weeks from the day of request will be discarded
- Provision of any wrong information/documents/misconduct will be reported to the Disciplinary Committee/V&E

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