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
- For any query, please generate a ticket at: helpdeskro.lums.edu.pk

Roll # | 2 | 0 | 1 | 9 | - | 1 | 1 | - | 0 | 0 | 0 | 8 | **Date** 12/02/18
_(DD/MM/YY)_

Student/Alumni Name __Usman Jussa__   Gender_____   Student Signature_____

Academic Programme __BS Maths__   Cell # _____   Email _____
(Other than LUMS)

Charged Services

IMPORTANT: No LUMS Staff Member is authorized to receive cash payment. Please pay the fee at the LUMS designated banks or pay online. Charges for each service: Rs 100/- **Urgent Requests processed same day will be charged additional Rs 100/- as urgent fee**. Attach the payment receipt/voucher with the form.

Mode of payment   Bank Receipt/Challan # _____   Date _____   Amount_____

No of Copies

- ☐ Unofficial Transcript (unsigned Grade Summary for Undergraduate Program only) _____
- ☐ Grade Slip (Semester _____) _____
- ☐ Letter_____ Bona-fide Student/Medium of Instruction/Character _____
- ☐ Letter_____ Graduation/Medium of Instruction/Character _____
- ☐ Letter_____ CGPA conversion/Medium of Instruction (EMBA/MBA only) _____
- ☐ Photocopies – LUMS Degree/transcripts etc _____
- ☐ Scanning per copy (Only documents issued by LUMS) _____
- ☑ Other (Please specify) __Lorem ipsum tactis__   7

Free Services (only for Alumni/current students)

No of Copies

- ☐ Attestation of Documents (One copy per original at a time) _____
- ☐ Train Concession Letter (only for current students) _____

Departure Date_____   Return Date_____   Destination_____
_DD/MM/YY_   _DD/MM/YY_

For Registrar Office Use Only:				**Student Verification**
_____	_____	_____	_____	Helpdesk Serial No _____
Received by	Request form forward to (for processing)	Processed request received by helpdesk	Issued by	CGPA _____
_____	_____	_____	_____	Zambeel Status _____
Date/Time of Receiving	Date/Time of Forwarding	Date/Time of Receiving	Date/Time of Issuance	