



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 #

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Date _____
DD/MM/YY

Student/Alumni Name _____ Gender _____ Student Signature _____

Academic Programme _____ 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

- | | |
|--|-------|
| <input type="checkbox"/> Unofficial Transcript (unsigned Grade Summary for Undergraduate Program only) | _____ |
| <input type="checkbox"/> Grade Slip (Semester _____) | _____ |
| <input type="checkbox"/> Letter_____ Bona-fide Student/Medium of Instruction/Character | _____ |
| <input type="checkbox"/> Letter_____ Graduation/Medium of Instruction/Character | _____ |
| <input type="checkbox"/> Letter_____ CGPA conversion/Medium of Instruction (EMBA/MBA only) | _____ |
| <input type="checkbox"/> Photocopies – LUMS Degree/transcripts etc | _____ |
| <input type="checkbox"/> Scanning per copy (Only documents issued by LUMS) | _____ |
| <input type="checkbox"/> Other (Please specify) _____ | _____ |

Free Services (only for Alumni/current students)

No of Copies

- | | |
|---|-------|
| <input type="checkbox"/> Attestation of Documents (One copy per original at a time) | _____ |
| <input type="checkbox"/> Train Concession Letter (only for current students) | _____ |

Departure Date _____ DD/MM/YY Return Date _____ DD/MM/YY Destination _____

For Registrar Office Use Only:

Received by _____	Request form forward to (for processing) _____	Processed request received by helpdesk _____	Issued by _____
Date/Time of Receiving _____	Date/Time of Forwarding _____	Date/Time of Receiving _____	Date/Time of Issuance _____

Student Verification

Helpdesk Serial No _____
CGPA _____
Zambeel Status _____