



## 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	2	4	-	1	0	-	0	0	1	5
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Date \_\_\_\_\_  
DD/MM/YY

Student/Alumni Name Obaid Tariq Gender Male Student Signature \_\_\_\_\_

Academic Programme PHD 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 # 322569 Date \_\_\_\_\_ Amount \_\_\_\_\_

	<u>No of Copies</u>
<input type="checkbox"/> Unofficial Transcript (unsigned Grade Summary for Undergraduate Program only)	12
<input type="checkbox"/> Grade Slip (Semester <u>Fall</u> <u>2018-2019</u> )	_____
<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)

	<u>No of Copies</u>
<input type="checkbox"/> Attestation of Documents (One copy per original at a time)	7
<input type="checkbox"/> Train Concession Letter (only for current students)	_____

Departure Date \_\_\_\_\_ Return Date 12/02/18 Destination \_\_\_\_\_  
DD/MM/YY DD/MM/YY

### For Registrar Office Use Only:

Received by _____	Request form forward to _____ (for processing)	Processed request received _____ by helpdesk	Issued by <u>Usman Jussa</u>
Date/Time of Receiving _____	Date/Time of Forwarding <u>22/05/17</u>	Date/Time of Receiving _____	Date/Time of Issuance _____

### Student Verification

Helpdesk Serial No \_\_\_\_\_  
CGPA \_\_\_\_\_  
Zambeel Status Active