



## COMSATS Institute of Information Technology

30, Sector H-8/1, Islamabad Pk. (92-51) 9258481-82, 4448371-72, Fax: (92-51) 4442805

### Directorate of Academics

CIIT/ISB/ADR-Acad/Admin/12/08 18495

December 17, 2008

Subject: Inter-campus Migration Form

This is to bring into the kind information of all the concerned that a prescribed form has been designed for the cases of inter-campus migration at CIIT.

Therefore, in future all the inter-campus migration cases shall be processed on the said prescribed form alongwith the required documents (mentioned in the migration form).

The request of the student for inter-campus migration shall be forwarded by the concerned department to the Director of the respective campus for approval. The request shall then be forwarded to the Director of the Destination campus for approval. After the approval the case shall be forwarded to the Directorate of Academics for further action.

*'Inter-campus migration may be allowed to any student on case to case basis, only under special circumstances, with the mutual consent of the two campuses, and after the approval of the competent authority. Migration shall only be allowed in the same discipline, before commencement of a semester and on possession of Good Academic Standing status by the student.'*

Copy of 'Migration Form' is enclosed herewith.

Moreover, the last date for the applications of inter-campus migration to be received at Directorate of Academics is 15-01-2009.

*Nadeem uddin Qureshi*

Nadeem uddin Qureshi  
Additional Registrar (Academics)

#### Distribution:

1. All Directors, CIIT Campuses;

CC:

PS Director Academics

*CS*  
*23/12*  
*AR(acd)*  
*keep with Migration file*  
*24/12/08*

