SZABIST

<u>DEGREE CLAIM FORM</u>

Full Name:	_____
Registration No.:	_____ Program / Faculty: _____
Year of Admission:	_____ Date of Completion: _____
CGPA Obtained:	_____ Cr. Hrs. Completed: _____
No. of Compulsory Courses	_____ No. of Elective Courses: _____
No. of Extra Courses:	_____
Email Address:	_____ Cell No. _____

I hereby certify that I have completed all the required core and elective courses, and as well as the credit hours, for the program of study in which I was admitted.

I undertake that all the above information is accurate. I am aware that, in case of any incorrect information, University may take any action against me.

Date: _____ **Student Signature:** _____

Note: **You must collect the Degree Claim Form as soon as you complete your degree requirement and get it signed by your relevant Program Manager, thereafter submit it to the Records office.**

In order to get your degree in Convocation; you must submit the Clearance Form to the Records Dept. before the deadline as announced by the Record Dept. If you fail to submit your Clearance Form by the deadline; then your degree will be conferred in Absentia. Please note that Transcript and Degree will be issued upon submission of your Clearance Form.

INSTRUCTIONS FOR STUDENTS ON PAGE 2.

For Office Use Only – (To be filled by the Relevant Program Manager)

▪ Specialization (for MS/CS Batch 2014 and onwards): _____

▪ The student has completed the following:

	YES	**NO**
▪ Compulsory Courses	☐	☐
▪ Elective Courses	☐	☐
▪ Required # of Credits	☐	☐

▪ Course Replacement given for the following courses:

Compulsory Courses	**Replacement Courses**
1.	
2.	
3.	
4.	

Date: _____ **Program Manager's Signature:** _____

Please tick one of the following:

☐ **Option I**
I will get my degree in the forthcoming convocation and I am ready to pay Rs. 15,000/= as regular degree fee and Rs. 11,000/= as Gown Charges.

Date: _____ Student Signature: _____

☐ **Option II**
I want my degree urgently. I am ready to pay Rs. 20,000/= as an urgent degree fee. I am also interested in attending the forthcoming convocation and I am ready to pay Rs. 11,000/= as Gown Charges.

Date: _____ Student Signature: _____

☐ **Option III**
I want my degree urgently. I am ready to pay Rs. 20,000/= as an urgent degree fee. I will not be available to attend the forthcoming convocation.
  (a) Your name will be placed under the "Degree in Absentia" category, and you will not be allowed in the convocation.

Date: _____ Student Signature: _____