

Participant Relations Section (PRS)

Issuance of Letters

Policy and Requirements

Bonafide Letter

Policy	Requirements
<ul style="list-style-type: none"> Participant should be currently registered in a particular semester or degree should be completed Charges for normal Bona fide Letter are Rs. 200/- Charges for urgent Bona fide Letter are Rs. 500/- The fee challan can be received from Participant Accounts Helpdesk, 1st Floor, Admin Building or by sending request to prshelpdesk@umt.edu.pk The letter can be received from PRS Helpdesk on the next working day after 4:00 pm in case of normal Bona fide Letter and after 2 working hours in case of urgent Bona fide Letter Request will not be entertained until all the outstanding dues payable to UMT are cleared The request might get delayed if status of the participant is unclear in the record Processed request not collected within one month from the day of request will be discarded 	<ul style="list-style-type: none"> Request must be sent to prshelpdesk@umt.edu.pk along with the following: <ul style="list-style-type: none"> ➤ Paid challan of RS. 200/- on normal basis ➤ Paid challan of RS. 500/- on urgent basis ➤ Copy of the Matriculation Certificate or a copy of the final transcript in case of a graduated participant

English Proficiency Letter

Policy	Requirements
<ul style="list-style-type: none"> Should be currently registered in a particular semester or degree should be completed Charges for normal English Proficiency Letter are Rs. 200/- Charges for urgent English Proficiency Letter are Rs. 500/- The fee challan can be received from Participant Accounts Helpdesk, 1st Floor, Admin Building or by sending request to prshelpdesk@umt.edu.pk The letter can be received from PRS Helpdesk <ul style="list-style-type: none"> ➤ on the next working day after 4:00 pm in case of normal English Proficiency Letter ➤ after 2 working hours in case of urgent English Proficiency Letter Request will not be entertained until all the outstanding dues payable to UMT are cleared The request might get delayed if status of the participant is unclear in the record Processed request not collected within one month from the day of request will be discarded 	<ul style="list-style-type: none"> Request must be sent to prshelpdesk@umt.edu.pk along with the following: <ul style="list-style-type: none"> • Paid challan of RS. 200/- on normal basis • Paid challan of RS. 500/- on urgent basis • Copy of Matriculation Certificate or a copy of the final transcript in case of a graduated participant



Participant Relations Section (PRS)

Hope Certificate

Policy	Requirements
<ul style="list-style-type: none"> • May apply only in the graduating semester • Charges for normal Hope Certificate are Rs. 100/- • Charges for urgent Hope Certificate is are Rs. 500/- • The fee challan can be received from Participant Accounts Helpdesk, 1st Floor, Admin Building or by sending request to prshelpdesk@umt.edu.pk • The letter can be received from PRS Helpdesk <ul style="list-style-type: none"> ➤ on the next working day after 4:00 pm in case of normal Hope Certificate ➤ after 2 working hours in case of urgent Hope Certificate • Request will not be entertained until all the outstanding dues payable to UMT are cleared • The request might get delayed if status of the participant is unclear in the record • Processed request not collected within one month from the day of request will be discarded 	<ul style="list-style-type: none"> • Online request must be sent to prshelpdesk@umt.edu.pk • Duly approved/endorsed by the Batch Advisor/CoD/Dean • A copy of Matriculation Certificate • Paid voucher

No Objection Certificate

Policy	Requirements
<ul style="list-style-type: none"> • NOC can be applied in case a participant has graduated or officially dropped from the degree program • Charges for normal No Objection Certificate are Rs. 1000/- • Charges for urgent No Objection Certificate are Rs. 1500/- • The fee challan can be received from Participant Accounts Helpdesk, 1st Floor, Admin Building or by sending request to prshelpdesk@umt.edu.pk • The letter can be received from PRS Helpdesk <ul style="list-style-type: none"> ➤ on the next working day after 4:00 pm in case of normal NOC ➤ after 2 working hours in case of urgent NOC • Request will not be entertained until all the outstanding dues payable to UMT are cleared • The request might get delayed if the status of the participant is not clear in the record • Processed request not collected within one month from the day of request will be discarded 	<ul style="list-style-type: none"> • Online request must be sent to prshelpdesk@umt.edu.pk • A copy of the Matriculation Certificate in case of drop out or a copy of final transcript in case of a graduated participant • Paid voucher



Participant Relations Section (PRS)

Project Letter

Policy	Requirements
<ul style="list-style-type: none">• May apply if final project is registered• No fee will be charged for the issuance of project letter• The letter can be received from PRS Helpdesk on the next working day after 4:00 pm• Request will not be entertained until all the outstanding dues payable to UMT are cleared• The request might get delayed if status of the participant is unclear in the record• Processed request not collected within one month from the day of request will be discarded	<ul style="list-style-type: none">• Online request must be sent to prshelpdesk@umt.edu.pk• Duly approved/endorsed by the Batch Advisor/CoD/Dean• A copy of the Matriculation Certificate