**University of Management and Technology**

**Clearance Form**

**Note: In case of leaving university before degree completion (dropout, credit transfer) the 1st point of clearance is OSSR**

Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Capital letters and as per matric certificate)

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Capital letters and as per matric certificate)

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Specialization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Credit Hours Completed: \_\_\_\_\_\_\_\_\_ CGPA: \_\_\_\_\_\_\_\_\_, Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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Address (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address (Office, if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |  | Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  |  |
| **Clearance required for:** | | | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Final Transcript (FT) | |  |  | Interschool Program Change | | | | | |  |  |  | Semester Leave |  |  |  | Leaving University | |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  | **Participant’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |  |
|  | **Departmental Clearances** | | | |  |  | |  |  |  |  |
|  |  |  | | | |  | |  |  |  | | |  |  | | |  |  |  |  |  |
|  | **Name of Department** | | | | | | |  |  | **Location** | | |  | **Signatures with date** | | |  |  | **Office Stamp** |  |  |
|  | Office of Student Success & Retention  (OSSR) | | | | | | |  |  | 2nd Floor, Center block, Main Building | | |  |  |  |  |  |  |  |  |  |
|  | Office of Controller of Examinations (OCE) | | | | | | |  |  | 1st Floor, Admin Block | | |  |  |  |  |  |  |  |
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|  | Office of Learning Resource Center (LRC), | | | | | | |  |  | Ground Floor, Library | | |  |  |  |  |  |  |  |  |  |
|  |  |  | Building | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
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|  | Office of Information Processing Center | | | | | | |  |  | 1st floor North Block, | | |  |  |  |  |  |  |  |  |  |
|  | (IPC), | | | |  |  | |  |  | Main Building | | |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | |  |  | 3rd Floor Admin Block | | |  |  |  |  |  |  |  |  |  |
|  | Alumni Office - OER, | (Only for FT) | | | |  | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  | | |  |  |  |  |  |  |  |  |  |
|  | Labs (Engineering Students Only) | | | | | | |  |  | SEN Building | | |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  | | |  |  |  |  |  |  |  |  |  |
|  | Scholarship Department (Scholarship | | | | | | |  |  | 1st Floor, Admin Block | | |  |  |  |  |  |  |  |  |  |
|  | Holders/ Financial Assistance only), | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | |  |  | 2S-35, Level-2, | | |  |  |  |  |  |  |  |  |  |
|  | Office of Technology Support (OTS), | | | | | | |  |  | South Block | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  | Main Building | | |  |  |  |  |  |  |  |  |  |
|  | Office of Career Services (OCS) | | | | | | |  |  | 2nd Floor Admin Block | | |  |  |  |  |  |  |  |  |  |
|  |  | | | | | | |  |  |  | | |  |  |  |  |  |  |  |  |  |
|  | Office of Participant Accounts (OTR) | | | | | | |  |  | 1st Floor, Admin Block | | |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | |  |  | Abbas Block, Mustafa | | |  |  |  |  |  |  |  |  |  |
|  | Hostel (UMT Hostel Residents only), | | | | | | |  |  | Town, Wahdat Road, | | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  | Lahore | | |  |  |  |  |  |  |  |  |  |
|  | Office of The Registrar (ORG) | | | |  |  | |  |  | 1st Floor, Admin Block | | |  |  |  |  |  |  |  |  |  |
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**Note:** For Final Transcript, please attached attested photocopies of CNIC and all previous Certificates/  Degrees with picture (white or blue background)

