



# Participant Relationship Section

## Semester Hold Process

### Conditions:

- ❖ You may apply before the beginning of that particular semester till Add/Drop week without any fine
- ❖ Student ID will be renew at the time of Semester unhold, New SID issuance fee will be applicable.
- ❖ All policies and fee package will be apply as per new student ID
- ❖ Student may not apply for refund at time of unhold semester
- ❖ Participant must meet admission criteria of the program at the time of semester unhold

1: Write an application for Semester Hold

### Requirements if SID issued:

- ❖ Clearance from Accounts only **if classes not start**
- ❖ Clearance from IPC, Library, OTS, OSS & Accounts **if classes started**
- ❖ Related documentary evidence
- ❖ Applicant Student Card / Admit Card
- ❖ Father CNIC copy
- ❖ Applicant CNIC / B-Form Copy
- ❖ Undertaking on stamp paper
- ❖ Approval from Head Admission

### Requirements if SID not issued:

- ❖ Related documentary evidence
- ❖ Applicant Student Card / Admit Card
- ❖ Father CNIC copy
- ❖ Applicant CNIC / B-Form Copy
- ❖ Undertaking on stamp paper
- ❖ Approval from Head Admission

2: Submit Application to OPRM

### Requirements:

Filled form / application along with all required documents / evidence