



Participant Relationship Section

Steps for Readmission

Step 1

Process to change new student ID for same program

Step 2

- ❖ Account / Scholarship transfer from previous ID to new ID(If any)

Conditions for Readmission

- ❖ Participant must meet admission criteria of the program
- ❖ Rs. 5000/= New ID Issuance Fee
- ❖ Dean's Approval
- ❖ All policies and fee package according to new batch will be applicable
- ❖ Credit transfer with less than 2CGPA will not allowed as per policy

Reasons for Readmission

- ❖ Due to low CGPA
- ❖ Hold 1st semester due to any reason
- ❖ To improve CGPA

Participant Relationship Section

STEP 1

Readmission in Same Program

1: Fill Inter School program change form

Requirements:

- ❖ Attach all copies of Previous Academic Certificates and degree's, CNIC Copy self and father, 2 photographs and a copy of domicile.
- ❖ Approval from the new school DEAN
- ❖ Approval from Advisor

2: Clearance

Requirements:

- ❖ Drop pre-registered courses
- ❖ Get clearance from IPC, LRC and OTR.
- ❖ Pay Voucher of worth Rupees 5000/-

3: Submit Application to PRS Help Desk

Requirements:

- ❖ Filled and approved form along with all required documents and paid voucher

**After Approval
Move to STEP 2**

Participant Relationship Section

STEP 2

Account / Scholarship transfer

1: Account Transfer

Requirements:

- ❖ Fill a general application form for account / fee transfer.
- ❖ Mention both IDs (old and new one) to transfer

2: Scholarship Transfer

Requirements:

- ❖ Scholarship form available at Photo Copy Shop and also available online
- ❖ The prescribed Scholarship form shall submitted in PRS front desk along with the required documents.

Conditions:

- ❖ Step 1 need to be completed properly
- ❖ New SID must be issued
- ❖ Preferable if step is also completed