



Participant Relations Section

University Leave	Process & Requirements
Name	Requirements
University Leave	<p>For New Intake (if SID issued)</p> <ul style="list-style-type: none"> • University Leave request must be sent through prshelpdesk@umt.edu.pk duly endorsed by the Batch Advisor/CoD • Copies of all previous academic credentials • Participant valid CNIC/B-Form copy • Original SID Card (If issued) • Clearance from SSI, OTE, LRC, USH and OTR • Registrar will approve University Leave <p>For New Intake (if SID not issued)</p> <ul style="list-style-type: none"> • University Leave request must be sent through prshelpdesk@umt.edu.pk duly signed/approved by the Head Admissions and it will be submitted at PRS Help Desk • Applicant valid CNIC/B-Form copy • Original reference slip / card • Clearance from SSI, USH and OTR • Registrar will approve University Leave • Refund form (if required) <p>For old batches</p> <ul style="list-style-type: none"> • University Leave request must be sent through prshelpdesk@umt.edu.pk duly endorsed by the CoD/Dean • Participant valid CNIC/B-Form copy • Original SID Card • Clearance from SSI, OTE, LRC, Hostel and OTR • Leaving university will only be allowed after getting clearance of all outstanding dues • Credit hour wise clearance is mandatory • Registrar will approve University Leave • Refund form (if required)