

### **STUDENTS' REGISTRATION**

#### **Question # 1**

When will I get my permanent NUST ID card?

#### **Answer:**

At joining, temporary ID cards are issued to the students with validity of four months. However, efforts are made for issuance of permanent NUST ID cards within eight weeks.

#### **Question # 2**

What should I do if my temporary ID card is lost or faded out?

#### **Answer:**

Following steps are required for issuance of duplicate temporary ID card:-

- Student will apply online through LMS
- Will fill in the form complete in all respects
- Will print the duly filled form, get signatures of class Advisor, parents/guardian
- Deposit Rs. 200/- in Accts Branch SEECS. In case card is faded out no amount is required
- Will upload clearly visible scanned copy of fee slip and complete proforma
- Will report Exams Branch SEECS alongwith a picture (1x1) to fill in the temporary ID card and will submit original proforma and original deposit slip
- The request will be forwarded to Main Office NUST within 2 working days
- Will be informed through email when card is ready for collection which may take 3 working days

#### **Question # 3**

What should I do for issuance of permanent NUST ID card in case of loss or faded out?

#### **Answer:**

Following steps are required for issuance of permanent NUST ID card in case of lost:-

- Student will apply online through LMS
- Will fill form
- Print the filled form, get signed from the respective class Advisor, parents/guardian
- In case of loss, you are required to deposit Rs. 500/- in NUST tuition fee account (HBL) No. 22927000267401 for fading out fee is not required
- Upload the clearly visible scanned copy of fee slip and duly completed proforma
- Will submit original deposit slip in Exams Branch
- The request alongwith original deposit slip will be forwarded to Main Office NUST within 2 working days

- Will be informed through email when card is ready for collection which may take 3 working days

#### **Question # 4**

How to get registration for library?

#### **Answer:**

Following steps are required for registration of library

- Student will apply through prescribed proforma available at SEECs library
- Will fill the form and submit at info desk
- Form will be verified by Exams Branch and forwarded to Library
- After receipt of form in library, student will be registered immediately

#### **Question # 5**

What should I do if I need my original certificates?

#### **Answer:**

- Documents are returned on completion of degree program only. However, in exceptional cases, student may obtain the document for few days provided student has paid the undergoing semester fee
- Student has to apply on prescribed form available at info desk/SEECs website
- Get it verified from accounts officer that you have deposited semester fee
- Documents will be issued for specified time
- Return of the documents within specified time is responsibility of the student

#### **Question # 6**

What should I do if I don't have equivalent certificates of O/A levels?

#### **Answer:**

You have to deposit your original 'O' and 'A'/SSC & HSSC certificates alongwith equivalent certificates with exam branch at the time of your joining SEECs. It is your responsibility to acquire the equivalent certs from IBCC.

#### **Question # 7**

What should I do if I have to change my personal information in record?

#### **Answer:**

- Fill the relevant form available at SEECs Info Desk/Website
- Get it signed from your parents/guardian and submit at SEECs Info Office
- Subject to verification of signatures of parents/guardian, information will be updated

## **CLEARANCE**

### **Question # 1**

How can I get clearance after graduation?

#### **Answer:**

- Clearance form is available at SE ECS Info Office/Website
- You are required to get it signed from all concerned persons/departments mentioned on the form
- Submit duly completed form in Exams Branch for further processing

### **Question # 2**

How can I get clearance if I am leaving institute?

#### **Answer:**

- Clearance certificate is available at SE ECS Info Office/Website
- Student is required to get it signed from all concerned persons/departments mentioned on the form
- Submit duly completed form in Exams Branch for further processing

### **Question # 3**

What are pre requisites for clearance?

#### **Answer:**

- Payment of dues as per NUST policy
- Return library books
- Return of equipment issued from any lab/ITS department
- Return of NUST ID card

### **Question # 4**

When can a student start his clearance process and how long does it take?

#### **Answer:**

A student can get institute clearance on following reasons and it may one day:-

- After passing out the degree program
- Withdrawn academically
- Wants to leave at own request

### Question # 5

What is the process of getting clearance in the most efficient way?

#### Answer:

There is no short cut. A student in his own interest has to get is signed as per procedure mentioned above.

### Question # 6

Can I use any of the student services after clearance?

#### Answer:

No

### Question # 7

What happens if a student owes an item to any one department but gets clearance from all other departments?

#### Answer:

He/she has to return items

### Question # 8

Can someone collect my documents on my behalf?

#### Answer:

Follow under mentioned procedure:-

- Student will send an email on exam@seecs.edu.pk alongwith details of authorized person on his behalf to collect the document
- Student himself will be responsible for any damage/loss
- Mention name, father name, CNIC No of the authorized person and authorized person must bring a copy of his/her CNIC

## **ISSUANCE OF PROVISIONAL CERTIFICATE**

- Student will apply online through LMS
- Will fill in the form alongwith brief description of requirement (certificate will be prepared according to the description)
- Required to pay Rs. 100/- with SEECs Acct Office through deposit slip
- Will upload the clearly visible scanned copy of the form, fee slip and any supporting documents (if required)
- Normally two working days are required for issuance of the certificate
- Student will be informed through email when certificate is ready
- Will submit original deposit slip in Exams Branch SEECs at the time of collection

## **ISSUANCE OF DEGREE BEFORE CONVOCATION**

- Only UG students are eligible to apply for issuance of degree before convocation. PG students are required to contact PGP Dte Main Office NUST
- Will deposit Rs. 1000/- in HBL account no 22927000267401
- Will submit original deposit slip in Exams Branch SEECs alongwith form
- The request will be forwarded to Main Office NUST within 2 working days
- Student will be informed through email when degree is ready for collection, which may take a month.

## **ISSUANCE OF TRANSCRIPT**

- Current students and those who have qualified within last 60 days are eligible to apply for transcript through the system. Off-Campus students to approach Front Office, Student Affairs Dte, Concordia-I.
- Will deposit Rs. 500/- (per copy) for normal processing and an additional Rs. 500/- for urgent processing
- Will insert the delivery information carefully alongwith clearly visible scanned copy of CNIC of authorized person and authority letter
- Will get clearance on accounts clearance certificate from Accts Branch SEECs (certificate held with Accts Branch)
- Will upload the clearly visible scanned copy of the deposit slip and accounts clearance certificate
- Will submit original deposit slip in Exams Branch at earliest
- The request alongwith original deposit slip will be forwarded to Main Office NUST within 2 working days
- Main Office NUST is likely to prepare the transcript within 7 working days for urgent and 15 working days for normal processing
- Time frame for issuance of transcript will commence on receipt of application in Main Office NUST
- Student will be informed through email when transcript is ready for collection