



THE UNIVERSITY OF CHAKWAL
Office of the Admission & Registration & Student Affairs
Main Campus, Talagang Road, Chakwal. Tel: 0543-551224

University Clearance Form

Student's Name																				
Father's Name																				
Registration Number											CNIC									

Contact No.: _____ Department: _____ Degree Program: _____

Sr. #	Fields	Designated Person	Signature with Stamp
i	Departmental Library	Departmental Focal Person	
ii	Department Labs	Lab In-charge	
iii	Head of Department	Head of Department	
iv	Central Library	Librarian	
v	Proctorial Board	Chief / Secretary	
vi	Transport Office	Transport Officer	
vii	Sports Office	Advisor	
viii	Hostel Warden	Hostel Warden	
ix	Registration Office	Deputy Registrar / Assistant Registrar / Director	
x	Receipt Section (Treasurer Office)	Assistant (Receipt Section)	
xi	Examination Office	Deputy / Assistant Controller	

Date: _____ Student's Signature: _____

Note: All the above fields should be duly signed and stamped by the designated officer in the prescribed cell.

Student Name: _____ Signature: _____

Concerned Officer Name: _____ Signature: _____



Procedural Guidelines

- i. Departmental Librarian / Focal Person will confirm that the student does not owe the department any book(s) or any other departmental library's information material(s).
- ii. Lab Engineer / Supervisor will confirm that the student does not owe the department any lab equipment or any other lab's information material(s).
- iii. The head of department will check that the student has covered all the required credit hrs, meet the required attendance of enrolled subjects and no departmental/lab dues are pending.
- iv. The librarian will confirm that the student does not owe the university any book(s) or any other library's information material(s).
- v. Chief proctor / Secretary checks any violation of Students Discipline Rules and fine impose
- vi. The transport officer will verify that no dues are pending against the student.
- vii. Advisor sports will verify the students for any pending dues.
- viii. The Warden has to verify that no outstanding fee is pending for the services/hostel availed by the student.
- ix. The Registration Officer will collect the student card from student at the time of clearance.
- x. The Student Fee Section will check that the student has cleared his / her semester dues and Fine.
- xi. Examination office will check the student's total credit hours and other degree requirements

Note:

- The students who has completed all the requirements of their relevant degree program and do not want to improve any of their course(s) in summer semester or in a regular semester can apply for clearance.
- Students applying for Degree/Transcript has also to fill the prescribed proforma available on university website at www.uoc.edu.pk and attach this clearance form with Degree/Transcript application form.