Dated: __________

**DOCUMENTS REQUIRED FOR TRANSCRIPT**

Name: ________________________ Reg. No. _________ Email: ________________________

**Program:** [ ] BBA (H) [ ] MBA [ ] B.E [ ] MS [ ] ADMS [ ] BMS [ ] BS [ ] PhD

**Type of Transcript:** Complete: [ ] Incomplete: [ ] on plain sheet: [ ] Camp. Transfer: [ ]

<table>
<thead>
<tr>
<th>Degree / Program</th>
<th>Marksheet</th>
<th>Certificate / Degree (Receipt)</th>
</tr>
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<tbody>
<tr>
<td>Matriculation / O Level</td>
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<td></td>
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<tr>
<td>Intermediate / A Level</td>
<td></td>
<td></td>
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<tr>
<td>IBCC Equivalence Certificate</td>
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<tr>
<td>(for A &amp; O level’s)</td>
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<tr>
<td>Bachelor’s</td>
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<tr>
<td>Master’s</td>
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<tr>
<td>Any other document / Transfer Form / GAT / Evidence for requesting Incomplete transcript on format.</td>
<td></td>
<td></td>
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<tr>
<td>Dues clearance from EDP.</td>
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</table>

**Note:** Requirements of Placement Department are mentioned on Placement Form (Page 05).

_________________________              ____________________________
Student’s Signature                  Received by:
                                      SIC Officer/Coordinator

**Student Receipt**

Dated: __________

Name: ________________________ Reg. No. _________ Prog: ________________________

**Type of Transcript:** Complete: [ ] Incomplete: [ ] on plain sheet: [ ] Camp. Transfer: [ ]

_________________________              ____________________________
Student’s Signature                  SIC Officer/Coordinator

For transcript information contact to SIC Deptt. 111-264-264, Main 1028, EDC 1080.
APPLICATION FOR TRANSCRIPT  
(COMplete Program)  

Name: ___________________________________________ (In Block Letters)  
Father’s Name: ___________________________________________ (In Block Letters)  
Registration No: ___________________ Phone/Mobile No. ___________________  
E-mail address ________________________________________________  
Date of Admission (mention term and year) ________________________  
Program  [ ] BBA (H)  [ ] MBA  [ ] B.E  [ ] M.S  
[ ] BMS  [ ] BS  [ ] BCS/BIT  [ ] PhD  
Field of Specialization ___________________________ by Majors__________  
(In complete cases only)  
Signature of Chairman of the Dept ________________________________  
(In case of programme completed only)  
Transcript already issued (if any) _________________________________  
Transcript required for term (s) _________________________________  
Are you enrolled in current term? ________________________________  
(Course names) / Project  

Signature of Applicant ___________________________ Date of application ____________  

Verified by Accounts  
Officer Dues Clear)  
Verified by Head IRC  

Transcript Received By  
Name: ________________________________  
Signature: ____________________________  
Controller of Examination  

STUDENTS CLEARANCE CERTIFICATE

Certifies that nothing is outstanding against Mr./ Mrs./Miss. ____________________________
Registration #: ______________ Programme/Deprt: __________________ Date: ________
at the time of leaving the Institute:-

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Resource Center</td>
<td></td>
</tr>
<tr>
<td>Head of Department</td>
<td></td>
</tr>
<tr>
<td>Accounts Department</td>
<td></td>
</tr>
<tr>
<td>Placement Department</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Registrar

I affirm that irrespective of the above clearance given by Respective Department I do not owe
anything to Iqra University, If any due is found against me, I authorize Iqra University
Management to recover the same from my final account.

Signature______________________________

Cheque issued in favor of (Capital Letter)
PROGRAM COMPLETION FORM

Dated: ____________

Registration No. ________________________________________________

Student Name: _________________________________________________

Program/Department: ____________________________________________

Degree Completed: _____________________________________________

Semester: ______________________________________________________

No. of courses completed: _______________________________________

No. of course(s) (failed): ________________________________________

No. of course(s) (withdrawn) _____________________________________

Next enrollment (Degree): _________________________________________

Student Signature & Date: _______________________________________

Sign. Of Chairman of the Department: _______________________________

Signature of Manager Corporate Service & Placement: ______________

Note: Please attach incomplete Transcript
REQUIREMENTS BY PLACEMENT DEPARTMENT

1. Your profile for the Graduate Directory has to be submitted online via the GD Profile Builder in the Placement Portal of your IULMS account. Guidelines for which are in the following page.
2. The candidate is required to appear in formal attire in order for their picture to be clicked at the time of clearance.
3. Photocopies of an Internship Certificate (minimum 8 weeks) and an Internee Evaluation Form duly signed and stamped by the reporting authority OR a Job Experience Letter.
4. Please mention your Name, Registration No., Program, Graduating Semester & Contact Number behind the Internship Certificate or Job Letter.

Contact Personnel:

Hassan Ali Rind Baloch
Officer Placement

Mahaseb Akhlaq
Officer Placement

Contact Details:
111-264-264 (Ext: 9241-42)
021-35310814
GUIDELINES FOR THE GRADUATE PROFILE

1) Do not use Apostrophe, Inverted Commas or Brackets
2) Do not use full stop at the end of Reports & Projects, Extra-curricular activities, Field of Interest and Skills & Interest
3) First letter of Proper Nouns should be in Uppercase (Eg. Name of Institutes, Course Names & Name of Organizations)
4) Check your Address, Email Address and CNIC No. to be correct and appropriate.
5) Objective should be a two way statement in a sense that it contains a candidate’s ambitions and desired workplace environment and field along with what the candidate would provide for the organization.
6) Personal Statement should not be confused with personal summary or description. It is a single sentence general statement that reflects on one’s personality or motto in life without being subjective. You can use a quote here as well.
7) Field of Interest should be in harmony with objective and work experience while being specific fields of core functions. For eg. If majors in Human Resource Management then examples would be Recruitment & Selection and Training & Development or for Engineering would be Networking and Transmission
8) Work Experience would come in chronological order with the latest being first
9) In Education please write Grades and CGPA, percentages and divisions are not accepted
10) Reports & Projects should contain detailed information
   a) For Reports the sentence begins with the indication of what it is (Thesis/Report/Research Report/ Business Plan/Marketing Plan) followed with the title and brief information about it (within specified character limit) followed by what (course/client/organization) it was made for
      Examples:
      i) Thesis on TQM and Operational Performance an Analytical Methodology
      ii) Marketing plan for launch of new product Tech-Z for Principles of Marketing course
      iii) Business plan with feasibility report on YummyLicious, a cafe for Entrepreneurship course
      iv) Research report on Economic Conditions of Pre-war Syria for Research Project I & II courses
   b) For Projects the sentence begins with the role of the candidate (Designed, Implemented, Developed, Directed, Produced) followed by the indication of what it is followed with the title and brief information about it (within specified character limit) followed by what (course/client/organization) it was made for
      Examples:
      i) Designed Automobile Control via Bluetooth using Windows Hyper Terminal as Final Year Project
      ii) Implemented the Dijkstra Algorithm to use with Java Language via IDE Eclipse for Microcontroller course
      iii) Art Director for short film named Khushi for Art Direction course
      iv) Developed Media for Shezan Jam and Jelly for Media Buying and Planning course
      v) Directed a short film named Kainaat for Art Direction course
11) Extra-curricular Activities should not be confused with interests. The sentence begins with the role of the candidate (Attended/Participated/Organized/Member) followed by the indication of what it is followed with the title and brief information about it (within specified character limit) followed by whom it was organized by (If not organized by Iqra University), where and when (which year) it occurred.
   Example:
   a) Hosted the Iqra University Awards 2012
   b) Attended CEO Talks with Mr. Jahangir Piracha, CEO, Engro Powergen held at Iqra University
   c) Organized IU-Techies 2015 at Iqra University in 2014
   d) Won All Karachi Football Tournament organized by P&G in 2015
   e) Attended training on Personality Development by Reckitt & Benckiser at Iqra University in 2016
12) Skills & Interests should be to the point and have their first letters capital.
   Example:
   a) Presentation Skills
   b) MS Office
   c) Blogging
   d) Reading Non-Fiction
UNDERTAKING  

Dated: _________

I ______________________________ S/o. / D/o. ______________________________

bearing Registration No. ________________, Student of ________________,

have applied for my complete / incomplete transcript.

CORRECT NAME SPELLING

I undertake that, I follow my ______________________ Certificate / Degree to use my

father name and my name spelling which are :-

Name: ______________________________

Father’s Name: ______________________________

The above information must be printed on my Transcript and Degree.

UNAVAILABILITY OF DEGREE / CERTIFICATE

I undertake the (incase of unavailability of previously earned degree / certificate), I will

submit a photo copy of my degree / certificate duly verified by the issuing University /
Board at the time of submitting my final degree application(s).

I fully undertaken that the information provided above is true, I have carefully read and
filled, incase of misrepresentation and misunderstanding, Iqra University, Karachi will not
be responsible by any mean.

Signature & Date:

For Master Degree: Bachelor Degree / previously earned.
Pass certificate will not be accepted.
The undertaking will be used for future reference.
ENROLLMENT FORM

Application for enrollment supported by the necessary certificate shall be submitted to the Registrar within 6 weeks of the date of admission in case of normal admission. The undersigned hereby applies for enrollment as a student of Iqra University.

My particulars are as under:-

Name: ________________________________ Reg. No. __________

Father’s Name: ______________________ Father’s Occupation: ______________________

Program: __________ Cell No. _______________ Phone________________________

NIC No. _________________ Marital Status: __________ Gender: __________

Date of Birth: _______________ Nationality: _______________ Religion _______________

Address: ____________________________________________________________

____________________________________________________________________

EDUCATION:

<table>
<thead>
<tr>
<th>Certificate of Degree</th>
<th>Board / University</th>
<th>Year of Passing</th>
<th>Division / Grade</th>
<th>Subject of Major Interest</th>
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<tbody>
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<td>Supplementary</td>
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<tr>
<td>Master Degree</td>
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</tr>
</tbody>
</table>

The above information is correct to the best of my knowledge Incorrect information may result in cancellation of enrollment / admission and detention from examination.

Date of Provisional
Admission in 1st Semester _____________

Signature of Applicant
CERTIFICATE

Certified that candidate has been admitted in this institution in ____________ term ______
Programs recommended for enrollment for the academic session ____________.

Date ________________

Assistant Registrar Enrollment

FOR OFFICE USE ONLY

The entries in the form have been checked and found in order. On the basis of the above information he / she be enrolled.

In charge (Enrollment)

The candidate may be enrolled.

DATE: ____________

REGISTRAR

IMPORTANT NOTES AND INSTRUCTIONS

1. Enrollment fee Rs. 200/= should be deposited in Accounts Department and the receipt be attached with application form.
2. This form should be invariably filled in by the candidate himself/herself.

<table>
<thead>
<tr>
<th>The fees of Transcripts:</th>
<th>Incomplete Transcript (On the format)</th>
<th>Rs.1000</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Complete Transcript (On the format)</td>
<td>Rs.2000</td>
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</tbody>
</table>

DOCUMENTS TO BE SUBMITTED -

Photocopies of the following documents duly attested by the Assistant Registrar / Deputy Registrar must be enclosed with the enrolment form, failing which enrolment will be liable to cancellation and the fee shall not be refunded.

2. Intermediate / A’ Levels Certificate and Mark Sheet.
3. Bachelor Degree and Mark Sheet (only for Master’s Programme Candidates).
4. Two recent photographs.
5. Any other necessary document(s) may be asked for.