

SoP on Temporary Withdrawal of Documents

1. The desirous student is to clear pending dues before availing the facility.
2. The individual has to apply on prescribed form (*copy attached*).
3. Documentary evidence justifying temporary withdrawal of documents is to be attached with the form.
4. The applicant is also required to attach the following undertaking (on Judicial Stamp Paper of any denomination), signed by the student and countersigned by parent/ guardian:

“I, (Regn No. Name, Program, Batch) have applied for temporary withdrawal of original academic documents due to (mention purpose).

I hereby undertake to assure that I will return the withdrawn documents within fifteen day after withdrawal.

I also undertake to accept that in case of non-compliance on my part, the university will suspend my academic activities as per rules until return of the documents.
5. The applicant is to get the form endorsed from the school Accounts Office, verifying payment of all dues including tuition fee, hostel charges, and miscellaneous fines, if any.
6. On completion of formalities, the form along with attachments is to be submitted in Exam Branch of the school.
7. On issuance of the documents, a tag describing “documents withdrawn” will be applied to Qalam account of the student.
8. For an extension in the period of documents retention beyond fifteen days, if so required, the above-stated process has to be repeated anew.
9. In case of violation of the policy / non-return of the documents by due date, the applied tag will be converted into Qalam restrictions including bar on access to transcript, withholding of results notification and non-enrollment in next semester.
10. This policy is issued with approval of competent authority for compliance, please.



NUST SCHOOL OF SOCIAL SCIENCES & HUMANITIES (S³H)

TEMPORARY WITHDRAWAL OF ORIGINAL ACADEMIC DOCUMENTS

Regn/Name/Class: _____

Req Documents: _____

Reason: _____

Contact: Phone No: _____ Email: _____

“I hereby attach documentary evidence for the request and an undertaking (on Judicial Stamp Paper), assuring to return the documents within fifteen days after receipt.”

Date:

Student Signatures

Verification by Accounts Branch, S³H

Payment of dues by the student is verified as under:

- a. **Tuition Fee:**
- b. **Hostel Charges:**
- c. **Misc Fines:**

Signatures with stamp

Remarks by DCE:

The student is eligible / not eligible for temporary issuance of academic certificates.

Signatures with stamp

Remarks by Principal: Approved / Not Approved

Signatures with stamp

Action by Exam Branch

Issuing Date: _____ Return Date: _____

Date:

Signatures, Issuing Staff