# UNIVERSITY OF HARIPUR

## STUDENTS CLEARANCE FORM

**Reason for Clearance**

☐ Exam Admit Card ☐ Migration ☐ Official DMC/Transcript ☐ Degree
☐ Admission cancellation ☐ Security refund

**A. Student's Details** **Date:___/___/20__**

| | | |
|---|---|---|
| Name of student: | Father Name: | |
| Department: | Program: | |
| Registration No.: | Roll No.: | |
| Current Semester: | Total semesters studied: | CGPA: |

**B. Clearance from departments:**

| SN | Department | Clearing officer | Signature | Date | Remarks |
|---|---|---|---|---|---|
| 1. | Library | | | | |
| 2. | Sports | | | | |
| 3. | Warden/provost | | | | |
| 4. | Transport | | | | |
| 5. | Chief Proctor | | | | |
| 6. | Treasurer | | | | |

**C. Subject attendance and evaluation (for Exam Admit Card only):**

| Course code | Course Name | Attand. (%) | Course evaluation | 's Evaluation |
|---|---|---|---|---|
| | | | YES / NO | YES / NO |
| | | | YES / NO | YES / NO |
| | | | YES / NO | YES / NO |
| | | | YES / NO | YES / NO |
| | | | YES / NO | YES / NO |

**Student sign:**_____ **Head of Department:** _____

**D. For use of Admission office/Dir. Undergraduate studies (for Exam Admit Card only):**

**Verifying Assistant:**_____ **Director:** _____

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**The University of Haripur**

**Examination Admit Card**

| | |
|---|---|
| Student Name: | Reg./Roll No.: |
| Department: | Program: |
| Semester: | **Director UGS/Admission**_____ |

Student applying for Exam admit card, attach one photo

Note: ERP generated form does not require signature of Dir. UGS/Admission, only HoD/Chairperson sign required.

## Procedural Guidelines

1. Librarian will confirm that the student does not owe the university any book(s) or any other library's information material(s).
2. Director sport will verify the students for any pending dues.
3. Transport officer will verify that no dues are pending against the student.
4. 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. If a student is short of required attendance in any subject, he/she will be not allowed to sit in that subject paper.
5. Warden/Provost has to verify that no outstanding fee is pending for the services/hostel availed by the student.
6. Chief proctor checks any violation of Students Discipline Rules and fine impose.
7. Student has to present clearance/admit card to teacher on entrance to exam hall, or to controller exam at the time of applying for any documents mentioned at the top of application.
8. Student applying for Degree has also to fill the prescribed proforma available on university website at www.uoh.edu.pk and attach this clearance form with Degree application form.