 **School of Chemical and Materials Engineering (SCME)**

**National University of Sciences & Technology (NUST)**

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| **APPLICATION FOR Temporary WITHDRAWAL OF ORIGINAL DOCUMENTS** |
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| Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Regn No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admission Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scholarship Availing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Specification of Required Documents: -  SSC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HSSC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    MS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Reasons for Withdrawal of Documents (Supporting doc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of last withdrawal of Documents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expected Date of Return of Above Documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acad Coord SCME |
| Fee paid up to (month/semester)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Accts Officer, SCME) |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HoD Concerned) |
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| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Program Coordinator) |
| **Counter sign by the Principal** |
| It is certified that I have read the instructions carefully and I have received my above mentioned original documents and I will return the same on the date mentioned above.  I understand that in case I don’t return the docs on due date,  I will NOT be allowed to register for subsequent semester and if I am a final year student, then my result will be withheld.  Student’s Signature  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**TEMPORARY ISSUANCE OFF ORIGINAL DOCUMENTS**

1. Few of the students require issuance of original documents on temporary basis mainly on following occasion:-
   1. Receipt of ISSB call form Armed Forces.
   2. For attestation of original documents from HEC.
   3. On receipt of Interview call form any of the department/organization for job after going through the selection process of tests extra.
   4. Applying studies abroad.
2. Student has to give application and personally request for issuance of original documents **along with original call letter and any other proof** totemporarilyget back his/her original documents.
3. Account officer of Concerned School/ College, will verify deposit of all fees/ dues till date, of the student applying.
4. The case of issuance of the document temporally will be processed as per student request after getting **approval form concerned Principal/Commandant.**
5. **Student has to submit an undertaking on a stamp paper for the needful,** indication the reason for temporary issue of original documents and time period return.
6. Acad Branch ensures that the student deposit back his/her original documents prior to expiry date.
7. **If any student fails to submit back the documents, his/her registration for subsequent semester will not be done and if he/she is final year student, then his/her result will be withheld.**
8. Proper record of temporary issuance of original documents is kept in Acad Branch.