

National University of Sciences & Technology, Islamabad
PGP Directorate
Request for Withdrawal from Postgraduate Programme

Part I (to be filled by the applicant)

1. Regn No _____ 2. Name _____
3. Discipline _____ 4. Institute _____
5. Reason for Withdrawal : **Own request (Fill Anx A)/Prolong Absence/Academic**
6. Address: _____
7. Email ID : _____ 8. Cell No. _____

Date _____

(Signature of Applicant)

Note: Please attach clearance certificate from the Institute.

Part II (To be filled by respective Institution)
Recommended for withdrawal with effect from

9. _____
(date of withdrawal)

Date: _____
(Signature of Principal/Commandant/HOD with stamp)

Part III
(For use at HQ NUST)

10. Particulars verified and recommended for withdrawal with effect from _____
Date _____ (Signature AD PGP)

11. Amount outstanding : Rs. _____
12. Security Amount Rs. _____

Date: _____
(Signature of Manager Fee, Fin Dte)

13. **Recommended for withdrawal**

Date _____

(Dir PGP)

14. **Approved/Not Approved**

Date _____

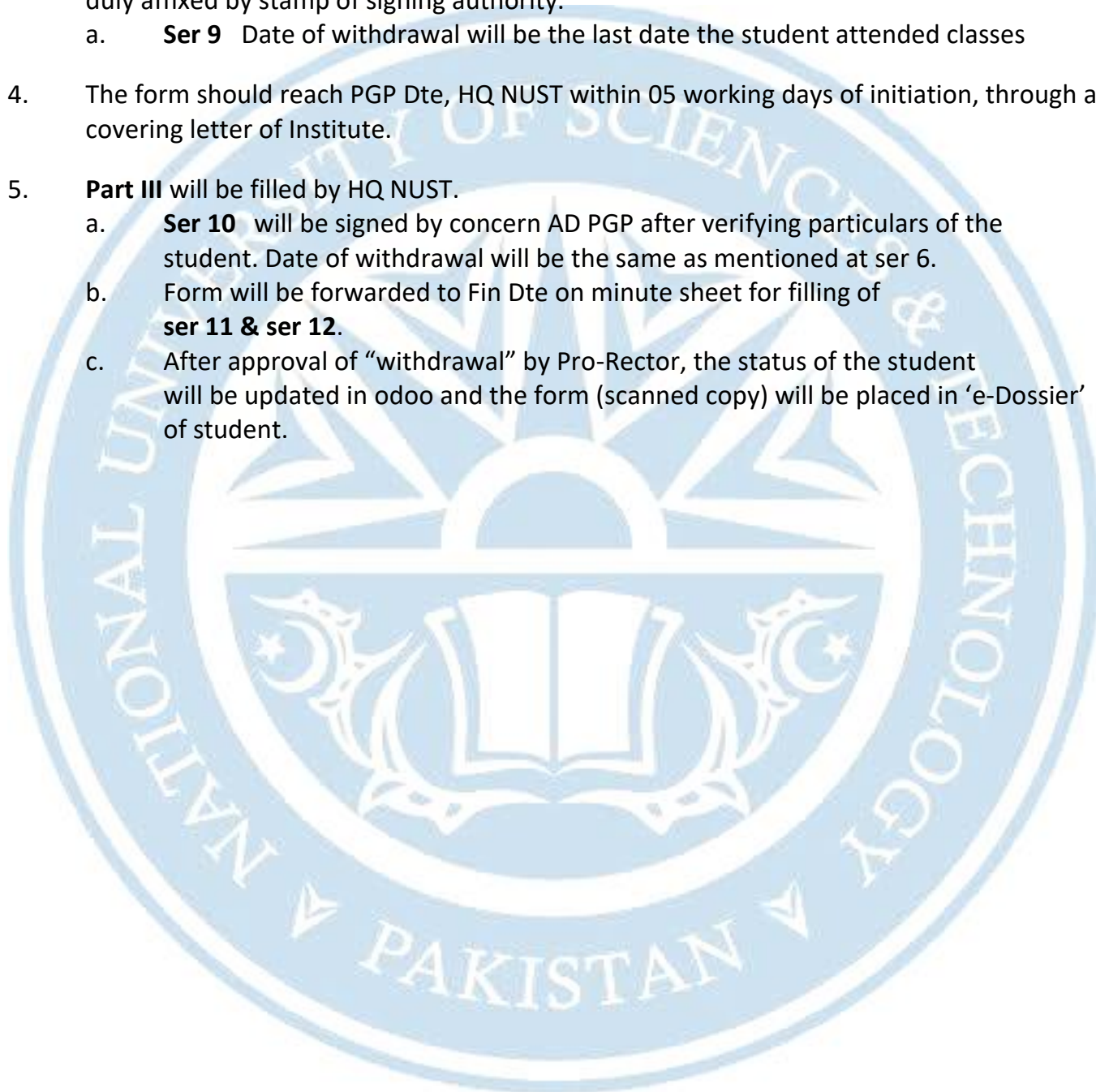
Pro-Ractor (Acad)

(Office use only)

15. Status updated on _____ (DPA)

Instructions for Filling

1. Student desirous of discontinuing his/her postgraduate studies will apply for withdrawal by filling “Request for Withdrawal from Postgraduate Program” form.
2. **Part I** of the form will be filled by student as following: - (All columns are mandatory)
 - a. **Ser 5** Tick any one of the reason for withdrawal
 - b. **Ser 6** Address will be on which the student desires to receive his/her cheque for amount due from NUST (Security deposit etc)
 - c. Student will also attach the clearance certificate issued by respective Institute with the form (Form will not be processed without clearance certificate).
3. **Part II** of the form will be “Recommended” by HoD of concern department of Institute, duly affixed by stamp of signing authority.
 - a. **Ser 9** Date of withdrawal will be the last date the student attended classes
4. The form should reach PGP Dte, HQ NUST within 05 working days of initiation, through a covering letter of Institute.
5. **Part III** will be filled by HQ NUST.
 - a. **Ser 10** will be signed by concern AD PGP after verifying particulars of the student. Date of withdrawal will be the same as mentioned at ser 6.
 - b. Form will be forwarded to Fin Dte on minute sheet for filling of **ser 11 & ser 12**.
 - c. After approval of “withdrawal” by Pro-Rector, the status of the student will be updated in odoo and the form (scanned copy) will be placed in ‘e-Dossier’ of student.



Withdrawn Students – Masters Program

1. Tick mark (√) in the box against appropriate reason: -

I withdrew from NUST Postgraduate program due to following reason(s): -

- a. Tuition Fee unaffordable
- b. Was not offered Scholarship
- c. Got admission in postgraduate program of other local university
- d. Got admission in postgraduate program of foreign university
- e. Timings of class did not suit me
- f. Due to job commitment
- g. Proper transport facility was not available
- h. Due to non-availability of hostel facility
- j. Discipline offered was not of my choice
- k. For reasons other than above, state reason: -

Note: If you would like to send an email Please feel free to write to regn_pg@nust.edu.pk

