

Final Transcript and Degree Clearance Form

I _____ Registration No: _____ of _____ Program,

have completed all degree requirements. Please issue cheque in favor* of _____

Contact No: _____ E- Mail ID: _____

**Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.*

Final Transcript and Degree Processing fee AED 525/- (Including 5% VAT)

Student (Sign & Date)

For Official Use

Admissions

Eligibility criteria fulfilled ☐

Remarks: _____

Admissions (Sign & Date)

Computer Lab

Remarks: _____

Lab Administrator (Sign & Date)

PRO

Remarks: _____

PRO (Sign & Date)

Library

Remarks: _____

Librarian (Sign & Date)

Finance Office

Remarks: _____

Finance Officer (Sign & Date)

Records Office

Remarks: _____

Records Controller (Sign & Date)

Remarks: _____

Head of Campus (Sign & Date)

STUDENT RECEIVING
(After Collection of Transcript and Degree)

All information reported on

☐ Final Degree is checked and does not require any corrections

☐ Final Transcript is checked and does not require any corrections

Received by: _____

Sign & Date: _____

Emirates ID # / Student Reg. # (in case of authority letter): _____

Please attach following mandatory documents:

- **Requirements for Bachelors Students:**

- a) Attested copy of Intermediate (Mark Sheet & Certificate) **OR** A' Level results (*A' Level students must submit Passport copy with father's name correctly spelt in English*) b. **Student's name, father's name and date of birth should exactly match all degrees & transcripts, Matric and Intermediate level qualifications and CNIC/Passport**
- b) Passport, Visa page copy and Emirates ID card copy.

- **Requirements for Masters Students:**

- a) Copy of Intermediate (Mark Sheet & Certificate) **OR** A' Level results (*A' Level students must submit Passport copy with father's name correctly spelt in English*)
 - b) Attested copy of Last Degree issued and Transcript copy of the same. (Please show the original attested documents while submitting the request form) *{If father's name is not mentioned on last transcript / degree, then the student MUST submit Passport copy with father's name correctly spelt in English}*
 - c) Passport, Visa page copy and Emirates ID card copy.
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INSTRUCTIONS:

- Extra course (s) if taken (elective/bi-major) _____
 - Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all the educational documents.
 - No changes will be made in Degree, Final Transcript & Pass Certificate once issued.
 - Only those candidates who become eligible to receive the Final Transcript & Pass Certificate will be eligible to receive the Degree*.
 - In case of nominating someone else to collect the Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the Emirates ID.
 - **Final Transcript and Degree Form must be submitted at the Records Department.**
- Transcript & Pass Certificate will be issued after approximately 3 months of official closing of semester.

UNDERTAKING FOR NAME & FATHER'S NAME
(AS MENTIONED ON MATRICULATION CERTIFICATE)

I, Mr./ Ms. _____

s/o / d/o _____,

Registration# _____ student of _____ Program at

Shaheed Zulfikar Ali Bhutto Institute of Science and Technology (SZABIST) Dubai

Campus; **HEREBY UNDERTAKE** that the Name, Father's Name & their Spelling

mentioned on the Intermediate Certificate and Marksheet/ A Levels Equivalence/ GED

Equivalence is correct and the same shall be used for the issuance of Final Transcript,

Pass Certificate & Degree by SZABIST. I hereby also acknowledge and understand that

all my educational documents, passport and CNIC should have the same name and

spelling as on the Intermediate Certificate and Marksheet/ A Levels Equivalence/ GED

Equivalence. SZABIST does not take any responsibility related to HEC attestation if

above are not adhered to.

EXACT Name, Father's Name, Spellings as per Intermediate Certificate and
Marksheet/ A Levels Equivalence/ GED Equivalence

STUDENT'S NAME IN CAPITAL LETTERS

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FATHER'S NAME IN CAPITAL LETTERS

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I will not request for any changes to be made once the Final Transcript & Pass Certificate is issued to me by SZABIST.

Student's Signature & Date

SZABIST

ALUMNI DATABASE FORM

Name: _____

Registration No.: _____ Passing year: _____

Degree Completed: _____ Major: _____

Organization of Employment: _____

Designation: _____

Office Address: _____

Office Phone: _____ Office Fax: _____

Office Email: _____

Residence Phone No: _____ Mobile: _____

Personal Email: _____

Signature

Date

Instructions: The candidate must fill and submit this form with the final transcript request from.



SZABIST GRADUATE SURVEY
Bachelor of Business Administration (BBA)

Name		Year of Graduation	
Registration No.		Program	
E Mail		Contact No	

A. Employment Status

- ☐ Employed
- ☐ Actively looking for a job yet unemployed
- ☐ Not seeking employment for some reason (family circumstances, further education etc.)

B. Please evaluate the quality of knowledge, faculty and program in the course of your studies		Excellent	Very Good	Average	Below Average	Poor
1.	Quality of instruction in your field					
2.	Quality of academic experience					
3.	Quality of teaching by faculty					
4.	Practicality of course material					
5.	Course related guidance by faculty					
6.	Accessibility of Program Manager/ HOC					
7.	Guidance/ Helpfulness by Program Manager/ HOC					

C. Please evaluate the quality of abilities developed over your course of studies		Excellent	Very Good	Average	Below Average	Poor
1.	Communicating effectively					
2.	Working effectively with computers					
3.	Critically analyzing information					
4.	Problem solving					
5.	Working or learning independently					
6.	Working cooperatively in a group					
7.	Applying quantitative principles and methods					
8.	Appreciating diversity					
9.	Understanding the interaction of society and the environment					
10.	Using management/leadership capabilities					



SZABIST GRADUATE SURVEY

Bachelor of Business Administration (BBA)

D. Please evaluate the use of the following educational practices in your course of studies		Nearly Always	Frequently	Seldom	Almost Never
1.	Practical application of course work				
2.	Field trips				
3.	Group discussions				
4.	Group/team projects				
5.	Computers' software				

E. Please evaluate services at SZABIST		Excellent	Very Good	Average	Below Average	Poor
1.	Library facilities and environment					
2.	Course Registration process					
3.	Fee Submission Process					
4.	Examination services					
5.	Internship and placement services by SPC					
6.	Student Advisor					
7.	Zabdesk user-friendly interface					
8.	Safety and security at campus					
9.	Cleanliness at campus					
10.	Labs, Wi-Fi and Printing facilities					
11.	Photocopying facilities					
12.	Recreation Room					
13.	Availability of drinking water					
14.	Washrooms facilities					

F. After your degree at SZABIST, how is your level of preparation for:		Excellent	Very Good	Average	Below Average	Poor
1.	An advance degree					
2.	Current or future job					
3.	Everyday life					
4.	Contributing to society					
5.	Life-long learning					