

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.

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

Master of Business Administration (MBA)

Name		Year of Graduation	
Registration No.		Program	<input type="radio"/> MBA 36 Credits <input type="radio"/> MBA 72 Credits <input type="radio"/> MBA 90 Credits
E Mail		Contact No	

A. Completing the required MBA courses enhanced my ability to		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Demonstrate well developed problem solving skills.					
2.	Work within teams and in multi-disciplinary environments.					
3.	Utilize analytical tools for decision making.					
4.	Create innovative business solutions.					
5.	Apply the body of knowledge in the functional areas of business at strategic level.					
6.	Identify the business research problems and suggest viable solutions through scientific research					
7.	Prepare and present research project reports in diverse academic and business forums					
8.	Seek continuous professional development.					
9.	Exhibit improved leadership skills.					
10.	Exhibit improved communication skills					

B. Completing the required MBA courses enhanced my understanding of		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Business Ethics					
2.	Social Responsibility					
3.	Environmental Sustainability					
4.	Gender equality					
5.	Globalization					

C. Please rate your satisfaction with faculty on their		Very Satisfied	Satisfied	Uncertain	Dissatisfied	Very Dissatisfied
1.	Availability to students					
2.	Class Management					



SZABIST GRADUATE SURVEY
Master of Business Administration (MBA)

D. Please rate your satisfaction with Program Manager on		Very Satisfied	Satisfied	Uncertain	Dissatisfied	Very Dissatisfied
1.	Availability to students					
2.	Guidance/Helpfulness					

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.	Student Advisor					
6.	Zabdesk user-friendly interface					
7.	Safety and security at campus					
8.	Cleanliness at campus					
9.	Labs, Wi-Fi and Printing facilities					
10.	Photocopying facilities					
11.	Recreation Room					
12.	Availability of drinking water					
13.	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					

G. EMPLOYMENT STATUS

My MBA Degree will help me in: **(please select one answer)**

- a) Getting promoted in my current job.
- b) Finding a new job
- c) Starting my business or improving my current business.
- d) Nothing related to my job or business
- e) Other (please describe)
