



**INSTITUTE OF ADMINISTRATIVE SCIENCES  
UNIVERSITY OF THE PUNJAB  
EXAMINATION SECTION**

SR. No.	DOCUMENTS	PROCESS OF APPLICATION
1	Degree Completion Certificate	Attach scanned copy of your <b>Final/Provisional Transcript</b> and/or degree and apply via email to <a href="mailto:examination.ias@pu.edu.pk">examination.ias@pu.edu.pk</a>
2	Bonafide student letter	Mention your request clearly & briefly.
3	Medium of Instruction Letter	
4	Course Withdrawal letter	Provided to students upon course withdrawal application (subject to approval by the Director as per rules). This letter is mandatory for fee clearance later on.
5	Semester Freezing letter	Provided to students upon semester freezing application (subject to approval by the competent authority). This letter is mandatory to receive in order to get the freezing status.
6	Semester Re-joining letter	Provided to students upon semester re-joining application (subject to approval by the competent authority). This letter is mandatory to receive in order to re-join the semester.
7	Dropped/Left/Time barred letter	Students who have dropped/left the program or has been time-barred, must request a letter for having their status clear from the rolls and receive back their original documents. Students should apply on Student Service Form and submit at the front desk of IAS.
8	Partial Transcript	Apply on <b>Partial Transcript Form</b> with Fee and Library clearance and submit at the examination section. (Provided to current students for their current status of results during the degree program)
9	Provisional Transcript	Apply on <b>Provisional Transcript Form</b> with Fee and Library clearance and submit at the examination section with following documents: - Passport Size Photo (white background) - Copy of CNIC - Copy of PU Registration Card - Copy of Documents: Matriculation/O-levels onwards (Provided to the students who have completed their degree program requirements and their result is yet to be notified by the University)
10	Final Transcript	Apply on <b>Final Transcript Form</b> with Fee and Library clearance and submit at the examination section with following documents: - Passport Size Photo (white background) - Copy of CNIC - Copy of PU Registration Card - Copy of Documents: Matriculation/O-levels onwards - Copy of Internship Certificate <b>Note:</b> Final Transcript can only be issued after the result has been notified by the University. Final Transcripts are to be signed and stamped by the Controller of Examinations. The issuance time may vary from 15 to 20 days.

11	Degree Application Form	<p>In order to receive your <b>degree</b>, send an email to examination section with your final transcript scanned copy. In case your degree is available at the institute, you will be required to fill a <b>Departmental/Institutional Degree Form</b> and receive your degree on the day/time as communicated by the examination staff.</p> <p>In case your degree is not present at the institute (you will be informed by the examination staff), you can download the <b>PU degree form</b> from PU website. Attach the required documents and submit at the Examination section for the verification. <b><i>Read the instructions carefully on the degree form before payment.</i></b></p>
12	Resit Exam Proforma	<p>Students, after having the application approved by the Director, are required to submit a <b>Resit Exam Proforma</b> duly filled with all required details along with copy of <b>paid fee challan</b> to the Examination section. Office copy of the paid challan is to be submitted at the fee section. The students should appear for the resit exam within a week of application approval. Student should follow up for their application from the Examination office.</p>

For any other query; write to [examination.ias@pu.edu.pk](mailto:examination.ias@pu.edu.pk). Do not forget to attach the supporting documents with your query.

Following Forms are available on IAS website and at IAS Photocopier shop:

- Student Service Form
- Partial Transcript Form
- Provisional Transcript Form
- Final Transcript Form
- Resit Exam Proforma
- Departmental/ Institutional Degree Form
- PU Degree Form