

National University of Science & 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 Institute)
Recommended for withdrawal with effect from

9. _____
(date of withdrawal)

Date: _____

(Signature of Principal/Commandant 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-Rector(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** Date of withdrawal will be the last date the student attended classes
 - c. **Ser 7** Address will be on which the student desires to receive his/her cheque for amount due from NUST (Security deposit etc)
 - d. 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.
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 11** 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 12 & ser 13**.
 - c. After approval of “withdrawal” by Pre-Rector, the status of the student will be updated in ERP and the form (hard copy) will be placed in ‘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

