

FACULTY OF \_\_\_\_\_

**APPLICATION FORM: G-1***(Please submit Form-H for the endorsement of Semester Examinations Section)*

I \_\_\_\_\_ S/o, D/o, \_\_\_\_\_

bearing Seat #: \_\_\_\_\_ in the Department of \_\_\_\_\_

request permission for serial Number ticked below in the relevant box:

1. Change the subject (major/minor) from the Department of \_\_\_\_\_ to the Department of \_\_\_\_\_ (with prior permission of the respective Dean)
2. Payment of short of attendance condonation fine Rs.350/- in each Course(S) # \_\_\_\_\_
3. To attend fresh classes as failed for the 3rd time in each Course (s) # \_\_\_\_\_ (Utilization fee required, see back of the form).
4. To attend classes (as short of attendance case) with utilization fee payment in course (s) of \_\_\_\_\_
5. Restoration of admission  continuation after a gap
6. For re-enrolment  extension of re-enrolment
7. For special condensed classes as failed for the 3rd time in only one course (and may lose one year if attend regular classes)  fine of Rs.5,000/= with the permission of the respective Dean
8. Change of subject(s) fine without permission of the respective Dean
9. National duty such as participation in Olympics, National Games, inter-varsities and going to perform Haj would be given exemption in attendance for the actual period of national duty/Haj (Page11, clause XII sub-clause 3; semester Rules 2002)
10. Undertaking for conversion from "Honours" to "Pass" to appear in supplementary examination
11. Permission for Thesis  Project  at Departmental level.
12. Permission for change of Compulsory Urdu to Nat.Science/Humanities/Easy Urdu
13. Permission for One-Time Special Examination
14. Permission to appear in the examination as Repeater  Improvement course # \_\_\_\_\_
15. Cancellation of attempted course # : \_\_\_\_\_ as improvement
16. Restoration of previous marks after appearing improvement examination as SCGPR
17. Name has not been mentioned in the Seat List. Allocation of Seat # Required
18. Proforma not received as repeater  Regular semester: \_\_\_\_\_
19. Correction in Marks Sheet  in Proforma (please specify): \_\_\_\_\_
20. Any other permission (Please specify): \_\_\_\_\_

**FOR COURSE INCHARGE/CHAIRPERSON'S COMMENTS**

Verified that the above student is eligible for serial #: \_\_\_\_\_ and fulfills criteria as per semester rules

\_\_\_\_\_

\_\_\_\_\_

**Course In-Charge**

(Please see instructions overleaf)

*Seal***Chairperson of the Department***Signature***FOR DEAN'S OFFICE***Seal***Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of the  
Dean***Note: Without submitting Form-H, application is incomplete.**See over leaf***UNIVERSITY OF KARACHI  
RECEIPT**

Student's Name \_\_\_\_\_ Seat No. \_\_\_\_\_

Father's Name \_\_\_\_\_ Department \_\_\_\_\_

**Signature of receiving Person  
& Stamp**

Dated: \_\_\_\_\_

**RATES OF ADMISSIBLE FINES AND FEE / LATE FEE / FINE**

1. Short of Attendance condonation fee per course	Rs. 350/-
2. Change of subject's fine (Prior permission of Dean, required)	Rs. 600/-
3. Utilization fee per course (For students of B.S. Computer Science, it is Rs.3000/- per course)	Rs. 200/-
4. Restoration of admission fee	Rs. 500/-
5. Condensed classes	Rs. 5,000/-

- > **Students** are always required to attach a copy of Enrolment Card & relevant permission given earlier, along with previously issued proforma to enable the Department / Semester Examinations Section for case consideration. They must submit this proforma along with Bank's Payment receipt in Semester Examinations Section for implementation.
  - > **Course In-charge(s)** are requested to write specific remarks regarding particular case.
  - > **Chairperson(s)** are requested to write specific recommendation for the evaluation by the Semester Examinations Section as per Semester Rules.
  - > **Dean's** Permission will be given as per recommendation of the Chairperson and Endorsement of Semester Examinations Section. Dean's decision will be final as per Semester Rules. In case of interpretation of rule or, if it is deviating from the existing rules, the case will be forwarded to Dean's Committee or Vice-Chancellor for decision.
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