

# SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY

University Road, Karachi-75300, Pakistan Tel: 34988000-5, 34980059-34980072

SSUET/DSA/2019/Docs

Jan 23, 2019

## **Receipt and Issuing of Applied Certificates, Duplicate ID / Enrolment Cards & Return of Security Deposit (Entitled Cases Only)**

1. Different certificates, Enrolment /ID cards and return of security deposit (Entitled Cases Only) are processed by the Deputy Registrar – II.
2. Students can download forms from SSUET website or get the same from Help Desk (**HD**) Window (Besides the University Guard Room).
3. Filled up forms with challan Fee (as applicable) Paid (original) are to be submitted by applicants at the SSUET HD.
4. HD issues a Slip to the applicant for future reference and document tracking.
5. Return of Security Deposit (**SD**) (eligible case only)<sup>1</sup> will be forwarded after cross check to Department of Finance.
6. Before visiting the HD for collection of his/her document applicant checks from the concerned department by telephone <sup>2</sup> that their document is ready and brings along the receipt/slip issued.
7. Helpdesk checks by telephone if the document is ready and allows student to visit the concerned department through visitor's room making a note on reverse side of the Document Slip
8. Visitor Room as per the note on reverse of the Document Slip issues a Visitor Card allowing the applicant to visit the concerned Block/Dept. to collect his/her document.
9. The applicant surrenders the Document slip to the concerned Dept to get the requested document.
10. The applicant must return the visitor card to the visitor room before leaving the university Campus.

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<sup>1</sup> Eligible: Students who could not attend convocation for any genuine reason are eligible to get Refund of SD as per policy.

<sup>2</sup> Extension given on the Receipt/Slip issued by HD