Semester Examinations Section
UNIVERSITY OF KARACHI

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

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
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)

________________________
Chairperson of the Department

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1. Short of Attendance condonation fee per course</td>
<td>Rs. 350/-</td>
</tr>
<tr>
<td>2. Change of subject’s fine (Prior permission of Dean, required)</td>
<td>Rs. 600/-</td>
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<tr>
<td>3. Utilization fee per course</td>
<td>Rs. 200/-</td>
</tr>
<tr>
<td>(For students of B.S. Computer Science, it is Rs.3000/- per course)</td>
<td></td>
</tr>
<tr>
<td>4. Restoration of admission fee</td>
<td>Rs. 500/-</td>
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<tr>
<td>5. Condensed classes</td>
<td>Rs. 5,000/-</td>
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