

What to do to get service from the Office of the University Registrar

	<i>Types of service s</i>	<i>Preconditions to get the service</i>	<i>Office in charge of the decision</i>	<i>Individuals in charge the activity</i>	<i>Time</i>
1	Admission	<ul style="list-style-type: none"> ❖ Collecting admission forms from the faculty, filling it properly and attaching photographs ❖ Original certificate and a photocopy of it ❖ One photograph with name and department written at the back. 	University Registrar	Admission & Information Coordinator	As per the University Academic calendar
2.	Registration	<ul style="list-style-type: none"> ❖ Conducting payment (extension students) ❖ Collecting the cost sharing forms from departments filling it and getting it signed sealed (regular students) ❖ Filling the registration slip in three copies and getting the signature of the advisor 	University Registrar and Assistant Registrar	Record officers	As per the University Academic calendar
3.	Identification Card	<ul style="list-style-type: none"> ❖ Registration slip (first time issue) ❖ Letter from police, clearance and receipt for replacement of lost ID ❖ Old ID and payment receipt for replacement of ID becoming useless for various reasons 	Assistant Registrar		As per the University Academic calendar
4.	Add and Drop	<ul style="list-style-type: none"> ❖ Add and drop slip filled in three copies and getting signature of the advisor 	Associate Registrars of the Faculty	Record officers	As per the University Academic calendar

5	Drop out and withdrawal	<ul style="list-style-type: none"> ❖ Returning Id card ❖ Clearance 	Associate Registrars of the faculty	Record officers	As per the University Academic calendar
6.	Readmission	<ul style="list-style-type: none"> ❖ Returning of ID card ❖ Completion of Clearance papers ❖ Official evidence (for non academic withdrawal) ❖ Filling readmission application form 	Faculty Associate registrars	Record officers	As per the University Academic calendar
7.	probation	<ul style="list-style-type: none"> ❖ Decision of the academic commission 	University Registrar	Secretary	On arrival of AC decision
8	<ul style="list-style-type: none"> ❖ Official transcript ❖ To whom it may concern ❖ Original degree ❖ Student copy ❖ Change of temporary degree 	<ul style="list-style-type: none"> ❖ Returning ID Card ❖ Completion of Clearance papers ❖ Payment receipt 	University Registrar	Secretary and Record Officers	If all conditions are satisfied Monday and Tuesday
9.	Temporary degree and student copy (first time issue)	<ul style="list-style-type: none"> ❖ Returning ID Card ❖ Completion of Clearance papers 	University Registrar	Record Officers	If all conditions are satisfied
10.	Advanced standing application	<ul style="list-style-type: none"> ❖ Filling application form ❖ Certificate (original and Photocopy) ❖ Recommendation letters from employer or ex professor 	Assistant Registrar	Secretary	As per the University Academic calendar