



# DHA SUFFA UNIVERSITY

## 3<sup>rd</sup> CONVOCATION – 2023

### REGISTRATION FORM

(Form to be filled and signed by the Graduate himself / herself)



Please paste  
1" x 1"  
Photograph

Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
(As per the Final Transcript) (As per the Final Transcript)

Registration No: \_\_\_\_\_ Program: \_\_\_\_\_

Year of Entry: \_\_\_\_\_ (Spring / Fall) Year of Graduation: \_\_\_\_\_ (Spring / Summer / Fall)

Current Address: \_\_\_\_\_  
Tel. (Res): \_\_\_\_\_ Tel. (Off): \_\_\_\_\_

Mob #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

LinkedIn ID: \_\_\_\_\_ WhatsApp #: \_\_\_\_\_

#### Current Occupation:

Company / Organization Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Salary: \_\_\_\_\_ Name of CEO: \_\_\_\_\_

Official Address \_\_\_\_\_

#### If entrepreneur / own business, please write (max) 30 words about your business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### If currently enrolled in Postgraduate Studies:

Name of University / Institution: \_\_\_\_\_

Program: \_\_\_\_\_ University Contact No: \_\_\_\_\_

Name of Guest # 1: \_\_\_\_\_ Relation: \_\_\_\_\_ CNIC #: \_\_\_\_\_

Name of Guest # 2: \_\_\_\_\_ Relation: \_\_\_\_\_ CNIC #: \_\_\_\_\_

I would like to attend the Convocation 2022 of the University for which I have deposited the requisite fee.

Date: \_\_\_\_\_ Signature of Graduate: \_\_\_\_\_

#### Finance Department:

- Received Rs. \_\_\_\_\_ as Convocation and Degree fee.\*  
 Already received Rs. \_\_\_\_\_ with respect to Convocation & Degree fee on receipt no. \_\_\_\_\_

Seal & Signature of Manager Finance: \_\_\_\_\_

#### Please ensure that the following documents are attached:

1. Photocopy of Final Transcript.
2. Two recent photographs of size 1" x 1".
3. Photocopy of Graduate CNIC.
4. Photocopies of Guests CNIC.
5. Degree Issuance Form.
6. Copy of Degree, if received already or a copy of Degree Issuance Receipt, if applied recently.

#### \* Note:

- Pay order amounting to Rs. 12,000/- be prepared in favour of "DHA Suffa University".
- Graduates who have submitted the fee earlier should attach a copy of deposit receipt with this form.



# DHA SUFFA UNIVERSITY

## 3<sup>rd</sup> CONVOCATION – 2023 RECEIPT FOR GRADUATE



Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Registration No: \_\_\_\_\_ Program: \_\_\_\_\_

Please paste  
1" x 1"  
Photograph

Name of Guest # 1: \_\_\_\_\_ Relation: \_\_\_\_\_ CNIC #: \_\_\_\_\_

Name of Guest # 2: \_\_\_\_\_ Relation: \_\_\_\_\_ CNIC #: \_\_\_\_\_

\_\_\_\_\_  
Official Authorized Signature and Stamp

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Graduate

### NOTE:

1. Rehearsal is mandatory to attend. The Invitation Cards (2 each) for Guests will be issued on the Rehearsal Day only.
2. Please show this slip to the staff for allowing you to attend the Rehearsal and Convocation Ceremony.
3. You must read and follow "Convocation Protocol" mentioned below.
4. Duly filled form be submitted to the PA of the HoD concerned in person or by the nominated guests from 9:00 am to 4:00 pm on working days. The PA will issue the receipt.

### CONVOCATION PROTOCOL FOR GRADUATES

1. Rehearsal is mandatory to attend. Those who do not attend the Rehearsal will strictly not be allowed to attend the Convocation Ceremony.
2. Be punctual and disciplined.
3. The dress code for male graduates is black, dark grey or navy blue lounge suit with white / matching off white shirt, tie, black shoes and black, dark grey or navy blue socks. Graduates opting to wear shalwar kameez must put on black, dark grey or navy blue waist coat. Female graduates shall wear kameez with black, white or beige or navy blue shalwar/pants/trousers (no tights) and formal shoes / strapped sandals (no chappals). For females who cover their heads must wear plain black, white or beige stole / scarf / dupatta.
4. Gather in the procession assembly area at given time and form up for the procession with your batch / class at appropriate place in accordance with "order of procession" as instructed.
5. Silence is to be observed throughout the Ceremony.
6. Pay attention to all announcements specially pertaining to conferment and subsequent award of degree.
7. Please be seated on your seat after award of degree till the Ceremony is over.

### NOTE:

- Children and Infants under 12 years are not allowed inside the Convocation venue.
- Mobile phones and cameras are not allowed inside the Convocation venue.
- The Academic Costume (Gown, Cap and Stole) will be issued to the registered graduates at the end of Rehearsal from the Rizvi Tailors Booth at the venue.
- Security deposit of Academic Costume is Rs. 2800/- and Rent is Rs. 600/-. A total of Rs. 3400/- is to be paid directly to the Rizvi Tailors at the time of issuance.
- Security deposit of Rs. 2800/- will be refunded upon return of all items after the Convocation.
- A damaged, failed or stained Academic Costume on return will result in a fine.
- Academic Costume can be returned immediately after the Convocation Ceremony at the Rizvi Tailors Booth at the venue or at the shop situated in Nazimabad within next five (5) working days after the Convocation.