



# **DHA SUFFA UNIVERSITY**

*Off Khayaban-e-Tufail, Phase –VII (Extension), DHA, Karachi – 75500*

## **Procedure for the Clearance and Issuance of Final Transcript**

Dear Alumni,

1. Due to COVID – 19 Pandemic, following ONLINE PROCEDURE is to be followed for CLEARANCE and the issuance of FINAL TRANSCRIPT:

(Note: Forms can be downloaded from the DSU Website <https://www.dsu.edu.pk/graduating-students/>)

- a. After filling up the first part of CLEARANCE FORM (Form No. DHA/DSU/EXAM/CF/F-01/VER-I), Email its scanned copy on [dsu.reg@dsu.edu.pk](mailto:dsu.reg@dsu.edu.pk). For any query please contact on Whatsapp No. 0302-0241679 / Tel No. 021-35244858.

**(Please attach the valid photocopy of your CNIC, Original ID Card of DSU (To be drop on the DSU Main Gate on the name of Ms. Arshia Haqqani)).**

- b. At the same time, after filling up the first part of the FINAL TRANSCRIPT ISSUANCE FORM (Form No. DHA/DSU/EXAM/FT/F-02/VER-II), Email its scanned copy to Mr. Iftikhar Masih, Assistant Controller of Examinations at [iftikhar.masih@dsu.edu.pk](mailto:iftikhar.masih@dsu.edu.pk) Cell No. 0345-2953538.
  - c. Fifteen days after the Email of both the Forms, you will be contacted by the Examination Department that will inform you when and how to receive your Final Transcript.
  - d. Furthermore, after filling up the above mentioned Forms, also fill up the Caution Money Form and email it to Mr. Elwyn, Assistant Accounts Office at [meismatthews@gmail.com](mailto:meismatthews@gmail.com) Cell No. 03463244745 after collection of Final Transcript.
2. Please note that once the University becomes physically operational, the existing procedure will be followed.
3. If you have already applied for the Final Transcript Please ignore this message.

**Note: Please note that before applying for the Final Transcript, make sure nothing is outstanding against your name in DSU's Offices.**