



Semester Unfreezing Request Form

Applicant's Information			
Name:			
School/Department:		Program:	
Contact No.:		Email:	
Registration No.:		Session:	
Freezing Semester:	Spring / Fall 20_____	Semester Rejoining:	Spring / Fall 20_____
<p>I have carefully read and understood the instructions / policy guidelines printed overleaf. In case of not complying with /violating the policy/guidelines, I will be responsible for any consequences.</p> <p style="text-align: center;">Applicant's Signature: _____ Date: _____</p>			

Signatures must be same as that on the CNIC. Please also attach supporting documents. (Please see backside of the application form)

(For Official Use Only)

Remarks by DSA	<hr/> <hr/> <hr/> <hr/>		
	Signatures & Date		
Recommendation by HOD	<hr/> <hr/>		
	Signatures & Date	Stamp	
Clearance from Accounts Office	Status of dues: Paid <input type="checkbox"/> Pending <input type="checkbox"/> Pending Amount Rs. _____ (write "NIL", if dues are clear)		
	Signatures & Date	Stamp	
	Note: For details, use backside of the form.		
Remarks by DSA:	<hr/> <hr/> <hr/>		
	Signatures & Date		
Approval by Dean / Vice Chancellor	<hr/>		
	Signatures & Date		

Policy Guidelines (For Unfreezing):

1. The students are encouraged to apply for Unfreezing of semester before the commencement of the classes. However, the request can be submitted within the stipulated time as mentioned in the academic calendar. Late submissions shall NOT be entertained.
2. For online applications, the request has to be sent from MUL's Official ID.
3. For manual / by hand submission of application, the request shall be submitted at DSA office.
4. The student needs to provide the copy of '*Approval of Freezing of semester*' along-with the Unfreezing application.
5. Incomplete applications shall NOT be entertained for which the student would be held responsible.
6. A student can have maximum of two consecutive semesters Freezed. If he/she doesn't rejoin by Unfreezing, he/she shall be considered as struck-off and will have to seek readmission.
7. The student will resume his/her studies from the same semester (if being offered) where he/she had left.
8. Clearance of dues is mandatory for the processing of the application. The student needs to ensure that he/she does not have any outstanding dues on his/her part.

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)