

**Procedure for Collection of Degrees**  
**CEME**

**MS Degrees**

- On completion of academic requirements degrees are issued after the convocation held for that session from parent institute.
- Students shall produce original copy of college clearance proforma and CNIC (Photocopy).
- After Convocation MS/PhD degrees remain available at institute for two months, subsequently returned to Main Office NUST, PGP Directorate H-12, Islamabad for issuing at their end afterwards.
- In case degree is required before convocation the students shall apply to PGP Directorate, H-12, Islamabad on prescribed form (download from website) along with copy of challan amounting to Rs 1000/- , a clearance certificate from the institute and he/she shall forego claim to attend university PG Convocation.
- If the student is unable to collect degree himself, he/she may authorize his/her blood relatives by issuing authority letter (specimen as under) clearly mentioning authorized person's name with CNIC no., Student's Name, CNIC no., Degree/Batch and Regn no. under his signature with specimen signature of the authorized person thereon. This authorized person shall show his/her identity by producing his/her original CNIC and deposit photocopies of both student and his/her own CNIC along with original clearance proforma.

**BS Degrees**

- Upon completion of academic requirements degrees are issued after the convocation held for that session from parent institute.
- Students shall produce original copy of college clearance proforma and CNIC (Photocopy).
- In case degree is required before convocation the students shall apply through institution to Registration Branch, H-12, Islamabad on prescribed form (download from website) along with copy of challan amounting Rs 1000/- , a clearance certificate from the institute and he/she shall forego claim to attend university UG Convocation.
- If the student is unable to collect degree himself, he/she may authorize his/her blood relatives by issuing authority letter (specimen as under) clearly mentioning authorized person's Name with CNIC no., Student's Name, CNIC no., Degree/Batch and Regn no. under his/her signature with specimen signature of the authorized person thereon. This authorized person shall show his/her identity by producing his/her original CNIC and deposit photocopies of both student and his/her own CNIC along with original clearance proforma.