

# RIPHAH 18<sup>TH</sup> CONVOCATION

18 NOVEMBER 2023

## REGISTRATION PROCEDURE

### Check 1

Check your Eligibility for Convocation

1. You are graduated by completing all the courses
2. Your result is displayed and completed on result extract
3. Your dues are cleared

### Check 2

Clearance & University Registration number

**LAST DATE**

**31<sup>st</sup> AUGUST**

### PROCESSING TIME

Clearance: Signatures will be done on spot at each office

Registration number: After Submission of all documents, it took 2 days to get registration number

1. Download clearance form ([Link](#))
2. Visit the Following Office & get clearance signature from each office;
  - (i) Library (for Books clearance)
  - (ii) SSD (for ID card, Car sticker & Sports Items)
  - (iii) Coordination Office (for result matters, registration number & department related matters)
  - (iv) Laboratories (If required)

**NOTE:** If you don't have University Registration Number download the form and submit it to coordination office,

- (i) Registration form ([Link](#))
- (ii) Attachments

- HSSC Certificate
- HSSC Mark sheet
- SSC Certificate
- SSC Mark sheet
- CNIC
- Domicile
- 4 recent passport size photographs

- \* BA/BSc, MA/MSc, MS/M.Phil. Degrees & Transcript for post graduate students with HEC attestation

**For All Graduates**

**Additional For Post-Graduates**

### Check 3

Transcript  
Application

**LAST DATE**  
**20<sup>th</sup>**  
**SEPTEMBER**

**PROCESSING**  
**TIME**  
7 to 15 days after  
document  
submission

1. Transcript is mandatory for the convocation
2. Download the application form for transcript ([Link](#))
3. Fill the transcript request form and attach the following
  - (i) Duly signed Clearance Form
  - (ii) CNIC
  - (iii) SSC Certificate
  - (iv) Result Extract
4. Submit Transcript request form along all the attachments at SSD

### Check 4

Convocation  
Registration

**LAST DATE**  
**20<sup>TH</sup>**  
**SEPTEMBER**

1. Go to the link for [Online Form](#) and complete the registration for convocation
2. Upload Final transcript & Recent Photograph at the specified area
3. Hard copy of security forms is mandatory for all students ([Download Security form](#))
4. Submit the 3 copies of security form at SSD site office with 3 copies of CNIC and 3 photographs of size 1x1



In case of any confusion and queries:

Email to [convocation2023@riphah.edu.pk](mailto:convocation2023@riphah.edu.pk)

## QUICK TIMELINE

1

CHECK YOUR  
ELIGIBILITY

2

Get Clearance  
&  
Get registration #

3

Apply for final  
transcript

4

Done  
Convocation  
Registration