



SHAHEED ZULFIQAR ALI BHUTTO **MEDICAL UNIVERSITY**

REGISTRATION POLICY FOR UNDERGRADUATE AND POSTGRADUATE

1. Registration is a mandatory requirement for all admissions at SZABMU.
2. All admitted students fulfilling the admission criteria of relevant regulatory bodies and SZAB Medical University are eligible for Registration.
3. Registration process will be completed at the Registrar's Office, where all the registration record of registered students is maintained.
4. A duly filled and complete Registration Form along with supporting documents (list attached) attested by the Relevant Principal/Head of Department of the Institute/College.
5. The Graduates from other Universities must provide Original Migration Certificate/NOC at the time of Registration.
6. Students qualifying from Boards of Intermediate and Secondary Education must provide the Board Migration Certificate at the time of Registration.
7. The complete Registration Form, along with attested photocopies of the mandatory required document with prescribed Registration Fee must be submitted to Registrar Office within 30 days of commencement of the Session.
8. A non-refundable Registration Fee will be charged for processing the form.
9. An additional amount may be payable as fine, in case where the Registration Forms are submitted latter than 30 days of the start of Session.
10. Once Registration process is complete, each registered student will be issued Registration Number by SZABMU through Principal/Head of Department of concerned Institute.
11. The Principal/Head of Department of all colleges/institutes shall inform to Registrar office within 30 days if any student ceases to be on the role of their Institution/Department due to:
 - a. Rustication or Expulsion of the student
 - b. Migration to another Institution/Department
 - c. Upgradation (improves his/her merit of entry) to another Institution/Department.
12. Incase; the student left/expelled/struck off from the University, the already issued registration number shall stand cancelled.



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13. Principal/Head of Department of all Institutes shall inform to Registrar office about the joining of a student within fifteen days in case of any migration or up gradation.
14. A request for change in the registration record will be entertained by the Registrar office on the recommendation of Principal/Head of Department of concerned institute after establishing the validity of request and on payment of prescribed fee till final year of that course.
15. No student shall at one time be enrolled/registered with two Universities/Institutes for the same degree.
16. If any required documents/information provided by a student at the time of registration to a course is found false/fake/forged/fabricated at any stage, his/her registration with the University shall be cancelled and he/she will not be entitled to any credit of attendance and/or examination passed in the University.
17. Any matter related, not covered by above regulations, the Vice Chancellor is competent to take a decision not inconsistent with the provisions of the said policy.



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List of Mandatory Documents for Undergraduate

1. Two passport size photographs with sky blue background attested on the back
2. Attested photocopy of CNIC/Form 'B'
3. Attested photocopy of Passport (if applicable)
4. Attested photocopy of Domicile certificate
5. Attested photocopy of SSC / equivalent certificate
6. Attested photocopy of HSSC / equivalent certificate
7. Attested photocopy of Entry Test result of SZABMU/MDCAT
8. Original Migration Certificate (if migrating from other Board/University/Institution)
9. Any other document required by the University.

List of Mandatory Documents for Postgraduate

1. Two passport size photographs with sky blue background attested on the back
2. Attested photocopy of CNIC
3. Attested photocopy of Passport (if applicable)
4. Attested photocopy of Domicile certificate
5. Original Migration Certificate (if migrating from other Board/University/Institution)
6. Attested photocopies of certificates of Matric/Intermediate or equivalent
7. Attested photocopy of MBBS/BDS degree with detail marks certificates of all professional examinations.
8. Attested photocopy of House Job certificates
9. Attested photocopy of PMC valid permanent registration certificate.
10. Attested photocopy of MD/MS/MDS Part-I passing certificate
11. Attested photocopy of Experience Certificates (if any)
12. Attested photocopy of NOC/EOL (for Government Employee)
13. Any other document required by the University



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List of Mandatory Documents for M.Phil. / PhD

1. Two passport size photographs with sky blue background attested on the back
2. Attested photocopy of CNIC
3. Attested photocopy of Passport (if applicable)
4. Attested photocopy of Domicile certificate
5. Original Migration Certificate (if migrating from other Board/University/Institution)
6. Attested photocopies of all Academics Certificates
7. Attested photocopy of House Job Certificates (if applicable)
8. Attested photocopy of PMC valid permanent registration certificate (if applicable)
9. Attested photocopy of Subject GAT / SZABMU Passing Certificate
10. Attested photocopy of Subject GRE / SZABMU Passing Certificate
11. Attested photocopy of Experience Certificates (if any)
12. Attested photocopy of NOC/EOL (for Government Employee)
13. Any other document required by the University
