



# The Institute of Management Sciences

23-E-III, Gulberg III, Lahore  
UAN: 111 19 19 38 Fax: (042) 5758665  
E-mail: [ims@wol.net.pk](mailto:ims@wol.net.pk) Website: [www.pakaims.edu.pk](http://www.pakaims.edu.pk)

## SEMESTER LEAVE APPLICATION

**Instructions:** If you have not registered yourself for the current semester, you must apply for semester leave before the registration deadline to avoid being dismissed. If dismissed, you have to be Re-registered before you can resume your studies at IMS as a degree student. Please consult semester calendar for important deadlines. Each student can apply for total of three semester leaves during the degree with a maximum of two consecutive semester leaves.

ID No: \_\_\_\_\_ Name: \_\_\_\_\_  
First Middle Last

Tel. No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Semester: ☐ Spring ☐ Summer ☐ Fall 20\_\_\_\_\_

Program: MBA ☐ MBA (Evening) ☐ Exe. MBA ☐ MCS ☐  
BS(CS/SE/IT) (Computer Science) ☐ BBA ☐ \_\_\_\_\_ ☐

Give reasons for taking this semester leave:

\_\_\_\_\_  
\_\_\_\_\_

## RECORD OFFICE VERIFICATION

Cr. Hrs: \_\_\_\_\_ CGPA: \_\_\_\_\_

Required Cr. Hrs: \_\_\_\_\_ Required CGPA: \_\_\_\_\_

Previous semester leave Records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE READ THE FOLLOWING AND SIGN:

I understand that final approval of leave is subject to the approval of Registrar.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved ☐ Not Approved

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_