

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Provisional Certificates
Policy Number	014
Approved by	Academic Council
Date of Original Approval	March 18, 2010
Date of Revision	NA
Contact Office	Office of the Registrar

- 1.0 A student, or academic entity head on behalf of a student or group of students, who require(s) official University documentation verifying that diploma / degree programme requirements have been completed may request that a Provisional Certificate be issued.
- 2.0 The request must be made in writing to the University Registrar.
- 3.0 The letter/e-mail must specify the reason(s) the Provisional Certificate is needed in advance of the applicable convocation / graduation ceremony.
- 4.0 A student's request must include relevant documentation confirming that the request is justified and must be provided to the University Registrar.
 - 4.1 Documentation can include, but is not limited to, a letter of appointment or a job-offer letter that states that an original University documentation is required by the student, by a specified date.
 - 4.2 The documentation must be specific to the student in question and not a general notice or information letter.
- 5.0 The University Registrar will review the student's request and supporting documentation.
- 6.0 Prior to approval the University Registrar will confirm with the student's academic entity head that programme requirements have been completed.
- 7.0 Upon approval, the University Registrar will prepare the Provisional Certificate.