

Sir Syed University of Engineering & Technology
Student Facilitation Center

STUDENT REQUEST FORM TO CHANGE/CORRECT/UPDATE PARTICULARS

(For only those STUDENTS who wants to change/correct/update their Name, Address and Contact details)

Student Name: _____ Roll Number: _____

Batch: _____ Department: _____

Section: _____ Email (SSUET): _____

Mobile No: _____

I request for the change or correction (Spelling) of:

My Name

Fathers' Name

Previous Name: _____

Correct Name: _____

I request for the change of my Address/Contact Number:

Previous Address/Contact Number: _____

New Address/Contact Number: _____

Mention Reason: _____

Student Signature

Note: Proof of Change/Correction of Name/Address/Contact Number must be submitted (Attach Students' CNIC, Fathers' CNIC and Students' Matriculation Certificate).

FOR OFFICE USE:

APPROVED / NOT APPROVED

DEPUTY REGISTRAR-II

NOTE: Duly approved and not approved application is to be forwarded to Directorate of Student Affairs for updating of record and Students' Information.