To
The Director
Institute of Business Administration (IBA)
University of the Punjab
Lahore.

Subject: Application for Appearing in Re-Sit Examination.

Respected Sir,

It is submitted that I am student of this institute and my particulars are as under:-

Name: __________________________________________________________
Roll No. ____________________ Program ____________________
Session ____________________ Semester ____________________
Contact No. ____________________ E-mail ____________________

I could not appear in the ____________ examination due to the reason mentioned below:-

Subject(s)/Paper(s) __________________________________________________________
Held on [date(s)] __________________________________________________________
Instructor’s Name(s) _______________________________________________________
Reason ______________________________________________________________________

Attachment:

- Medical Certificate (in case of medical reason) attached: Yes/No
- Documented Evidence (in case of other reason) attached: Yes/No

It is, therefore, requested that I may be allowed to appear in re-sit examination under the rules.

Yours Obediently,

Student’s Signature_______________
Date _________________

(For Office Use) Dairy No. __________
Date ___________

Remarks of the Examinations Assistant:-

Assistant Controller Examinations:-

Incharge Examinations:-

Director-IBA:-