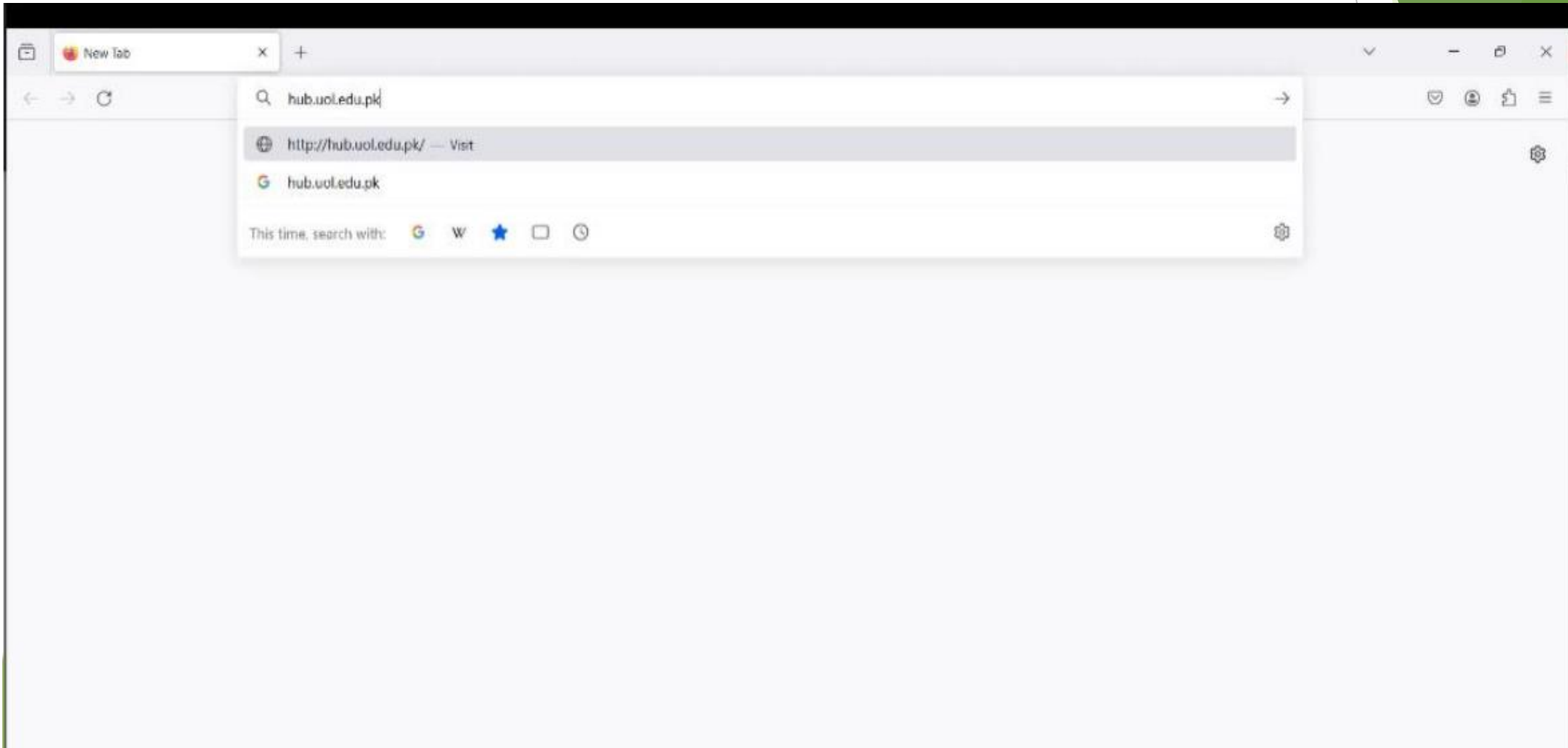


The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic look. The shapes are primarily located on the left and right sides of the page, framing the central text.

# **MANUAL FOR MY REQUEST**

# Go to Hub.uol.edu.pk



# Select your Official Email I'D



## Sign in

to continue to Gmail

Email or phone

[Forgot email?](#)

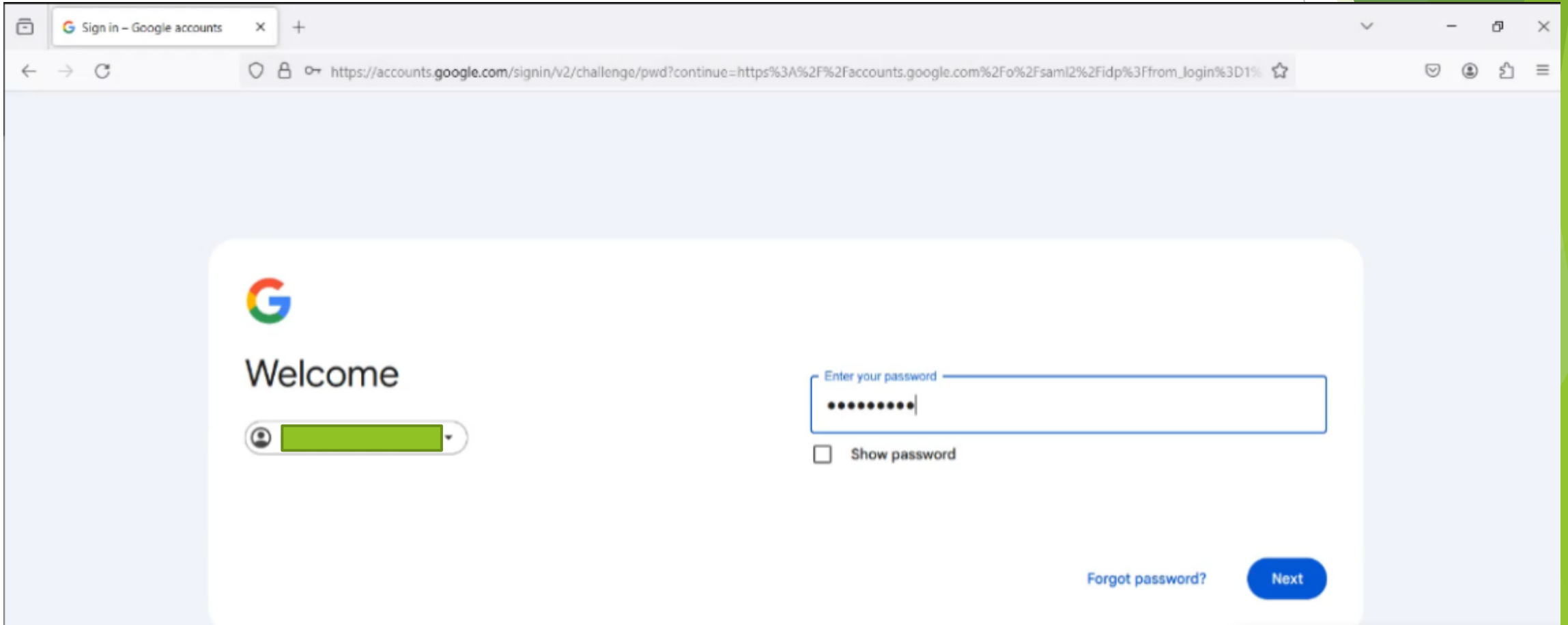
Not your computer? Use Guest mode to sign in privately.

[Learn more about using Guest mode](#)

[Create account](#)

[Next](#)


# Enter Your Official Email Password





The image shows a web browser window with the Google account sign-in page. The browser's address bar displays the URL: `https://accounts.google.com/signin/v2/challenge/pwd?continue=https%3A%2F%2Faccounts.google.com%2Fo%2Fsaml2%2Fidp%3Ffrom_login%3D1%`. The page features the Google logo and the word "Welcome". Below the logo is a profile picture placeholder. To the right, there is a password input field with the label "Enter your password" and a masked password ".....". Below the input field is a checkbox labeled "Show password". At the bottom right, there is a link for "Forgot password?" and a blue "Next" button.

Sign in – Google accounts

← → ↻ 🔒 🔑 `https://accounts.google.com/signin/v2/challenge/pwd?continue=https%3A%2F%2Faccounts.google.com%2Fo%2Fsaml2%2Fidp%3Ffrom_login%3D1%` ☆



Welcome

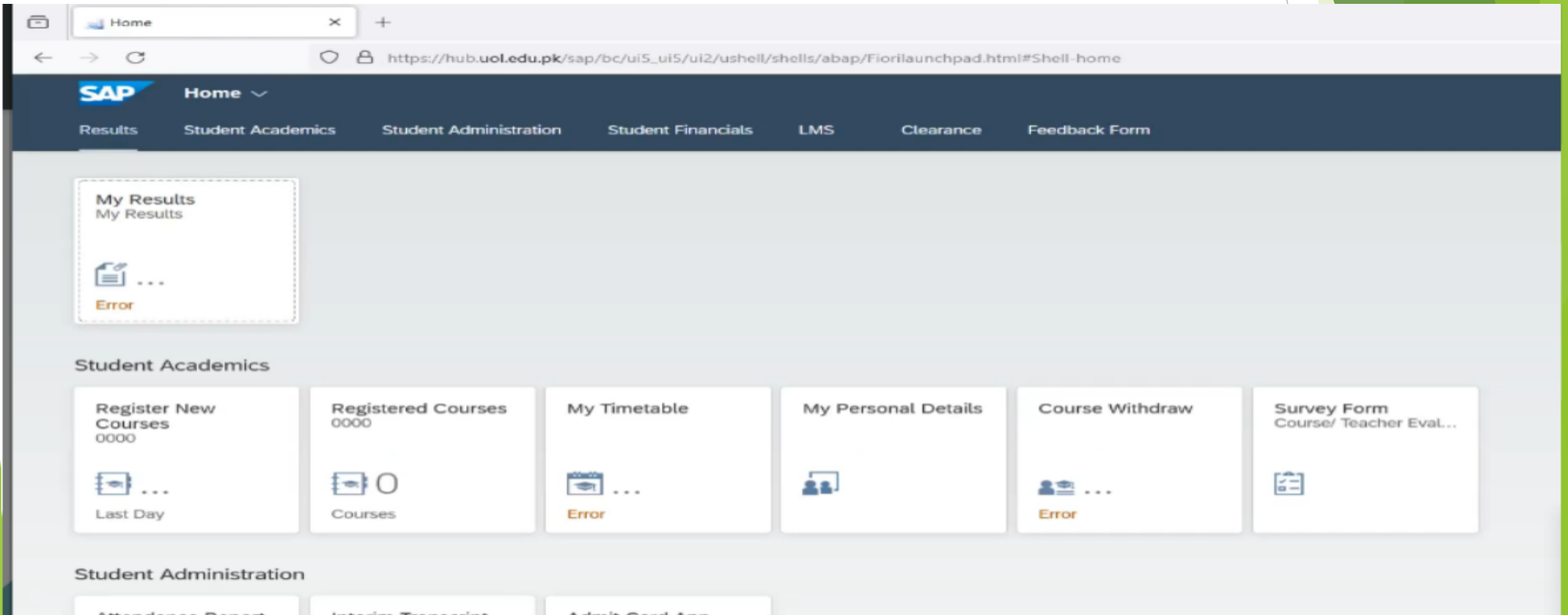
Enter your password

.....

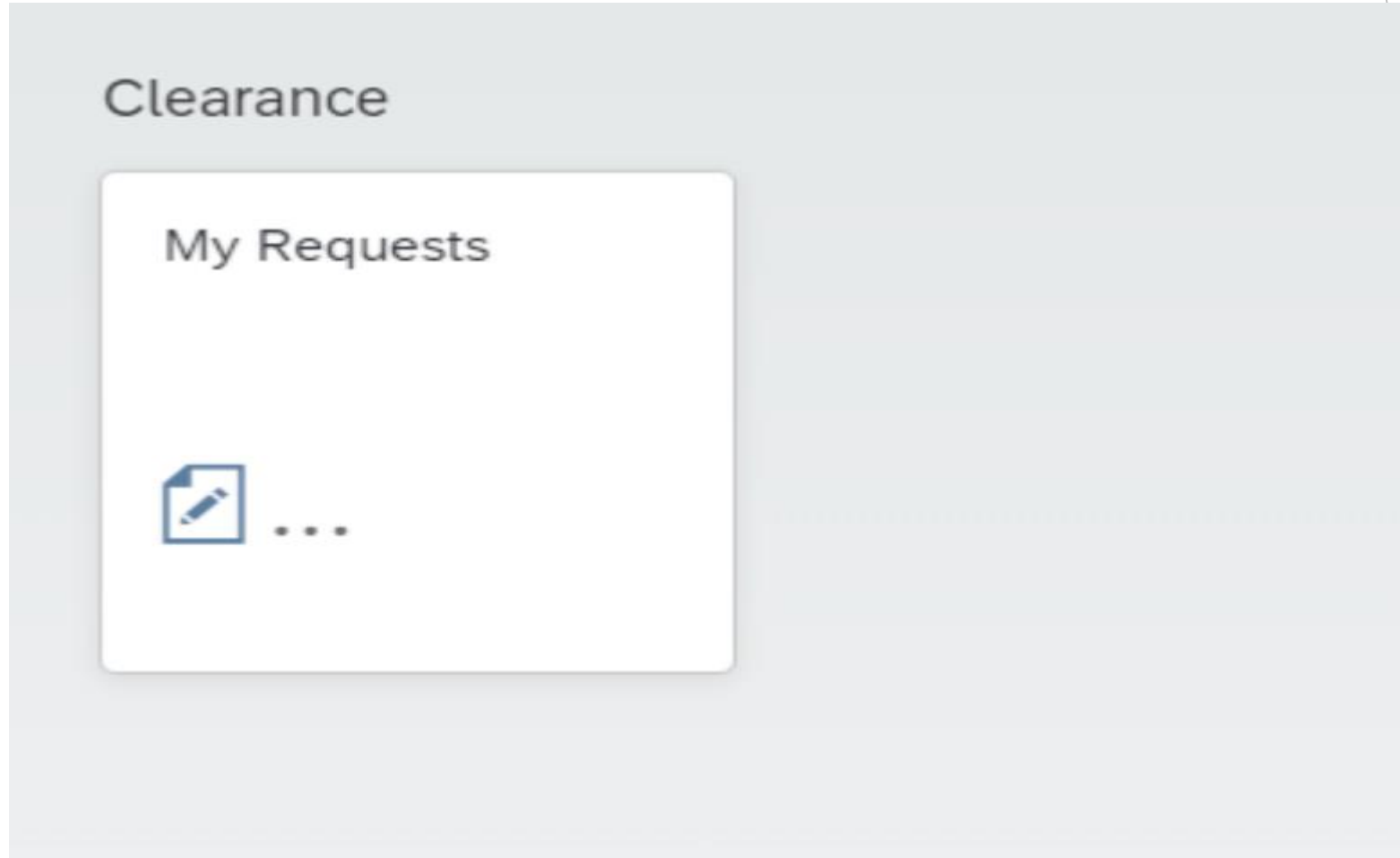
☐ Show password

[Forgot password?](#) [Next](#)

# Your Hub Portal will be Signed in Directly






# Click on My Request Tile



**After clicking on My Request Tile.**  
**Three options will be visible on the screen**

**I. Hold      II. Apply      III. Status**

<div><div> HOLD</div><div> APPLY</div><div> STATUS</div></div>							
Fine and Hold List							
Fine	Fine Text	Hold Description	Date	Reason	Hold by	Department	Status
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Tehmina Ambren	ITH Transport	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Riaz	ITH Transport	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Mian Qaiser Hayat	Security and Safety Department (LHR)	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Iram	CareerService&CorporateLinkageDirectorat	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Nimra Khalil	IT Services & Design Directorate (LHR)	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Madiha Raza	Girls Hostel Unit	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Naseem Kamal	University Inst of Diet & Nutri Sciences	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Usman	Student Representative Department	Active
000000000		Clearance Hold	2023.11.21			ERP Department	Active

# 1. Hold:

It will show different type of Hold like  
(Clearance, Freeze and Academic etc.)



HOLD



APPLY



STATUS

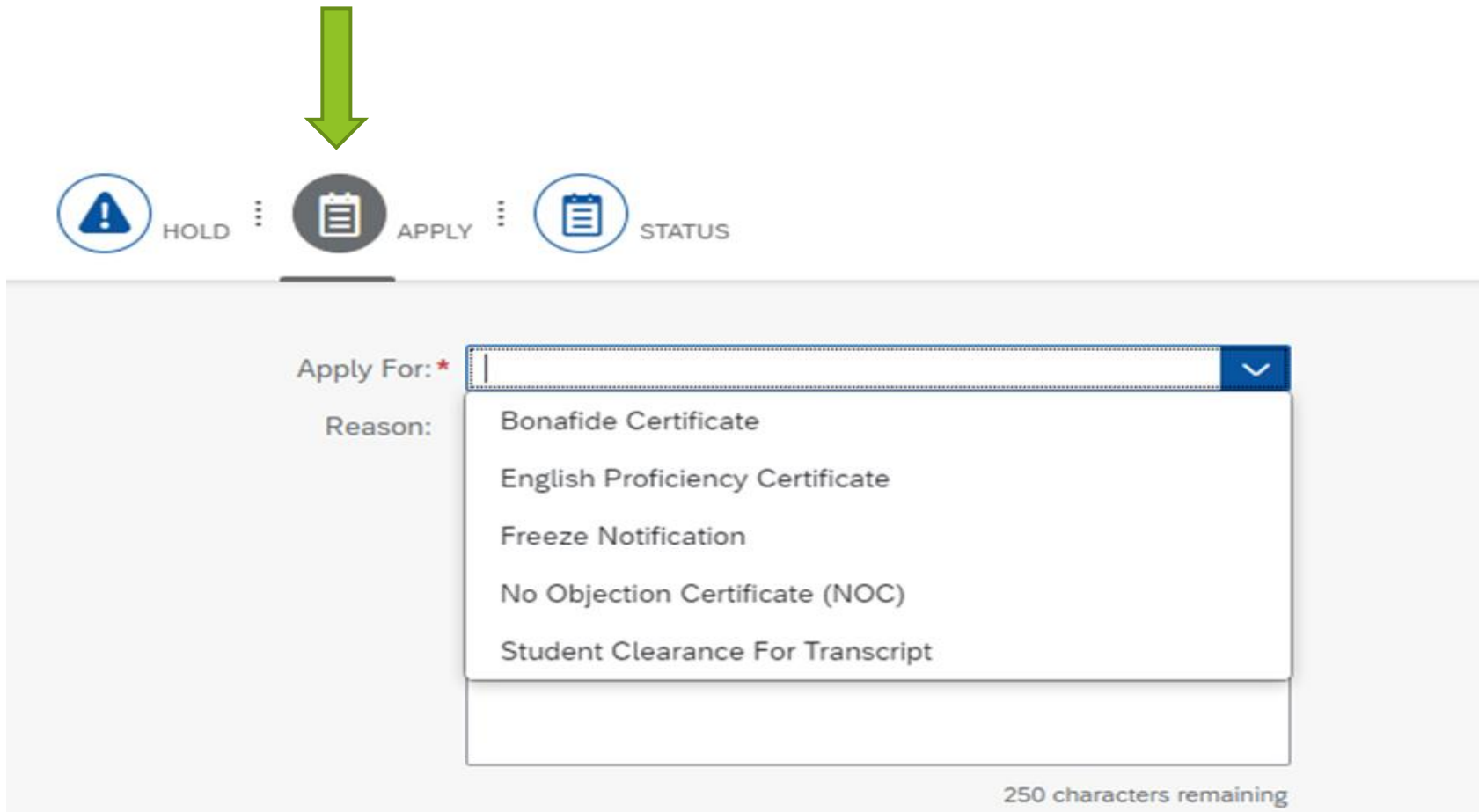
## Fine and Hold List

Fine	Fine Text	Hold Description	Date	Reason	Hold by	Department	Status
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Tehmina Ambren	ITH Transport	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Riaz	ITH Transport	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Mian Qaiser Hayat	Security and Safety Department (LHR)	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Iram	CareerService&CorporateLinkageDirectorat	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Nimra Khalil	IT Services & Design Directorate (LHR)	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Madiha Raza	Girls Hostel Unit	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Naseem Kamal	University Inst of Diet & Nutri Sciences	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Usman	Student Representative Department	Active
000000000		Clearance Hold	2023.11.21			ERP Department	Active



## 2.Apply:

**You can generate any type of request by clicking on Apply Button.**



A screenshot of a web application interface. At the top, there is a navigation bar with three main buttons: 'HOLD' (with a warning icon), 'APPLY' (with a clipboard icon), and 'STATUS' (with a document icon). A large green arrow points down to the 'APPLY' button. Below the navigation bar, the 'APPLY' button is highlighted. Underneath, there is a form section. The first part is a dropdown menu labeled 'Apply For: \*' with a blue arrow icon on the right. The dropdown menu is open, showing a list of options: 'Bonafide Certificate', 'English Proficiency Certificate', 'Freeze Notification', 'No Objection Certificate (NOC)', and 'Student Clearance For Transcript'. Below the dropdown menu is a text input field labeled 'Reason:'. At the bottom right of the form, there is a text label '250 characters remaining'.

HOLD ... APPLY ... STATUS

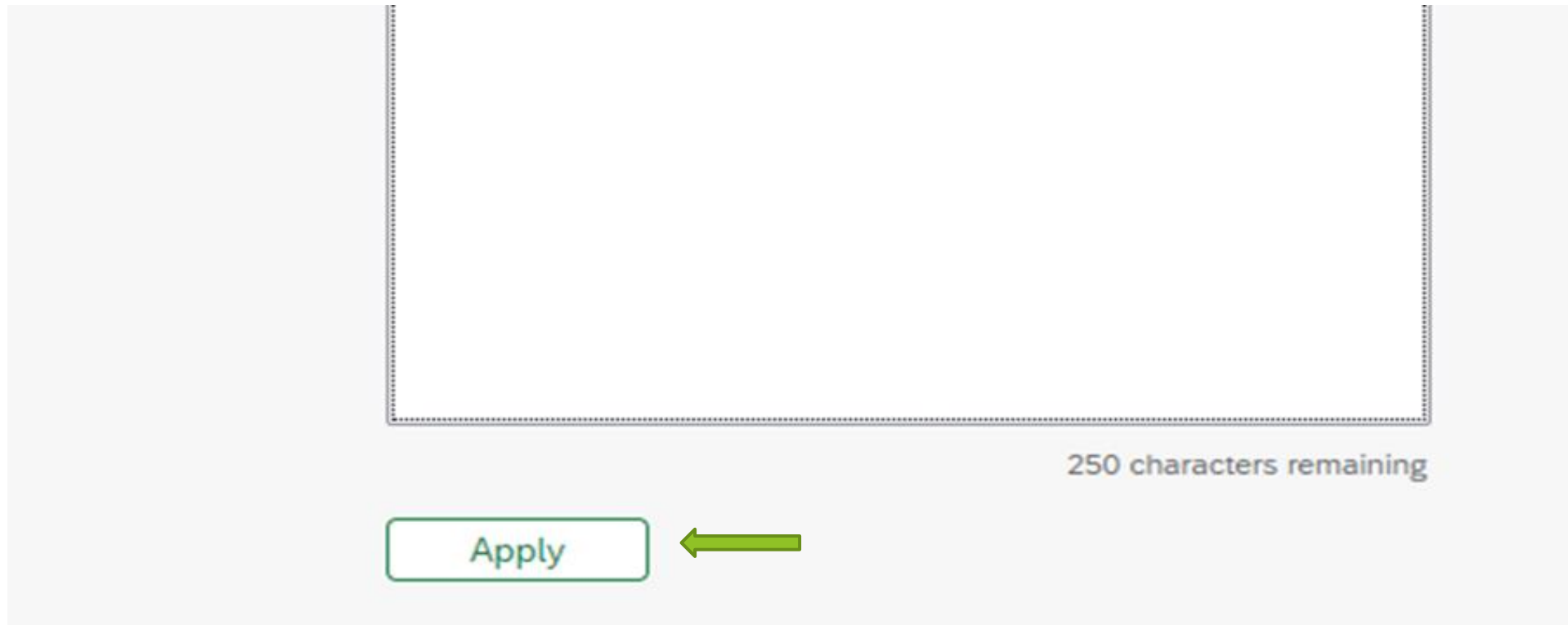
Apply For: \*

Reason:

- Bonafide Certificate
- English Proficiency Certificate
- Freeze Notification
- No Objection Certificate (NOC)
- Student Clearance For Transcript

250 characters remaining

**Upload the Request and attach required Documents then click on Apply Button**



A screenshot of a web form interface. It features a large, empty rectangular text area with a dashed border. Below the text area, on the right side, is the text "250 characters remaining". At the bottom left of the form is a rounded rectangular button labeled "Apply". A green arrow points from the right towards the "Apply" button.

### 3. Status:

**Status Button use to check the status of your Application.**



#### My Request Status

Application ID	Degree	Application Type	Status
0000000356	Master of Philosophy in Human Nutrition	FREEZE NOTIFICATION	Pending
0000000355	Master of Philosophy in Human Nutrition	STUDENT CLEARANCE FOR TRANSCRIPT	Pending
0000000049	Master of Philosophy in Human Nutrition	BONAFIDE CERTIFICATE	Approve
0000000048	Master of Philosophy in Human Nutrition	ENGLISH PROFICIENCY CERTIFICATE	Approve