



COMSATS University Islamabad

Office of Student Affairs

No. CUI/SA/400/Reg-Form/2023/01

Student Society Registration Form

If you wish to setup a new society, this form must be completed and submitted along with the requisite documents as requested in the registration form.

1. Name of Society	
2. President	
(i) Name:	
(ii) Registration No:	
(iii) Contact Details (Cell No.):	
(iv) Email Address:	
(v) Profile (Attach profile/resume of President with current CGPA):	
3. Nominated Society Advisor	
(i) Name:	
(ii) Department:	
(iii) Cell Number and Ext:	
(iv) Email Address:	
4. Responsibility of Faculty Advisor:	
5. Selection Criteria for Office Bearers and other Members	

6. Details of Office Bearers	
(i) Vice President:	
(ii) General Secretary:	
(iii) Treasurer	
(iv) Any other:	
7. Functions of the Society	
8. Proposed Calendar of Events	What does it involve? How will you manage it? (not more than 50 words)
Event 1:	
Event 2:	
Event 3:	
9. Financial Sources (E.g. Registration Fee, Donations, Sponsorship or any other Financial Source)	
10. Society Website (if created)	
11. Society Social Media Handles (Facebook, Instagram, Twitter)	
12. Society Logo (if any):	

Required documents:

1. Society constitution / charter.
2. List of members and office bearers with their name, registration numbers, contact information, email address and CGPA along-with their job descriptions.
3. Application from society advisor through concerned HoD of the department.

I hereby submit that all the information and documents provided in the application form is true and to the best of my knowledge and will run the society in accordance with the student society guidelines.

Signature of the Society's President _____
Dated

I have read the responsibilities of Society's Faculty Advisor outlined in the student society guidelines and hereby volunteer myself to undertake the responsibility of Student's Faculty Advisor.

Signature and stamp of Student Faculty Advisor _____
Dated

Name of Head of Department: _____

Counter signed and stamped By Head of Department: _____

For Official Use Only

Request Received on: _____

Recommended / Not Recommended: Management Committee (Signature): _____

Approved / Not Approved: Incharge Campus (Signature): _____

Society Registration Date: _____