



Degree in Absentia Form

Sr. No. _____

Fee deposited Rs. _____

NOTE: Please read the instructions carefully before filling this Form.

Paste two Photographs with white background duly attested on backside

University Registration No :	Title of Degree Applied for :	Date of Exam Held :	Date of Result Declaration :

A. PERSONAL DATA:

1. Name (In CAPITALS)

2. Father's Name (In CAPITALS) Husband's Name

3. Applicant's C.N.I.C. No.

4. Father / Husband C.N.I.C. No.

5. Contact No: Mobile Tel:

6. Postal Address :
.....

7. Permanent Address
.....

8. Domicile : Province /Distt: 9. Nationality: :

B. ACADEMIC RECORD :

(I) Entries should be started from higher Qualification obtained

Qualification	University / Board	Name of Institution Attended	Roll No./ Enrollment No.	Period (From — To)	Marks/ Percentage/ CGPA	Major Subjects

F. DECLARATION:

I solemnly declare that the information given in **A, B, C, D & E** are correct to the best of my knowledge and belief and that I have completed all requirements for issuance of Degree and have deposited Rs. Vide Receipt / Bank Draft No.

dated: attached herewith.

Attesting Officer:

Signature :

Name :

Office Seal :

Signature of Candidate

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IMPORTANT NOTE:

Sr.No. _____

1. C.N.I.C. attested copy along with this slip must be produced at the time of receiving of degree.
2. The applicant must read the instructions on the reverse of the application form carefully before submitting the form to the office.
3. A properly signed Authority Letter from the applicant along with attested copy of C.N.I.C. must be produced by the person receiving degree on behalf of the applicant.

For Applicant
(This slip to be produced at the time of receiving Degree)

Received the degree of Miss / Mrs. D/O

Registration No. Exam Annual / Supply / Semester System.....

Session Roll No / Enrollment No. Fee deposited Rs. In

Vide receipt / Bank Draft No.....dated C.N.I.C. No. (Applicant) :

Dated: _____

Dealing Assistant
SBB Women University Peshawar

INSTRUCTIONS

1. Please duly fill all the particulars in your own handwriting.
2. Incomplete Form will not be entertained and shall be returned or be kept pending unless the deficiency is removed.
3. **Attested Copy of the DMC/Transcript of last examination passed, attested copy of C.N.I.C. and Original Bank Draft / deposit slip be attached.**
4. Fee remitted by Money Order will not be accepted.
5. Regular & Late College students are required to attest the form from Head of the institution, and private candidates from a Gazetted Officer.
6. For immediate degree the applicant must submit the prescribed form completed in all respect before 10.00 A.M on each working day except Friday in the Examinations Section.
7. The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete / wrong information / R.L cases / Non availability of signatory authorities.
8. In case of examination where the specialization has to be mentioned in the degree Certificate to the effect is to be furnished from the concerned Head of Department / Institution.
9. For Receiving the Duplicate Degree, please attach the Photocopy of Original Degree OR attached FIR copy & Two News Papers (National Level) cutting to the effect that the degree has been lost.
10. In case of Name correction, the Name correction Notification must be attached with the degree form
11. No degree will be retained over and above a period of one year after the due date of issuance all prepared degree dully signed by the competent authority shall be scraped after a lapse of six months from the due date of issuance and the candidate shall be required to apply a fresh.

FEE SCHEDULE

Category	Issue Period	Original Degree	Duplicate Degree
Normal	30 Days	Rs. 1700.00	Double
Urgent	05 Days	Rs. 2300.00	Double
Most Urgent	03 Days	Rs. 2900.00	Double
Immediate	Next Day	Rs. 3500.00	Double

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