



Degree in Absentia Form

Sr. No. \_\_\_\_\_

Fee deposited Rs. \_\_\_\_\_

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

Paste two

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

Photographs with white background duly attested on backside

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**

✂                      ✂                      ✂                      ✂                      ✂                      ✂                      ✂                      ✂

**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: \_\_\_\_\_

## 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.*

# Controller of Examinations

Shaheed Benazir

Bhutto Women University Peshawar

No.

Dated: 20.02.2023



134-143 /Exams/sBBWUP

## NOTIFICATION

On the recommendation of Finance and Planning Committee in its 24<sup>th</sup> Meeting dated 28<sup>th</sup> December, 2023, subsequently approved from the Syndicate in its 44<sup>th</sup> Meeting held on Friday 20<sup>th</sup> January, 2023, the following time limit and fee rate for verification and issuance of Academic documents and related activities will come into force with immediate effect:

S.NO	Document/ Activity	Purpose	Time Limit (Working Days)	Existing Fee	Revised Fee
2	Transcript (including conversion)	Issuance	15 Days	Rs. 1300/-	Rs.3000/-
			5 days	Rs. 1900/-	Rs. 4000/-
			Next Day	Rs. 2500/-	Rs. 5000/-
	Transcript/ Result Slip	Verification	7 Days	Rs. 500/-	Rs. 750/-
			3 Days	Rs. 800/-	Rs. 1200/-
			Next Day	Rs. 1000/-	Rs. 1500/-
3	Transcript (Duplicate)	Issuance	3 Days	Rs. 1900/-	Rs. 2850/-
			Next Day	Rs. 2500/-	Rs. 3750/-
4	Degree	Issuance	60 Days	Rs. 1700/-	Rs. 2550/-
			15 Days	Rs. 2300/-	Rs. 3450/-
			5 Days	Rs. 2900/-	Rs. 4350/-
			3 Days	Rs. 3500/-	Rs. 5250/-
5	Degree	Verification	7 Days	Rs. 800/-	Rs. 1200/-
			3 Days	Rs. 1000/-	Rs. 1500/-
			Next Day	Rs. 1900/-	Rs. 2850/-
6	Degree (Duplicate)	Issuance	60 Days	Rs. 3400/-	Rs. 5100/
			15 Days	Rs. 4600/-	Rs. 6900/-
			5 Days	Rs. 5800/-	Rs. 8700/-
			3 Days	Rs. 7000/-	Rs. 10,500/-
7	Result Slip (Duplicate)	Issuance	3 Days	Rs. 400/-	Rs. 600/
			Next Day	Rs, 700/-	Rs. 1000/-
8	Correction in Particulars	Notification	7 Days	Rs. 400/-	Rs. 600/-
			3 Days	Rs. 700/-	Rs. 1000/-
			Next Day	Rs. 1300/-	Rs. 2000/-
9	Repeater Registration	One Paper	All Semesters	Rs. 1500/-	Rs. 2250/-
10	Semester Repeater	Full Exam	All Semesters	Rs. 1600/-	Rs. 2400/-
11	Makeup Exam	One Paper	All Semesters	Rs. 1000/-	Rs. 1500/-
12	Migration Fee	Issuance	3 Days	Rs. 800/-	Rs. 1200/-
			Next Day	Rs. 1000/-	Rs. 1500/-

13	Registration	B.A / B.Sc	One Time	Rs. 1000/-	Rs. 1500/-
		BS-4 Year / AD/ Masters		Rs. 1000,-	Rs. 1500/-
14	Duplicate Roll NO Slip	All Programs	One Time	Rs. 300/-	Rs. 450/-
15	Research Project / Thesis/ Internship	BS-4 Year/ Masters/ PGDCP	One Time	Rs. 3000/-	Rs. 4500/-
		M.Phil		Rs. 4000/-	Rs. 6000/-
		Ph.D		Its. 6000/-	IQs. 9000/-
16	Merit / Distinction Certificate	Issuance	7 Days	Rs. 400/-	Rs. 600/-
			3 Days	Rs. 700/-	Rs. 1000/-
			Next Day	Rs. 1000/-	Rs. 1500/-
17	Gold Medal Certificate	Issuance	7 Days	Rs. 700/-	Rs. 1000/-
			3 Days	Rs. 1000/-	Rs. 1500/-
			Next Day	Rs. 1300/-	Rs. 2000/-
18	Social Work Certificate	Issuance		Rs. 200/-	Rs. 300/-
19	Exam fee			Rs. 1500,-	Rs. 2250/-
	(for Affiliated Colleges only)			Rs. 1800/-	Rs. 2700/-
20	Diploma	Issuance	15 days	Rs. 500/-	Rs. 750/-
21	Diploma (Duplicate)			Rs. 1000/-	Rs. 1500/-

This has been issued after the approval from the Statutory Bodies and Vice Chancellor.



Con roller of Examinations

No. 134-143 [Exams.SBBWUP

Copy to:

1. The Dean, Faculty of Social Sciences
2. All Coordinators of Teaching Departments
3. Sectional Heads
4. All BS-4 year Program Coordinators, Affiliated Colleges
5. All Principals, Affiliated Colleges
6. RAD (Audit)
7. PS to Vice Chancellor
8. Treasurer
9. Bank (UBL)



Cont oller of Examinations