

APPLICATION FORM FOR DEGREE IN ABSENTIA

To
The Controller of Examinations
University of Engg & Technology, Peshawar.

I have the honour to apply for my degree,
which I could not collect in the
Convocation held on _____ 20____

Reasons Due to: _____ to be stated _____

1. Name (In block letters).....

2. Father's Name (in block letters).....

3. Registration No. (Engg: University).....

4. Name of Exam: passed..... Spring / Fall / Annual / Supply.....

5. Permanent Home Address.....
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6. Phone/Cell No.....

7. Photocopy of NIC (Attached Attested Copy)

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CERTIFICATES:

1. I certify that the applicant is the same person whose particulars are given above and are correct. His photo has been attested by me.
2. He/She has completed all the formalities laid down under the rules for award of degree in Absentia i.e. he has completed 800 Hour Practical Training in an approved factory etc. In case of Civil Agricultural and Mining Engineering graduates, photocopy of Survey Camp Certificate duly attested by the Chairman concerned is attached.
3. I certify that the candidate has remitted Rs. Vide UBL / University

Receipt No.....dated..... (Original receipt attached.)

Chairman of the Department

The particulars stated above have been checked and found correct. Award of Degree in Absentia may kindly be approved.

Sanctioned

ACE/DCE

Vice-Chancellor

Cut here

(For Applicant)

Received the Degree of Mr./Ms.....

S/D/O..... Exam..... Registration No.....

Session..... Spring / Fall / Annual / Supplementary.....

Fee Deposited Rs..... In UBL / University vide receipt No..... Dated.....

IMPORTANT NOTE: N.I.C of the applicant and recipient along with this slip must be produced at the time of receiving degree. The applicant must read instructions on the reverse of application form carefully before submitting the form in the Office.

IMPORTANT

1. Late University students are required to get the certificate signed by the Chairman of the Teacher Department through which they appeared and passed the examination.
2. No one can apply on behalf of the candidate concerned.

Please attached clearance from the following:-

1. Main Library Engineering University.....
2. Departmental Library.....
3. Provost Office.....
4. Account Section.....
5. Remote Campuses (For Remote Campuses students only).....
6. Campus Management Solution (CMS).....

INSTRUCTIONS

1. Fee for issuance of degree
2. One photograph to be attested on face side by the Chairman of the department/Principal of Institution (No exemption for female).
3. Attested Photocopy of the S.S.C.
4. 800 Hours Training/Experience Certificate duly attested by the Chairman/Principal of Institution.
5. Please fill in all the Particulars in your own handwriting.
6. Incomplete Form will not be entertained.
7. Photocopy of the DMC of Final year examination passed, attested photocopy of NIC and original Bank deposit slip should be attached.
8. Payment may be deposited in UBL University Branch. Money Order will not be accepted.
9. Students are required to attest the form from the Chairman of concerned Department/Institution.
10. The Office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete or wrong information/r.l cases/non availability of registrar/vice chancellor, etc.