



HAZARA UNIVERSITY, MANSEHRA, PAKISTAN
APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA

Controller Examinations,
Hazara University,
Mansehra.

ڈگری فارم کے ساتھ دو عدد تصاویر ، پارٹ I اور II کی
DMC کی فوٹو کاپی، شناختی کارڈ کی فوٹو کاپی ، بینک رسید اور
پرویزنل سرٹیفکیٹ کی فوٹو کاپی ضرور منسلک کریں۔ شکریہ

2 Attested
Passport
size Photo`s
with blue
Background
to be pasted

Sir,

I have the honour to apply for my degree which I could
not collect in the convocation held in

Reason due to _____
be stated _____

My particulars are as under:

1. Name in (Capital Letters) _____
2. Father's Name (Capital Letters) _____
3. NIC No. _____
4. Registration No. (Hazara University) _____
5. Name of Exam: Passed _____ Roll No. _____ Year _____
6. (Annual / Supplementary) Session if any _____
7. Institution /District from which examination passed: **Government Postgraduate College Mansehra.**
8. Permanent home address of parents (State House No. /Mohallah Village. Tehsil, District /State etc.) _____
9. Address on which the degree to be sent _____
10. Contact No: _____
11. For M.Phil/MS/LLM and P.hD Degree normal and urgent fee is Rs:6000/- & 12000/- respectively.
12. For Master and Bachelor Degree normal and urgent fee is Rs:2500/- and 5000/- respectively.

I am etc

Signature of the candidate _____

CERTIFICATE

1. I certify that the applicant is the same person whose particulars as given above are correct. His/Her photographs have been attested by me.
2. He/She has completed all the formalities laid down under the rules forwarded of degree in absentia.
3. I certify that the applicant has remitted Rs. _____/- by University Bank Fee Receipt / Draft No. _____ dated _____ (attach original receipt)

i. Name and Designations of attestation officer:

ii. CNIC No:

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iii. Contact No:

Principal / Chairman / College/Department
(For Regular Students)
Magistrate Ist Class/Gazetted officer BPS 17 and above
(For private candidates)

Signature: _____

Office Seal _____

IMPORTANT:

1. College / Late College students are required to get the Degree Form signed by the Principal of concerned College.
2. University internal students are required to get their Degree Form signed by the Chairman/HoDs concerned.
3. Private candidates to get the Degree Form signed by BPS-17 and Above Officer
4. All candidates are required to submit attested copies of Transcript or Part I & II DMC,s, CNIC, two attested photographs, (Provisional Certificate for regular & late college students only), Bank Challan no.3 & Clearance chit for university regular students, attached with degree form.
5. Degree will be issued by post on the address given at Sr. No. 8 above within three months.
6. All candidates are advised to obtain / get their degrees from examination section at their own or provide candidate original CNIC as well as receiver CNIC copy.
7. Degree correction fee Rs. 500/- and Correction will be made within 20 days.
8. Duplicate degree fee charged double of the original fee as mentioned above at serial no. 10 & 11, and required documents are 1. Original FIR 2. Two newspapers cutting 3. Original Affidavit
9. The degrees of Bachelor, Master, M.Phil, MS, LLM & P.hd on urgent basis will be issued within 07 working days.-

FOR USE IN THE UNIVERSITY OFFICE ONLY

The particulars stated above have been checked & found correct. Degree in absentia may kindly be sanctioned.

Superintendent _____

ACE _____

Sanctioned _____

Degree/Certificate Assistant
Issued Vide No. _____
Dated _____

DCE _____

Controller Examinations _____

VICE CHANCELLOR _____