



**OFFICE OF THE CONTROLLER OF EXAMINATION
HAZARA UNIVERSITY, MANSEHRA, PAKISTAN
APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA**

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

Controller Examinations,
Hazara University,
Mansehra.



Sir, I have the honour to apply for my degree in ABSENTIA

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. Degree Title: _____ Roll No. _____
Calender Semestrer _____ Current Academic Year: _____ CGPA: _____
7. (Annual / Supplementary) Session if any _____
8. Institution /District from which examination passed _____
9. Permanent home address of parents (State House No./Mohallah Village. Tehsil, District / State etc.) _____

10. Address on which the degree to be sent _____
11. Contact No: _____
12. For M.Phil/MS/LLM and P.hD Degree normal and urgent fee is Rs:6500/- & 12500/- respectively.
13. For Master and Bachelor Degree normal and urgent fee is Rs:3000/- and 5500/- 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 of Controller office copy)

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. **Candidates must attach the last certificate/degree duly verified from the respective Board/University.**
4. Private candidates to get the Degree Form signed by BPS-17 and Above Officer
5. All candidates are required to submit attested copies of Transcript or Part I & II DMC, s, CNIC, two attested photographs,, Bank Challan no.3 & Clearance for university regular students, M.Phil & PhD Students also attached notification, Thesis submission letter copy with degree form.
6. Normal degree will be issued by post on the address given at Sr. No. 9 above within two months.
7. 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 and authority letter.
8. Degree correction fee Rs. 2500/- or 1000/- and Correction will be made within 20 working days.
9. Duplicate degree fee charged double of the original fee as mentioned above at serial no. 11 & 12, and required documents are 1. Original FIR
2. Two newspapers cutting 3. Original Affidavit
- 10.
11. The degrees of Bachelor, Master, M.Phil, MS, LLM & P.hD on urgent basis will be issued within 10 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