



OFFICE OF THE CONTROLLER OF EXAMINATIONS

SHAHEED BENAZIR BHUTTO UNIVERSITY

Sheringal, Dir Upper, Khyber Pakhtunkhwa, Pakistan
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ATTESTED
PICTURES

APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA

To

The Controller of Examinations
Shaheed Benazir Bhutto University, Sheringal

Sir,

I have the honour to apply for my degree.

My particulars are as under:

- 1: Name in (capital Letters): _____
- 2: Father's name (capital Letters): _____
- 3: CNIC No: _____
- 4: Registration No, Shaheed BB (University): _____
- 5: Name of Exam passed _____ Roll No, _____ Year. _____
- 6: Institution / District from which examination passed _____
- 7: Contact Phone: _____ Mobile No: _____
- 8: Permanent address: _____

ضروری ہدایات:

ڈگری وصول کرتے وقت ڈگری سلیپ / رسید اور متعلقہ امیدوار کا اصل کمپیوٹرائزڈ قومی شناختی کارڈ ہمراہ لائیں۔ بصورت دیگر ڈگری جاری نہیں کی جائے گی۔ فارم جمع کرنے سے پہلے فارم کے پشت پر دیئے گئے ہدایات ضرور پڑھیں۔

Signature of the candidate

CERTIFICATE

I certify that the applicant is the same person with particulars as given above is correct His /her photographs have been attested by me. He/ She have completed all the formalities laid down under the rules and his form is forwarded for degree in absentia.

I certified that applicant has remitted Rs: _____ by HBL _____ as fee vide receipt / Draft No: _____ Dated _____ (original receipt is attached)

Signature of Principal / Chairman of (College/Department) for Regular Students
/Gazetted Officer BPS -17 or above for Private Candidates

Office seal: _____

FOR USE IN THE UNIVERSITY OFFICE ONLY

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

Superintendent

Sanctioned

Deputy Controller

Controller of Examinations

Registrar

Fee Schedule for Degree:

S/No	Normal Fee (after 30 working days)	Double Fee (after 15 working days)	Urgent Fee (after 7 working days)
1	Rs: 4800/-	Rs: 8000/-	Rs: 9600/-
Duplicate / Revised	Rs: 8000/-		Rs: 11000/-

IMPORTANT INSTRUCTIONS:**1: Attach these documents with the application form.**

S/No	Degree	Required Documents
1	BA/B.Sc/B.Com	Fee receipt, CNIC photo copy, 3 rd year & 4 th year DMC's photo copy, attested photo copy of Intermediate Original Certificate and attested pictures
2	MA/M.Sc/M.Com	Fee receipt, CNIC photo copy, Previous & Final DMC's/Transcript photo copy, attested photo copy of BA/B.Sc/B.Com Degree, (Clearance Certificate only for internal students) and attested pictures
3	BS	Fee receipt, CNIC photo copy, Transcript photo copy, (Clearance Certificate only for internal students) attested photo copy of Intermediate Original Certificate and attested pictures
4	B.Ed/BP.Ed One Year	Fee receipt, CNIC photo copy, DMC/Transcript photo copy, attested photo copy of BA/B.Sc Degree & (photo copy of DP.Ed Diploma for BP.Ed Degree), (Clearance Certificate only for internal students) and attested pictures
5	B.Ed 1.5 Year	Fee receipt, CNIC photo copy DMC/Transcript photo copy, attested photo copy of MA/M.Sc/BS Degree, (Clearance Certificate only for internal students) and attested pictures
6	M.Ed	Fee receipt, CNIC photo copy DMC/Transcript photo copy, attested photo copy of B.Ed Degree, (Clearance Certificate only for internal students) and attested pictures
7	MS/MPhil	Fee receipt, CNIC photo copy, Transcript photo copy, attested photo copy of MA/M.Sc/BS Degree, Clearance Certificate and attested pictures
8	Ph.D.	Fee receipt, CNIC photo copy, Transcript photo copy, attested photo copy of MS/MPhil Degree, Clearance Certificate and attested pictures

- 2: College/Late College / University students are required to attest the form from Principal of the concerned College / Concerned Chairman Teaching Department.
- 3: Private candidates are required to attest the form from a Gazetted Officer BPS-17 or above.
- 4: One photograph (having name and father name of the candidate) is to be attested on the face side (office seal to be invariably affixed) and the other is to be attested on back side.
- 5: The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete/wrong information/ R.L cases/ OR Non-availability of Controller of Examinations /Registrar/Vice-Chancellor and any other obstacle.
- 6: Incomplete form will not be entertained and shall be kept pending unless the deficiency is removed.
- 7: Bring authority letter with original CNIC of the candidate, while receiving Degree (a person can received only three degrees in a month).
- 8: Please contact Degree Superintendent before submission of urgent Degree fee. Rs: 6000/-
- 9: **For duplicate triplicate degree the following documents are required to be attached.**

1. Copy of original degree if (available)
2. Copy of DMC of the relevant Examination.
3. At least two original news paper
4. FIR original
5. Attested copy of Matric DMC/Certificate
6. Attested copy of Intermediate DMC/Certificate
7. Affidavit in (original).
8. A copy of previous Degree (in case if available)

10: For revised degree the following documents are required to be attached.

- a. Returned original degree
- b. Copy of DMC of the relevant Examination.
- c. Attested copy of Matric DMC/Certificate
- d. Attested copy of Intermediate DMC/Certificate
- e. Affidavit in (original).
- f. Attested copy of previous Degree (in case if available)
- g. Court Degree (in case if available)