

Degree in Absentia Form

فارم کے ساتھ دو عدد پاسپورٹ سائز سفید گراؤنڈ والی تصاویر لگائیں۔
اور تصاویر کے پشت پے اپنا نام اور ولدیت ضرور لکھیں۔ رنگین بیک
گراؤنڈ والی تصاویر ہرگز قبول نہیں کی جائیں گی۔

Attached
02 No. of
Passport
Size Pictures
with white
Background



University Registration No:

Title of Degree:

1. Name (in Block letters)

2. Father's Name (in Block letters)

3. Name of Examination Passed Roll No

Year/Session Annual/Supply. (Attach final year DMC photocopy)

4. Tick whether passed as Regular Student OR Private Candidate

5. Institution attended:

6. District of Domicile:

7. Permanent Address

Phone No

8. Email Address:

9. N.I.C No. (Attach attested Copy)

I have completed all the requirements for award of Degree and have deposited
Rs. Vide Receipt No. date attached

UBC/ CO: ACE: Controller of Examination:

Attestation From
Head of Department/Institute/Principal/Gazetted Officer
(Please Read instruction No.2 overleaf)

Signature

Signature of the Candidate

Name

Office Seal

Form Submission Date:

ACKNOWLEDGEMENT (For applicant)

Received degree form of Mr/Mrs

S/D/O Exam. Reg. No.

Session Annual/Supply Roll No. Form Submission Date

Category (A) Normal

Category (B) Urgent

ضروری ہدایات
ڈگری وصول کرتے وقت ڈگری سلب اور سید اور مستفاد امیدوار کی کمپیوٹر آئڈنٹیٹی کا کارڈ
کی فوٹو کاپی ہمراہ لائیں۔ بصورت دیگر ڈگری جاری نہیں کی جائے گی۔ فارم جمع کرنے سے
پہلے فارم کے پشت پر دی گئی ہدایات ضرور پڑھیں۔

Dealing Asstt: (Degree Section)
Bacha Khan University, Charsadda

Degree Form 1/2

INSTRUCTIONS FOR THE CANDIDATES

IMPORTANT NOTE:

This form should be filled in accordance with the following instructions Incomplete form will not be entertained and shall be returned OR be kept pending till the deficiency is removed.

1. Following documents shall be attached with the form:

A. For Original Degree

S.No.	Discipline of Degree	Attached Documents for Annual System	Attached Documents for Semester System
1.	Bachelor	a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of FA/F.Sc Certificate. d. Attested DMC's Photocopies of Bachelor (Part-I & Part-II). e. Attested Photocopy of CNIC. f. Clearance Form for Regular Students.	a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of FA/F.Sc Certificate. d. Attested Photocopy of Final Transcript. e. Attested Photocopy of CNIC. f. Clearance Form.
2.	Master	a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of Bachelor's Degree. d. Attested DMC's Photocopies of (Previous & Final exams) e. Attested Photocopy of CNIC. f. Clearance Form for Regular Students.	a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of Bachelor's Degree. d. Attested Photocopy of Final Transcript. e. Attested Photocopy of CNIC. f. Clearance Form.
3.	MS/M.Phil		a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of Master's Degree. d. Attested Photocopy of Final Transcript. e. Attested Photocopy of CNIC. f. Notification from Secrecy g. Clearance Form.
4.	Ph.D		a. Original Bank Receipt or Bank Draft for the fee deposited. b. Attested Photocopy of Matric Certificate c. Verified Photocopy of MS/M.Phil Degree. d. Attested Photocopy of Final Transcript. e. Attested Photocopy of CNIC. f. Clearance Form.

B. Duplicate Degree

- | | |
|---|--------------------------------------|
| i. Original Degree (If available) | ii. Copy of Matric Certificate |
| iii. Copy of D.M.C of the relevant Exam | iv. Copy of Intermediate Certificate |
| v. Cutting of at least two newspapers | vi. Copy of C.N.I.C |
| vii. F.I.R | viii. Affidavit (In Original) |
| ix. Original Bank Receipt or Bank Draft for the fee deposited. Fee remitted through Money Order is not be accepted. | |

2. Regular students are required to attest this form, all documents and photographs from the head of the concerned Department/Institution while private candidates are required to attest all the aforementioned documents from a Gazetted Government officer. The attestation officer will be held accountable for wrong attestation.
3. The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete/wrong information OR Non-availability of Registrar/Vice-Chancellor.
4. 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.

FEE SCHEDULE

Category	Issue Period	Original Degree	Duplicate
Normal	60 Working days	Rs.2300/-	Rs.8000/-
Urgent	15 Working days	Rs.4600/-	Rs.10,000/-

Note: Fee should be deposited in UBL Main Charsadda Branch Code (0232) A/C No. 220198701; OR can be deposited ONLINE in any branch of UBL Bank within the country (in the above mentioned account: BKUC Examination Fee) OR can be send through Bank Draft in the name of Treasurer.