



ABBOTTABAD UNIVERSITY OF SCIENCE AND TECHNOLOGY
APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA

Please tick the relevant. Original Duplicate Normal Urgent

Attached
02 No. of
Passport
Size Pictures

University Registration No:

Title of Degree:

1. Name (in Block letters) _____

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

3. Father's Name (in Block letters) _____

4. Name of Examination Passed _____ Roll No _____

5. Year/Session _____ Annual/Supply OR Spring/Fall. (Attach DMC photocopy)

6. Tick whether passed as Regular Student OR Private Candidate

5. Total Marks _____ Marks obtained _____ Division/ CGPA _____

6. Department/College/Institution attended: _____

7. Present Address (for dispatch of Degree) _____
 _____ Contact No _____

8. Permanent Address _____
 _____ Contact No _____

I have completed all the requirements for award of Degree and have deposited Rs. _____

Vide Receipt/Bank Draft No. _____ NBP/MCB Branch _____ date _____ (attached)

Signature of the Candidate

CERTIFICATE

I certify that the applicant is the same person whose particulars as given above are correct. His/Her photographs have been attested by me.

Chairman/Principal SignatureOffice Seal.....

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 DCE Sanctioned Degree/Certificate Assistant Issued Vide No. _____

Controller Examinations Registrar VICE CHANCELLOR Dated _____

ACKNOWLEDGEMENT (For applicant)

Received degree form of Mr/Mrs _____ S/D/O _____ Exam.

_____ Reg. No. _____ Session _____ Annual/Supply Roll No. _____ Fee

deposited Rs. _____ In _____ vide receipt/Bank Draft No _____ dated. _____

ضروری ہدایات: ڈگری وصول کرتے وقت ڈگری سلپ / رسید اور متعلقہ امیدوار کی اصل کمپیوٹر اتز قومی شناختی کارڈ 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)
AUST

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. Original Degree**
 - i. Copy of Transcript/DMC (i.e Both P-I & P-II) of the relevant Examination.
 - ii. Copy of C.N.I.C.
 - iii. Original bank Receipt or Bank Draft for the fee deposited. Money Order is not acceptable.
 - iv. Copy of Provisional Certificate.
 - B. Duplicate Degree**
 - i. Original Degree (If available)
 - ii. Copy of Matric Certificate
 - iii. Copy of Transcript/D.M.C of the relevant Exam
 - iv. Copy of Intermediate Certificate
 - v. Cutting of at least two newspapers (in Original)
 - vi. Copy of C.N.I.C
 - vii. F.I.R (in Original)
 - viii. Affidavit (In Original)
 - ix. Original Bank Receipt or Bank Draft for the fee deposited. Money Order is not acceptable.
2. Regular students are required to attest this form, all documents and photographs from the head of the concerned institution while private candidates are required to attest all the aforementioned documents from a Principal of Government Colleges/Schools. 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 Signatories and any other obstacle.
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	Fee Original	Duplicate
Normal	3 Months	2500	5000
Urgent	Within 15 days	5000	10000

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