Women university,Swabi

Degree in Absentia Form Rs: 5,**000/- (**Normal Fee)

 Rs: **8,000/- (**Urgent Fee)

Attached 02 No. of Passport

Size Pictures

**S.No:**

University Registration No:

\_

University Enrollment No:

Title of Degree:

1. Name (in Block letters)
2. Father’s Name (in Block letters)
3. Name of Last Examination Passed Session (Batch Fall) (Attach final year Transcript photocopy)
4. Institution Name (Main Campus/Affiliated College):
5. District of Domicile:
6. Permanent Address
7. Present Address (for dispatch of Degree)

 Phone No

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **-** |  |  |  |  |  |  |  | **-** |  |

I have completed all the requirements for the award of degree and have deposited

Rs. Vide Receipt No. date attached

Do you want the Degree to be sent by post?

Yes

No

Attestation From Head of Department/Institution

(Please Read instruction No.2 overleaf)

Signature ……………………………….

Name …………………………………...

Office Seal…………………………….. Signature of the Candidate

# ACKNOWLEDGEMENT (For applicant)

**S.No:**

Received degree form of Miss

D/O Title of Degree. Session.

Reg No. Enrollment No.

Fee deposited Rs. In UBL vide receipt/Bank Draft No. \_ dated.

Dealing Asstt:(Degree Section) Women University, Swabi

Phone: 0938-221158

(P.T.O)

**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.

# Documents required for issuance of Original Degree

* 1. Copy of final transcript of the relevant Examination.(i.e BS/Master)
	2. Copy of C.N.I.C. iii. Copy of Matric Certificate

iv. Copy of Intermediate Certificate v. Copy of B.A/B.Sc Degree

vi. Original bank Receipt or Bank Draft for the fee deposited. Fee remitted through Money Order is not be accepted.

# Duplicate Degree

* 1. Original Degree (If available) v. Copy of Matric Certificate
	2. Copy of D.M.C of the relevant Exam vi. Copy of Intermediate Certificate
	3. Cutting of at least two newspapers (in Original) vii. Copy of C.N.I.C
	4. F.I.R (in Original) viii. Affidavit (In Original)

ix. Original Bank Receipt or Bank Draft for the fee deposited. Fee remitted through Money Order is not be accepted.

1. Regular students are required to attest this form, all documents and photographs from the head of the concerned department. The attestation officer will be held accountable for wrong attestation.
2. The Degree Section will not be held responsible for delay in preparation of degree in stipulated period due to incomplete/wrong information OR Non-availability of Vice-Chancellor/Registrar/Controller of Examinations.
3. Duration/Processing of Degree:
* Normal Degree : 03 Month
* Urgent Degree : 15 Days

**Note:** Fee can be deposited in UBL Bank Branch operating at University Campus OR can be deposited ONLINE in any branch of UBL (United Bank Limited) within the country (A/c Title: Women University Swabi in A/C No. **252582075**: Degree Fee) OR can be send through Bank Draft in the name of Treasurer, Women University, Swabi.

* For immediate degree, the applicant must submit the prescribed form completed in all respect before 10:00 A.M on the working day in the Degree Section.