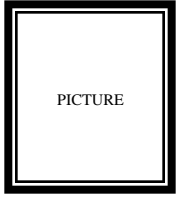




OFFICE OF THE CONTROLLER OF EXAMINATIONS
SHAHEED BENAZIR BHUTTO UNIVERSITY

Sheringal, Dir Upper, Khyber Pakhtunkhwa, Pakistan
Email: intikhab@sbbu.edu.pk; Website: www.sbbu.edu.pk
Tell: +92944885479



APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA

To

The Controller of Examinations
Shaheed Benazir Bhutto University, Sheringal

ضروری ہدایات:

ڈگری وصول کرتے وقت ڈگری سلپ / رسید اور متعلقہ امیدوار کا اصل کمپیوٹر ٹرایز قومی شناختی کارڈ ہمراہ لائیں۔ بصورت دیگر ڈگری جاری نہیں کی جائے گی۔
گرفٹار جمع کرنے سے پہلے فارم کو درست بنائے جانے کی ہدایات ضرور پڑھیں۔

Sir,

I have the honour to apply for my degree which I could not collect in the convocation held

in.....due

to.....

..... (Reason to be shown)

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: (Annual /Supplementary) session if any _____
- 7: Institution / District from which examination passed _____
- 8: Contact Phone: _____ Mobile No: _____
- 9: Permanent address: _____
- 10: Postal Address: _____

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)

Principal / Chairman of (College/Department)
/Gazetted Officer BPS -17 or above

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/ Assistant

Sanctioned

Dy. Controller (Secrecy)

Controller of Examinations

Registrar

Fee Schedule for Degree:

Degree Type	Normal Fee(Deliver after one Month)	Double Fee (Deliver after two weeks)	Urgent Fee (Deliver after one week)
Original	Rs: 3000/-	Rs: 5000/-	Rs: 6000/-
Duplicate/ Revised	Rs: 4000/-	-	Rs: 7000/-

IMPORTANT:

- 1: Attach these documents with the application form photo copy last DMC/Transcript, copy of CNIC and original Bank receipt).
- 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 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 original CNIC of the candidate, while receiving Degree.
- 8: Please contact Degree Assistant before submission of urgent Degree fee. Rs: 6000/-