** THE UNIVERSITY OF SWABI**

 **KHYBER PAKHTUNKHWA**

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 Email: examinations@uoswabi.edu.pk URL: <http://www.uoswabi.edu.pk>

**APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA**

To

**Fee Schedule Normal Rs.3000/- Urgent Rs.5000/-**

 The Controller of Examinations,

 University of Swabi.

Sir,

 I have the honor to apply for my original Degree in ABSENTIA/CONVOCATION.

 My Particulars are as under.

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Computerized National Identity Card No.
2. Registration No. (University of Swabi) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of Exam: Passed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Annual/Supplementary/Fall/Spring) Session.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Institution/Department/College/District from which examination passed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Permanent Home Address: (Street/House No./Mohallah/Village/Tehsil/District): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Candidate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE**

1. I certify that the applicant is the same person whose particulars are given above. His /Her Photographs have been attested by me.
2. He /She has completed all the formalities are laid down in the instructions for original Degree Absentia / Convocation.
3. I certify that the applicant has remitted Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_/- in United Bank, Swabi Branch, vide receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Original receipt attached)

 Director / Principal / Head of

Institute / Department / Gazetted Officer

 Signature & Seal

**INSTRUCTIONS**

1. Regular students are required to attest this form, all documents and photographs from the Head of the concerned institution/department.
2. Private candidates are required to attest all the documents from a Gazetted Officer.
3. One photograph is to be attached on the front side (official seal to be invariably affixed) and the other is to be attested on the back.
4. No-body can apply on behalf of the candidate concerned.
5. Please attach copy of DMC(s) ( Part-I & II, previous / Final, All Semester), CNIC, Provisional Certificate & two photographs (white background) along with application from.
6. The Degree fee can be deposited in the UBL Swabi Main Branch or Campus Branch in account of

**0323-204588555.**

1. The candidate is required to bring CNIC copy & retention slip for receiving original degree.

 Superintendent ACE/DCE Controller of Examinations

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**STUDENT COPY (Application Form for Obtaining Degree in Absentia)**

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| --- | --- | --- | --- |
| **Name** |  | **Roll No.** |  |
| **Father’s Name** |  | **Session (Year)** |  |
| **Discipline** | **Date of Submission** | **Expected Date** | **Signature of Dealing Assistant** | **Remarks (if Any)** |
|  |  |  |  |  |