



WOMEN UNIVERSITY SWABI (Examination section)

Website: www.wus.edu.pk
Phone No: 0938-221158

Email: coe@wus.edu.pk
Fax No: 0938-221158

Serial No. _____

Date : _____

Application form for obtaining final degree in absentia (For main campus)

Application for: _____ Degree. (Original , Duplicate)

Application for: _____ Issuance (Normal , Urgent , Most Urgent , Immediate)

Mode of Study : _____ (Regular)

Title of Degree : _____

Name of last examination passed : _____

(Fall semester , Spring semester, Summer semester, Special semester, Terminal)

Name of applicant in block letters (as per Secondary School Certificate) _____

Father Name in block letters (as per Secondary School Certificate) _____

Department: _____ Batch _____ Academic session / Year : _____

Registration No : _____ Enrollment No/Roll No : _____

Total marks : _____ Marks obtained : _____ Division : _____ CGPA : _____

District of Domicile : _____ Date of birth : _____ Blood Group: _____

Contact Number : _____ Email Address : _____

Bank Deposit Slip/ Bank draft No. _____ (original slip must be attached with this form)

Certified that the above mentioned particulars/information is correct and need no corrections.

Signature of Applicant : _____ Date of submission : _____

Attested by Head of the teaching department:

Name : _____ Signature : _____

Office Seal/Stamp : _____ Date : _____

NOTE: The main campus students are required to endorse this Form by the Chairman of the Department in which studied.

(For Office use of Examination Section)

Name and signature of Receiving Official : _____

Name and signature of concerned examination official : _____

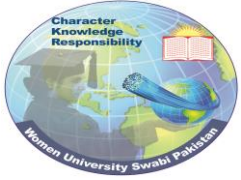
Receiving Date : _____ Forwarded date to DCOE : _____

Signature of the Deputy Controller of examinations : _____

Receiving Date : _____ Forwarded date to ADDCOE : _____

Signature of the Additional Controller of examinations : _____

Receiving Date : _____ Degree Issue date : _____



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Acknowledgement Certificate for obtaining final degree in absentia (For main campus)

I examination official named Mr./ Miss. _____ Received the application form for obtaining degree in absentia from, Ms. _____

Daughter of _____ Batch : _____

Academic session / Year : _____ Registration No _____

Enrollment No/Roll No _____ Last Examination passed : _____

On date: _____ .

Application for : _____ Degree. (Original , Duplicate)

Application for : _____ Degree Issuance (Normal , Urgent , Most Urgent , Immediate)

Title of Degree : _____

Signature of Receiving Official : _____ Forwarded date to DCOE : _____

Name and signature of Deputy Controller of Examinations : _____

Date : _____ Date given by examination section for receiving the degree : _____

Affidavit regarding receiving of final degree in absentia

I hereby declare that after applying/obtaining Degree with Qualified status of the degree program :

_____.

I shall not claim / apply in any subject/course for improvement/ Reappear purpose in the said degree program.

Name of the recipient : _____ Signature of recipient : _____

CNIC of recipient : _____ Date of receiving : _____

Address : _____

Contact Number : _____

INSTRUCTIONS FOR OBTAINING DEGREE IN ABSENTIA

(For Main Campus)

(Important: Incomplete Forms Will Not be Accepted or Processed)

1. Fill in all the particulars in your own hand writing. Do Not leave any blank empty. Write N/A where applicable.
- 2 .Incomplete Form will not be entertained and shall be returned or be kept pending unless the deficiency is fulfilled.
3. For an Immediate Degree the applicant must submit the prescribed form completed in all respect before 11:00 A.M on the working day in the Examination Section.
4. The office will not be responsible for any delay in the preparation of degree in stipulated period due to incomplete/ wrong information/ Result Late Case/ Name Correction Problem/ Non availability of the signing authorities.
5. The receipt must be verified by Finance/Account Section of Women University Swabi, in case the ONLINE FEE deposited in bank.
6. In case, where the specialization is to be mentioned on the degree, a certificate to the effect is to be submitted from the concerned Department/ Institution/ College.
7. Degree will not be issued within three months of declaration of result.
8. Fee remitted by Money Order will not be accepted.

SPECIAL INSTRUCTIONS FOR OBTAINING BACHELOR DEGREE IN ABSENTIA

Note : Please attach the following along with application form for Bachelor degree.

- i. Computerized National Identity Card (CNIC)/ Form-B of applicant and her father also.
- ii. Attach the Original Bank Deposit/ Draft Fee Slip deposited in United Bank Ltd. (UBL) Swabi.
- iii. Character Certificate from the concerned Department.
- iv. Original Clearance Certificate/form duly signed by different officials of main campus of Women University Swabi.
- v. Verified photocopy of Secondary School Certificate (Matric/O-level) and DMC from concerned Board.
- vi. Verified photocopy of Intermediate / Diploma Certificate and DMC from concerned board.
- vii. Duly attested photocopies of DMCs/ All Semester Results Cards / Provisional Transcript/Original Transcript.

SPECIAL INSTRUCTIONS FOR OBTAINING MASTER DEGREE IN ABSENTIA

Note : Please attach the following along with application form for Master degree.

- i. Computerized National Identity Card (CNIC)/ Form-B of applicant and her father also.
- ii. Attach the Original Bank Deposit/ Draft Fee Slip deposited in United Bank Ltd. (UBL) Swabi.
- iii. Character Certificate from the concerned Department.
- iv. Original Clearance Certificate/form duly signed by different officials of main campus of Women University Swabi.
- v. Verified photocopy of Secondary School Certificate (Matric/O-level) and DMC from concerned Board.
- vi. Verified photocopy of Intermediate / Diploma Certificate and DMC from concerned board.
- vii. Verified photocopy of Bachelor Degree and DMC Part I (3rd year) and Part II (4th year) from concerned University.
- viii. Duly attested photocopies of All Semester Results Cards / Provisional Transcript/Original Transcript.
- ix. The applicant/candidate/student failing to produce the above documents at the time of receiving the degree will not be entitled for the receipt of degree.

DEGREE FEE STRUCTURE

S.No	Category	Issue Period	Original Degree	Duplicate / Revised Degree
1.	Normal	One Month	Rs. 2000/-	Rs. 4000/-
2.	Urgent	15 Days	Rs. 2500/-	Rs. 4500/-
3.	Most Urgent	07 Days	Rs. 2700/-	Rs. 5700/-
4.	Immediate	Three Days	Rs. 3500/-	Rs. 7500/-

GENERAL INSTRUCTIONS FOR RECEIVING A DEGREE

Note : For Receiving Degree, the Applicant/ Candidate/ Student must fulfil the following:

1. The degree will be issued in person.
2. The Acknowledgement Certificate/ Receipt must be produced at the time of receiving the degree.
3. Original Computerized National Identity Card (CNIC) of the applicant must be produced at the time of receiving the degree.

SPECIAL INSTRUCTIONS FOR RECEIVING A DEGREE

Note : In case the recipient (Father, Mother , Brother , Sister, Husband , Cousin etc) is other than applicant her-self, the recipient must produce the following documents:

1. Authority Letter from the applicant / candidate/ student (Duly attested by any Gazetted Officer).
2. Original CNIC of the applicant and Original CNIC of the recipient.(Attested photocopy of CNIC of the recipient must be attached with the Authority Letter from the applicant).
3. The recipient failing to produce the above documents at the time of receiving the degree will not be entitled for the receipt of degree.