



# KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

## Examinations Section

Kohat-26000, Khyber Pakhtunkhwa, Pakistan. Ph # 0922-5291501, 0922-52914656

### APPLICATION FORM FOR FINAL DEGREE IN ABSENTIA (Both for Regular & Private Students)

Attach Recent  
Passport Size  
Photograph  
with blue/  
white  
background  
(Attested on  
Back Side)

Please tick mark (✓) the relevant box and write N/A where applicable.

Degree  Original  Duplicate  Revised  Additional Subject  Improvement of Marks/ Division

Uni. Registration No.:

Title of Degree:

- Name in block capital letters \_\_\_\_\_  
(as per Secondary School Certificate/ O Level Certificate)
- Father's Name in block capital letters \_\_\_\_\_  
(as per Secondary School Certificate/ O Level Certificate)
- CNIC No. \_\_\_\_\_
- Name of Examination \_\_\_\_\_ Year : \_\_\_\_\_  Annual  Supply  Semester  Terminal
- Roll. No/ Enrolment No. \_\_\_\_\_ Result Declared on: \_\_\_\_\_
- Total Marks/ CGPA: \_\_\_\_\_ Obtained Marks/ CGPA \_\_\_\_\_ Division \_\_\_\_\_
- Exam Passed in  Whole **OR**  Parts as  Regular/ Late College **OR**  Private Candidate
- Name of College/ Department/ Institute/ Centre (For Regular Students Only)  
\_\_\_\_\_
- District of Domicile: \_\_\_\_\_ Contact No.: \_\_\_\_\_
- Postal Address: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

I have completed all the requirements for the award of Degree and have deposited Rs. \_\_\_\_\_  
vide Bank Deposit Slip/ Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

**Attested by:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Stamp \_\_\_\_\_

**Signature of the Candidate/ Applicant**

**NOTES:**

- KUST student is required to attest this form and photocopies of all the documents by the Head of the Department.
- Affiliated College student is required to attest this form and photocopies of all the documents by the Principal of the College.
- Private Candidate is required to attest this form and photocopies of all the documents from any Gazetted Officer.
- The photocopies of the documents and **official stamp/ name of the officer attesting this form must be clear and readable.**

**(FOR OFFICE USE ONLY)**

**Form Received on:**

<b>Applied For:</b>	<b>Immediate</b>	<b>Most Urgent</b>	<b>Urgent</b>	<b>Normal</b>
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Checked by the Dealing Assistant	Verified by Secrecy/Semester	Supdt. (D)	Asst. Controller of Examinations (D)	Dy. Controller of Examinations	Controller of Examinations
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✂

**- ACKNOWLEDGEMENT -**

<b>Applied For:</b>	<b>Immediate</b>	<b>Most Urgent</b>	<b>Urgent</b>	<b>Normal</b>
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Received the application form for degree in absentia from Mr/Ms. \_\_\_\_\_

Son/Daughter of \_\_\_\_\_ Enrolment/ Roll No. \_\_\_\_\_

University Registration No. \_\_\_\_\_ Examination \_\_\_\_\_

Session/Year \_\_\_\_\_ Annual/Supply/Terminal/Semester.

Date: \_\_\_\_\_

**Dealing Assistant  
KUST**

Original Degree Received by \_\_\_\_\_ Signature \_\_\_\_\_

CNIC No. \_\_\_\_\_ Dated \_\_\_\_\_

برائے مہربانی یہ رسید اپنے ہمراہ لائیں

Incomplete Form will NOT be Processed

## INSTRUCTIONS FOR OBTAINING DEGREE IN ABSENTIA

**(Read the Instructions carefully. 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 kept pending unless the deficiency is fulfilled.**
3. Attach the attested photocopies of the following in the order stated below:
  - i. Secondary School Certificate (Matric/ O-level).
  - ii. Part I and Part II DMCs, in case of B.A./ B.Sc./ B.Com./ M.A./ M.Sc.
  - iii. DMC/ Transcript, in case of B.Ed./ M.Ed.
  - iv. All DMCs in case of Term student.
  - v. Transcript, in case of ADE/ BS (Hons)/BSc (Hons)/ BBA (Hons)/MCS/ MIT/ MBA/ Pharm D.
  - vi. Transcript, in case of MS/ M.Phil/ Ph.D.
  - vii. Original Clearance Certificate duly signed from all concerned (for KUST students).
  - viii. Computerized National Identity Card (CNIC)/ Form-B.
  - ix. Recent colour photograph of the student with White/ Blue background only.
4. Attach the Original Bank Deposit/ Draft Fee Slip deposited in Habib Bank Ltd. (HBL), KUST.
5. **Fee remitted by Money Order will not be accepted.**
6. For an **Immediate Degree** the applicant must submit the prescribed form complete in all respect before 11:00 A.M on a working day in the Degree Section.
7. **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.**
8. The receipt must be verified by Account Section, KUST in case the fee has been deposited in other than KUST HBL Branch.
9. 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.
10. **Degree will not be issued within three months of declaration of result.**

<b>FEE SCHEDULE</b>					
S.No.	Category	Issue Period	Original Degree (Regular Students)	Original Degree (Private Students)	Duplicate/ Revised Degree
1.	Normal	One Month	Rs. 500/-	Rs. 750/-	Rs. 1200/-
2.	Urgent	15 Days	Rs. 1000/-	Rs. 1500/-	Rs. 2500/-
3.	Most Urgent	07 Days	Rs. 2000/-	Rs. 3000/-	Rs. 2700/-
4.	Immediate	Three Days	Rs. 3000/-	Rs. 4500/-	Rs. 3500/-



**For Receiving Degree, the Candidate MUST Fulfil the Following:**

1. The degree will be issued in person.
2. The **Acknowledgement 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.
4. In case the recipient is other than applicant him/her-self, the recipient must produce the following documents:
  - a. **Authority Letter from the applicant (Duly attested by any Gazetted Officer).**
  - b. **Original CNIC of the applicant and attested photocopy of CNIC of the recipient.**
5. The candidate/ recipient failing to produce the above documents at the time of receiving the degree will not be entitled for the receipt of degree.