



UNIVERSITY OF SWAT

APPLICATION FORM FOR DEGREE IN ABSENTIA

Paste recent
Photograph

Please Tick (✓) the relevant boxes. (a) Original Degree Duplicate Degree

(b) Normal Urgent Most Urgent Immediate

University Registration No:

Title of Degree / Program:

1. Name (in BLOCK LETTERS)

2. Father's Name (in BLOCK LETTERS)

3. Roll No Year Annual Supply Spring Fall

4. Whether passed as Regular Student Private Candidate

5. Institution / Department Attended:

6. District of Domicile: Buner Shangla Swat Other

7. Permanent Address

Contact No

8. C.N.I.C No.

CERTIFICATE

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

Bank Branch Vide Receipt No. Dated (attached)

Attestation:

Head of Institute/Principal/Gazetted Officer

(Please read instruction overleaf)

Signature of Applicant

Signature

Name

Office Seal

ACKNOWLEDGEMENT RECEIPT (For applicant)

Mr/Mrs/Ms. Son/Daughter of

Examination Year of Passing Session: Annual/Supply Roll No.

Diary No. Date

ضروری ہدایات:

ڈگری وصول کرتے وقت یہ رسید اور متعلقہ امیدوار کے قومی شناختی کارڈ کی فوٹو کاپی ہمراہ لائیں۔ ڈگری وصول کرنے کیلئے متعلقہ امیدوار خود آئے۔ بصورت دیگر ڈگری جاری نہیں کی جائے گی۔ فارم جمع کرنے سے پہلے پٹ پر دی گئی ہدایات ضرور پڑھیں۔

Dealing Asstt: (Degree Section)
University of Swat

INSTRUCTIONS

This form should be filled in accordance with the following instructions. ***Incomplete form will not be processed and shall be returned OR kept pending till the deficiency is fulfilled.***

Following documents shall be attached with the form:

Original Degree	Duplicate Degree
i. Copy of DMC of the relevant Examination. (i.e Both P-I & P-II) ii. Copy of C.N.I.C. iii. Copy of SSC & HSSC iv. Original bank receipt or online deposit slip for the fee deposited. Note: Fee remitted through Money order will not be accepted.	i. Copy of DMC of the relevant Examination. (i.e Both P-I & P-II) ii. Copy of C.N.I.C. iii. Original Degree (if available) iv. F.I.R (in original) v. Supporting proof of cuttings from at least two newspapers (in original) vi. Copy of SSC & HSSC vii. Affidavit (In Original) viii. Original bank receipt or online deposit slip for the fee deposited. Note: Fee remitted through Money order will not be accepted.

- Regular students are required to attest this form, all documents and photographs from the Head of the concerned Institution while private candidates are required to attest all the aforementioned documents from an officer of Grade-17 and above. The officer concerned will be held accountable for attesting fake / forged documents.
- ***The University of Swat will not be held responsible for delay in preparation of degree in stipulated period due to incomplete / wrong information OR Non-availability of the signatories.***
- In case of examinations, in which specialization has to be mentioned in the degree, certificate to this effect must be furnished from the concerned Head of the Department/Institution.

FEE SCHEDULE

Category	Issuance Period	Original Degree	Duplicate Degree
Normal	40 working days	Rs. 1000/-	Rs. 1500/-
Urgent	15 working days	Rs. 3000/-	Rs. 5000/-
Most Urgent	10 working days	Rs. 5000/-	Rs. 7000/-
Immediate*	Next day (Afternoon)	Rs. 9000/-	Rs. 10,000/-

* For immediate degree, the applicant must submit the prescribed form, complete in all respect, before 10:00 A.M on working day in the Examination Section, University of Swat.

Note: Fee can be deposited in National Bank of Pakistan, Main Branch, Saidu Sharif, Swat (Bank Code: 1330) University of Swat, Account No. 4581-2, OR through online deposit from any Branch of NBP.

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