



KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

EXAMINATIONS SECTION

Kohat-26000, Khyber Pakhtunkhwa, Pakistan Ph # 0922-554563-65, Fax # 554556

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

Affix Recent
Passport Size
Photograph
(Attested on
Back Side)

Please tick mark (✓) the relevant box

Degree

Original	Duplicate	Additional Subject	Improvement of Marks/ Division
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Uni. Registration No.:

Title of Degree:

- Name in block capital letters _____
(as per Secondary School Certificate)
- Father's Name in block capital letters _____
(as per Secondary School Certificate)
- CNIC No. _____
- Name of Examination _____ Annual Terminal Supply Semester
- Roll. No./Admission No./Enrolment No. _____
- Session/Year: _____ (For Regular Students): From Spring/Fall - 20 To Spring/Fall - 20
- Total Marks: _____ Marks Obtained _____ Division _____ CGPA _____
- Result declared on _____ Exam Passed as a Whole in Parts
- Passed the Exam as a Regular Candidate Private Candidate
- Name of College/Department/Institute/Centre: _____
- District of Domicile: _____ Contact No.: _____
- Postal Address: _____

Incomplete Form will NOT be Entertained

_____ 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: _____

Signature of the Candidate/Applicant

Office Seal/Stamp _____

NOTE: The regular/on-campus students and/or those of affiliated college(s) are required to endorse this Form by the Chairman/Director/Principal/Head of the Department/Institute/Centre/College in which studied. The Private Candidates are required to attest it from any Gazetted Officer.

(For Office Use Only)

Form Received on:				
Applied For:	Immediate	Most Urgent	Urgent	Normal

Entries Checked
by Dealing
Assistant

Verified by
Secrecy

Superintendent
(D)

A.C.E. (D)

Dy. Controller
Examinations

Controller of
Examinations

✂

- Acknowledgement -

Applied For:	Immediate	Most Urgent	Urgent	Normal
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Received the application form for obtaining degree in absentia from, Mr/Ms. _____

Son/Daughter of _____ Enrolment Roll No. _____

Registration No. _____ Examination _____

Session/Year _____ Annual/Supply/Terminal/Semester.

Dealing Assistant (Degree Section)
KUST

Original Degree Received by _____ CNIC No. _____

Signature _____ Dated _____

INSTRUCTIONS FOR OBTAINING DEGREE IN ABSENTIA

(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. Attach the attested photocopies of the following in the order stated below:
 - i. Secondary School Certificate (Metric/O-level)
 - ii. Provisional Certificate from the College/ Institute/ Department/ in case of Regular/ KUST Student.
 - iii. All DMCs, in case of B.Ed./ M.Ed. etc.
 - iv. All DMCs, in case of B.Sc(Hons)/ BBA(Hons)/ BBA-IT(Hons)/ MCS/ MIT/ MBA etc.
 - v. Part-I & Part-II DMCs, in case of B.A./ B.Sc./ B.Com./ M.A./ M.Sc
 - vi. Original Clearance Certificate (for KUST students)
 - vii. Computerized National Identity Card (CNIC)/ Form-B
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 completed in all respect before 11:00 A.M on the 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.**

FEE SCHEDULE					
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.