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**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:
  - a. Secondary School Certificate (Metric/O-level)
  - b. Provisional Certificate from the College/ Institute/ Department/ in case of Regular/ KUST Student.
  - c. All DMCs, in case of B.Ed./ M.Ed. etc.
  - d. All DMCs, in case of B.Sc(Hons)/ BBA(Hons)/ BBA-IT(Hons)/ MCS/ MIT/ MBA etc.
  - e. Part-I & Part-II DMCs, in case of B.A./ B.Sc./ B.Com./ M.A./ M.Sc
  - f. Original Clearance Certificate (for KUST students)
  - g. 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.**

<b>FEE SCHEDULE</b>					
<b>S.No.</b>	<b>Category</b>	<b>Issue Period</b>	<b>Original Degree (Regular Student)</b>	<b>Original Degree (Private Student)</b>	<b>Duplicate/ Revised Degree</b>
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.

**-Please cooperate with the staff members-**

**INSTRUCTIONS FOR OBTAINING**  
**INTER-COLLEGE MIGRATION CERTIFICATE**

**Important: Incomplete Forms Will Not be Accepted or Processed**

**Read the following Instructions before submission of the Application Form.**

1. The student will obtain the sanction of the College's Principal he wishes to migrate.
2. The Principal should specifically mention in his remarks, if the applicant is detained/ has been degraded or against whom any disciplinary action has been taken.
3. This form is to be sent through the Principal of the College, where the student is enrolled. The Principal shall certify the correctness of the statement made by the student.
4. Produce the Acknowledgment Receipt at the time of collecting the certificate.

<b><u>Fee Structure</u></b>	
<b>Same Day Collection Fee</b>	<b>After Two Days Collection Fee</b>
Rs. 2000/-	Rs. 1000/-

**-Please cooperate with the staff members-**

**INSTRUCTIONS FOR OBTAINING**  
**INTER-UNIVERSITY MIGRATION CERTIFICATE**

**Important: Incomplete Forms Will Not be Accepted or Processed**

**Read the following Instructions before submission of the Application Form.**

1. Attach the attested photocopy of the following along with the application in the order stated below:
  - a. Original receipt of Fee Deposit Slip
  - b. Attested photocopy of all the DMCs of the last Degree
  - c. Attested photocopy of Computerized National Identity Card (CNIC)
2. The Application Form will not be processed if found incomplete in any respect.
3. Migration Certificate must be received in person.
4. No Duplicate Migration Certificate will be issued unless lost or any other major issue subject to the satisfaction of this Section. In such a case an Affidavit/ Notary Paper must be attached along with the application form stating the reason.
5. Produce the Acknowledgment Receipt at the time of collecting the certificate.

<b>Fee Structure</b>		
	<b>Same Day Collection Fee</b>	<b>After Two Days Collection Fee</b>
Private Student	Rs. 3000/-	Rs. 1500/-
Regular Student	Rs. 2000/-	Rs. 1000/-

**-Please cooperate with the staff members-**

**INSTRUCTIONS FOR OBTAINING**  
**PROVISIONAL CERTIFICATE**

(For Private Candidates)

**Important: Incomplete Forms Will Not be Accepted or Processed**

**Read the following Instructions before submission of the Application Form**

1. Attach the attested photocopy of the following along with the application form in the order stated below:
  - a. Original Fee Receipt of Rs.450/-
  - b. Part-I & Part-II Examinations DMCs
  - c. Computerized National Identity Card
2. Provisional Certificate shall be issued after two working days on receipt of application subject to the availability of the signing authorities.
3. Produce the Acknowledgment Receipt at the time of collecting the certificate.

**-Please cooperate with the staff members-**