



Office of the Controller of Examinations  
University Of Chitral, Khyber Pakhtunkhwa

Email: [decs@uoch.edu.pk](mailto:decs@uoch.edu.pk), phone: 0943-415007 website: [www.uoch.edu.pk](http://www.uoch.edu.pk)

Attach two  
photographs  
(1 attested  
on face side  
& 1 on back  
side)

**Application Form for Obtaining Degree in Absentia**

**ضروری ہدایات**

ڈگری وصول کرتے وقت اصلی رسید اور متعلقہ امیدوار کا اصل کمپیوٹر انڈز قومی شناختی کارڈ ہمراہ لائیں بصورت دیگر ڈگری جاری نہیں کی جائیگی۔ فارم پُر کرنے سے پہلے پشت پر دی گئی ہدایات ضرور پڑھیں۔

To: The Controller of Examinations,  
University of Chitral.

Sir,

I have the honour to apply for my degree which I could not collect in the convocation held on \_\_\_\_\_ due to \_\_\_\_\_ (reason to be stated)

My particulars are as under: -

1. Name (in Capital Letters) \_\_\_\_\_
2. Father's Name (in Capital Letters) \_\_\_\_\_
3. NIC No. \_\_\_\_\_
4. Registration No. (UoCh) \_\_\_\_\_
5. Name of Exam Passed \_\_\_\_\_ Roll No \_\_\_\_\_ Year \_\_\_\_\_
6. Annual / Supplementary Session (if any) \_\_\_\_\_
7. Institution / District from which examination passed \_\_\_\_\_
8. Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ email id: \_\_\_\_\_
9. Permanent home address \_\_\_\_\_
10. Postal Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

**CERTIFICATE**

- i. I certify that the applicant is the same person whose particulars as given above are correct. His/ her photographs have been attested by me.
- ii. He/she has completed all the formalities laid down under the rules and his form is forwarded for degree in absentia.
- iii. I certify that the applicant has remitted Rs. \_\_\_\_\_ in BOK \_\_\_\_\_ (branch) as Degree Fee vide deposit slip no. \_\_\_\_\_ dated \_\_\_\_\_ (original receipt is attached)

\_\_\_\_\_  
Signature and Seal of Principal / Head of Institution (for  
Regular Students) OR any Gazetted Officer in BPS-17/above  
or Magistrate Class-1 (for Private Candidate)

Office  
Stamp

**FOR USE IN UNIVERSITY OFFICE ONLY**

The particulars stated above have been checked & found correct. Degree in absentia may kindly be sanctioned.

\_\_\_\_\_  
Dealing Assistant

Issued Vide S.No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Approved/Granted**

\_\_\_\_\_  
ACE/DCE (Secrecy)

\_\_\_\_\_  
Controller of Examinations

## **IMPORTANT INSTRUCTIONS**

- i. **Attach the following attested documents with the degree application form:**
  - **DMCs (Matric, FA/FSc or Equivalent in case of BS Students / Matric to last attended exam DMCs In case of BA/BSc / Matric to Final Term Exam where previous DMC must be attached for MA/MSc students.**
  - **Clearance form dully verified from concern HOD in case of main campus students.**
  - **2 Passport Size Photo.**
  - **Copy of CNIC.**
  - **Bank Receipt / Fee Challan.**
- ii. *College / Late College / University students are required to get the certificate signed by Head/Principal of the College, Chairman / Head of Teaching Department through which they appeared and passed the Examination.*
- iii. *Private candidates are required to get the certificate signed by an officer in BPS-17 or above or from 1st Class Magistrate.*
- iv. *One photograph is to be attested on the face side (office seal to be invariably affixed) and the other is to be attested on back side.*
- v. *The office shall not be held responsible for delay in preparation of degree in stipulated period due to incomplete / wrong information, R.L cases, non-clearance of individual/college dues or non-availability of the signatories i.e. Controller of Examinations, Vice Chancellor and any other obstacle.*
- vi. *Incomplete forms shall not be entertained and shall be kept pending unless the deficiency is removed.*
- vii. *Bring original CNIC of the candidate or his/her parent original CNIC (wherever the NIC of the candidate is not accessible) while receiving Degree or a person authorized by the candidate by filling the prescribed form.*
- viii. *Please contact Secrecy Section at Phone No.0943-415007 before submission of urgent Degree fee Rs.6000/-*

## **FEE SCHEDULE**

<b>Normal Fee</b> <i>(Delivery after one month)</i>	<b>Urgent Fee</b> <i>(Delivery after three working days, subject to availability of the signatories)</i>
<b>Rs.3000/-</b>	<b>Rs.6000/-</b>

**Authority Letter (Specimen)**

I Mr./Ms/Mrs \_\_\_\_\_ S/O, D/O \_\_\_\_\_

CNIC No \_\_\_\_\_ hereby authorize Mr./Ms/Mrs \_\_\_\_\_

S/O, D/O \_\_\_\_\_ having CNIC No \_\_\_\_\_

to collect my original degree from Examinations section University of Chitral on my behalf .

*Copy of CNICs attached.*

Signature of the authorizer /  
Thumb Impression

Signature of the authorized person /  
Thumb Impression