



KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK

EXAMINATIONS (DR&M) SECTION

27200 - Karak, Khyber Pakhtunkhwa, Pakistan Ph. # 0927-291024

APPLICATION FOR DEGREE IN ABSENTIA

(Before filling in the form, please read the instructions overleaf, carefully)

Please tick mark (✓) the relevant box.

Nature of Degree:	☐ Original	☐ Duplicate	☐ Revised
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University. Reg. No.		Degree Title	
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1. Name (in block letters): _____
(as per Secondary School Certificate)

2. Father's Name (in block letters): _____
(as per Secondary School Certificate)

3. CNIC/Passport No. _____

4. Department/College/Institute: _____

5. District of Domicile: _____ Contact No.: _____ Email: _____

6. Postal Address: _____

7. Session/Year: (For Regular Students): From Spring/Fall - 20 To Spring/Fall – 20

8. Session/Year: (For Private Candidates): _____

9. Total Marks/CGPA: _____ Obtained Marks/CGPA _____ Division _____

10. Result Declaration Date: ____ / ____ / 20 ____ Exam Passed: ☐ As a Whole ☐ In Parts

11. Mode of Study: ☐ Regular ☐ Private ☐ Late College ☐ Online Distance Learning

12. Detail of previously held qualifications:

S.No.	Degree /Certificate	Obtained	Total	Percentage	University/Board
1.	MS/M Phil				
2.	MSc/MA/BS/Equivalent				
3.	BSc/BA/AD/ Equivalent				
4.	HSSC/Equivalent				
5.	SSC/Equivalent				

Affix Recent
Passport Size
Photograph

To be
Attested on
Back Side

**Documents
Check List**

Please tick mark (✓)

1	Photograph	
2	Fee Slip	
3	CNIC	
4	MS/MPhil Degree	
5	MS/MPhil Transcript	
6	MSc/MA Degree	
7	MSc/MA DMC	
8	BSc/BA Degree	
9	BSc/BA DMC	
10	HSSC Certificate	
11	HSSC DMC	
12	SSC Certificate	
13	SSC DMC	
14	Clearance	

UNDERTAKING

Certified that I have completed all the requirements for the award of Degree and have deposited Rs. _____
vide Bank Deposit Slip/ Draft No. _____ in _____ Bank _____ Branch, Dated ____ / ____ / 20 ____ . Further certified
that the information provided is true and the documents attached are genuine, to the best of knowledge and belief
and that nothing has been concealed. In case of any concealment of facts or forgery of documents, I will be held
responsible and the University shall have the right to cancel my degree or make any other decision, whatsoever, as
per its rules/regulations.

Dated ____ / ____ / 20 ____

Signature of the Applicant

Attestation of Chairperson/ Head of the Department/Principal of the College/Gazetted Officer

(Please read instruction 12 to 13 overleaf)

Certified that the above data is correct and the Department/College/Institution has no objection regarding issuance of the Degree to the
applicant.

Name: _____ Signature: _____ Office Seal: _____

(For Office Use Only)

Form Received on: _____ / ____ / 20 ____	Application Priority: ☐ Normal ☐ Urgent ☐ Most Urgent
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Verified by
Assistant/CO Secrecy

Entries Checked
Assistant/CO (DR&M)

A.C.E./D.C.E
(DR&M)

Addl.CoE

CoE

Acknowledgement

Received Degree Application Form in respect of Mr/Ms./Dr. _____ s/d of _____

Registration No. _____ Program _____ Session/Year _____ ☐ Annual ☐ Supply ☐ Semester
on ____ / ____ / 20 ____

Application Priority: ☐ Normal ☐ Urgent ☐ Most Urgent
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For Information, please contact at 0927291038.

Dealing Assistant (Degree Section)

INSTRUCTIONS

- 1. Please fill in all the columns. **Do Not** leave any column unattended. **Write N/A where applicable.**
- 2. Incomplete Form shall **NOT BE ENTERTAINED** under any circumstances.
- 3. Attach attested copies of all the documents in the same sequence as provided in the check-list at the right margin of the front page.
- 4. **Fee** must be deposited as per the following rates at the University Designated Bank/Branch.

S.No	Priority	Issuing Period/Timeline	Fee Rate (Rs.)
1.	Normal	35 working days	Rs. 2500/-
2.	Urgent	20 working Days	Rs. 6100/-
3.	Most Urgent	03 working Days	Rs. 12100/-

NB.: Fee remitted by Money Order will not be accepted

- 5. The photograph must be taken in formal dress, and attested at the back side.
- 6. For an **Urgent Degree**, the form must be submitted before 11:00 A.M, of the working day, positively.
- 7. In case of incomplete form/wrong information/Result Late Case/Name Correction Problem/Non availability of the signing authorities or any other unforeseen situation, the office shall **not be held responsible for delay in the issuance of degree within the stipulated time.**
- 8. The receipt must be verified by Account Section, KKKUK in case the fee has been deposited in other than the designated Bank 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. The application for **Duplicate Degree** should be supported by an **affidavit on stamp paper** (specimen obtainable from the Examination Section/KKKUK website), along with copy of press cutting and FIR/Police Challan.
- 11. The name and father's name are written in the Degree as per Registration Card. In case of any error in the Registration Card/Marks Sheet, it must be corrected before submission of the form.
- 12. (i) University students are required to attest the Form by the Chairperson/Head of the concerned Department.
(ii) Students of affiliated college(s) are required to attest it from the Principal of the concerned college.
(iii) Private candidates may attest it from any Gazetted Officer.
- 13. The attestation officer will be held accountable for any wrong attestation.
- 14. **The last certificate/degree, on the basis of which admission is taken at KKKUK/affiliated College may be verified from the concerned Board/University/DAI.**

Procedure for Receiving Degree

- a The **Acknowledgement Receipt and Original CNIC** must be produced at the time of receiving the degree.
- b Degree will be issued to the applicant in person. In absence of the applicant, however, the following documents must be produced:

S.NO	Documents	S.No.	Documents
i	Original Acknowledgement receipt	iii	Authority letter duly signed by the Applicant in favour of the the recipient
ii	Copy of CNIC of the applicant	iv	Original CNIC of recipient along with a photocopy

The candidate/ recipient failing to produce the above documents at the time of receiving the degree will not be entertained