



ISLAMIA COLLEGE, PESHAWAR
KHYBER PAKHTUN KHWA
DEGREE ABSENTIA FORM

University Registration No: Original Duplicate

Title of Degree: Subject Session Roll No

BS/Master/Mphil/B.Ed

1. Name (in Block letters) _____
(As Per Matric/SSC Certificate)

2. Father's Name (in Block letters) _____
(As Per Matric/SSC Certificate)

3. CGPA/Marks Division Whole/Part (Only for Annual System)

4. Field of Specialization: _____
(In case of MS/M. Phil/PhD)

5. Result declaration date _____ Attach final year DMC/transcript photocopy)

6. Tick whether passed as Regular Student Private Candidate

7. Permanent Address _____
 _____ Cell. No (compulsory) _____

8. Present Address _____
 _____ Phone No _____

9. CNIC No. - (Attach attested Copy)

I certify that the applicant is the same person whose particulars are given above. His / Her particulars stated above have been checked and found correct.in case of wrong attestation of any kind I will be responsibl. He/She has completed all the requirements for award of Degree and have deposited Rs. _____ Vide Receipt No. _____ Date _____ copy attached

Attestation of Form

a). Head of Deptt/Chairman (Regular Students)
(Please Read instruction No.2 overleaf)

b) Gazetted Officer (Only for Private)
(Please Read instruction No.2 overleaf)

Signature

Name

Office Seal

 Signature of the Candidate

 Director Higher Studies (Only for Mphil/MS/Ph.D)

ACKNOWLEDGEMENT (For applicant)

Received Degree form of Mr/Mrs _____

S/D/O _____ Degree Title: **BS/MASTER/MS/Ph.D/Diploma** (_____)

Session _____ Semester/Annual/Roll No. _____ Fee deposited Rs. _____

In _____ vide receipt No. _____ Dated. _____

Note:

The Degree can be received by the concerned student only. However if someone else receive the degree on behalf of students, He/She must produce his/her own original CNIC copy & original CNIC of the student along with authority letter on stamp paper.

Dealing Asstt:(Degree Section)
 Islamia College, Peshawar

(P.T.O)

Date: _____ / _____ /20_____



ISLAMIA COLLEGE, PESHAWAR
KHYBER PAKHTUN KHWA
DEGREE ABSENTIA FORM
INSTRUCTIONS FOR THE CANDIDATES

IMPORTANT NOTE:

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

1. Following documents shall be attached with the form:

A. For Original Degree:

- i. Copy of Matric Certificate (**Attested**)
- ii. Copy of Original photocopy DMC/transcript of the last Examination passed. (**Attested**)
- iii. Copy of C.N.I.C. (**Attested**)
- iv. Original bank Receipt or Bank Draft for the fee deposited. Fee remitted through Money Order is not accepted.

B. For Duplicate Degree:

- i. Photocopy of Original Degree (If available)
 - ii. Copy of D.M.C of the relevant Exam
 - iii. Cutting of at least two newspapers (in Original)
 - iv. F.I.R (in Original)
 - ix. Original Bank Receipt or Bank Draft for the fee deposited. Fee remitted through Money Order is not accepted.
 - v. Copy of Matric Certificate (**Attested**)
 - vi. Copy of Intermediate Certificate
 - vii. Copy of C.N.I.C
 - viii. Affidavit (In Original)
2. Regular students are required to attest this form, all documents from the Head/Chairman of the concerned department, while private candidates are required to attest all the aforementioned documents from a Gazetted Government officer. The attestation officer will be held accountable for wrong attestation.
3. **The office will not be held responsible for delay in preparation of degree in stipulated period due to incomplete/wrong information OR Non-availability of Registrar/Vice-Chancellor.**
4. Name and Father Name of the student concerned will be printed on degree as per SSC/Matric certificate.

Requirement For MPhil/Ph.D Degree:

- i. Copy of Matric Certificate and Intermediate Certificate (**Attested**)
- ii. Copy of DMC/transcript with the required CGPA. (**Attested**)
- iii. Copy of C.N.I.C. (**Attested**)
- iv. Original Bank Receipt. Fee remitted through Money Order is not accepted.
- v. Thesis Notification (**Attested Copy**)
- vi. Field of Specialization from Supervisor.
- vii. Copy of GAT general for MPhil/MS and GAT Subject for Ph.D
- viii. Thesis Evaluation Fee Slip of Rs. 30,000/- and Rs. 55,000 or US \$ 600 in case of Ph.D
- ix. Original Clearance form
- X **Degree form must be attested by the Director Higher Studies.**
- XI. Anti-Plagiarism test copy
- XII. Fee Detail Slip from Account Section (only MS/M.Phil/Ph.D Students)

Fee Structure

Duration	Original Degree	Duplicate Degree
40 working days.	1500/	2000/

NOTE: The office will not be held responsible for delay in preparation of Degree in stipulated period due to incomplete/wrong information/ other obstacles OR Non-availability of other signatories.