



# University of Lakki Marwat

District: Lakki Marwat (28420) Khyber Pakhtunkhwa (Pakistan)

Web site: [www.ulm.edu.pk](http://www.ulm.edu.pk)

## Application Form for Issuance of Original Degree in Absentia

Please Tick (./) the relevant Boxes

				For Office use only		
Nature & Stage of Degree:	<input type="checkbox"/> Original	<input type="checkbox"/> Duplicate	<input type="checkbox"/> Improvements of Marks	<input type="checkbox"/> Revised	Dy. No	
	<input type="checkbox"/> Normal	<input type="checkbox"/> Urgent	<input type="checkbox"/> Most Urgent	<input type="checkbox"/> Immediate	Form received on	
					Degree S.No.	
					Degree Issued on	
					F.N.No:	

CNIC NO. \_\_\_\_\_

ULM Lakki Registration No: \_\_\_\_\_

Title/Discipline of required Degree \_\_\_\_\_

Field of Specialization (if any): \_\_\_\_\_

1. Name in Block Letters as per SSC \_\_\_\_\_

2. Father's Name (in Block Letters) \_\_\_\_\_

3. Roll No: \_\_\_\_\_ year/ Session: \_\_\_\_\_ Semester/Annual/Supply/Term: \_\_\_\_\_

4. Marks Obtained: \_\_\_\_\_ Division/CGPA: \_\_\_\_\_

5. Result Declared on (Date): \_\_\_\_\_ Exam Passed As a Whole  in parts

6. Passed as a Regular Student \_\_\_\_\_ Private Candidate \_\_\_\_\_

7. College/ Institute last attended \_\_\_\_\_

8. District/ Agency of Domicile: \_\_\_\_\_

9. Permanent Home Address \_\_\_\_\_

10. Present Postal Address (for Dispatch of Degree :) \_\_\_\_\_

11. Contact No s:(i). \_\_\_\_\_

I have completed all the requirements for award of Degree and have deposited Fee Rs. \_\_\_\_\_ Vide Banks Receipt/ Draft No: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Dated: \_\_\_\_\_ (attached), I want/ do not want the degree to be dispatched on present address.

Therefore, it is requested to kindly issue my original Degree, as per Rules/ Regulations and policy of this University, as desired please More over I hereby undertake to abide by the Rules/ Regulations & Policy of the ULM Lakki.

Attesting Authority. Signature:

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Office Seal : \_\_\_\_\_

Contact No: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Candidate)

Date:

**Note:** Regular Students are required to attest the form by Head of the Institution/ Principal/Chairman / Director While the private Candidate by any Gazetted Officer.

### For Office use only:

Entries Checked  
By dealing Assistant

Prepared by

Verified by  
Computer Programmer

Dy Controller of  
Examinations

Controller of  
Examinations

Allowed by  
Vice Chancellor

### ACKNOWLEDGMENT RECEIPT (To be filled in by Candidate)

Received the Degree Application FORM of Mr. \_\_\_\_\_ / Miss S-D-O \_\_\_\_\_

Discipline: \_\_\_\_\_ Roll No. \_\_\_\_\_ Semester/Annual/Supply/terminal. Session \_\_\_\_\_ Dated \_\_\_\_\_

Fee Deposited Rs. \_\_\_\_\_ in Bank (Name) \_\_\_\_\_ Dated \_\_\_\_\_ vide Receipt No \_\_\_\_\_

**Important Note:** - Original CNIC of the candidate & receipt alongwith this slip must be printed at the time of receiving Degree.

Dealing Assistant

## INSTRUCTIONS FOR THE CANDIDATES

**Please Read carefully before filling in the Form & put Signature at the end .**

1. Please duly fill in all Descriptions in your own hand writing.
2. Incomplete Form will not be entertained & shall be returned or be kept pending till the deficiency is removed
3. Attached attested Photograph, Copies of CNIC, S.S.C & HSSC (BISE) & Attested Degree/ Certificates & DMCs (in case of B.A/B.Sc & M.A/M.Sc P-1 & P-11 combined DMC).  
In case of BS/B.Sc H BCS, MCS, B.Com, BBA BA (H) and MBA etc, all the DMCs of all terms and Combined Transcript DMC.
4. Attached Original Bank Receipt with from.
5. Fee remitted by Money Order will not be accepted. However Fee remitted through Bank Draft is acceptable.
6. For Immediate Issuance of Degree, the applicant must submit the prescribed Form, complete in all respects before 1100 AM on any working day in the exam: Degree Section.
7. This University will not be held responsible for delay in preparation of Degree in stipulated duration due to the incomplete/wrong information/Result late and UFM cases/ Non Availability of Controller of Examinations/Registrar/Vice Chancellor OR any other authorized signatories etc.
8. In Examination, where late Field of Specialization to be mentioned in the Degree, a Certificate to this effect is to be furnished from the concerned Head of Department/institution.
9. Colleges/ Late College/ University students are required to get Degree Form attested by the respective Principal/Chairmen /Director through which they appeared & passed the relevant Examinations.
10. Candidates applying for any degree after improvement of Marks/Division Should submit/return the existing issued Original Degree.
10. Degree is not permissible within 03 months period after declaration of Result concerned.
11. More over fee once deposited. Is neither Refundable, Not adjustable, under any circumstances, if otherwise eligible.
12. For Applying Duplicate degree, Please Attach the attested Photocopies of the Following Documents.

- (1) Original Degree (if available)
- (2) FIR (Original) of Police Station.
- (3) Cutting of at least two different Newspapers.
- (4) All D.M.Cs of the Degree lost.
- (5) Copy of CNIC.
- (6) Affidavit on stamp paper of Rs.20/-

13. All the ORIGINAL TESTIMONIALS/Documents etc. i.e CNIC, BISE, Matric Certificate., BISE/ BTE Intermediate Certificate/ Diploma , B.A, B.Sc. Degrees, M.A. M .Sc Degree, CT for B.Ed; Degree B.Ed; Degree for M.Ed Degree. All DMCs & Transcripts for the Required Degree must be submitted to the Incharge. Exam; Degree Section, for Spot/ Prior VERIFICATION, at the Time of formal submission of Degree Issuance Application Form, in the absence of which, No Application Form will be entertained/ Received by the Exam: Degree Section, under the Rules/ Regulations and policy of the UST Bannu, Attested Photocopies of all of the above documents must be attached with the degree

### **Application FORM**

BANK A/C : \_\_\_\_\_

Required Fee Schedule.as on Date.

Nature Stage of Degree	Duration of Process/ Issuance	Original Degree Fee Rates	Duplicate Degree Fee Rate
Normal	Within 15 days	Rs. 2000.00	Rs. 2000.00
Most Urgent	Within 3 days	Rs. 4000.00	Rs. 4000.00
Immediate	Within 24 hours	Rs. 6000.00	Rs. 6000.00
Verification Fee	Within 3 days	Rs. 500.00	Rs. 500.00

**Note:-** immediate nature of Degree issuance of Degree is permissible only subject to the condition that All the concerned / Authorized Signatories are present in their offices, for issuance process of the Original Degree.

14. The university reserves all the Rights for enhancement & Revision in the rates of required Fee. Imposed time to time. Under the Rules. Regular inns & Policy of this University.

Date: \_\_\_\_\_ 15. Signature of the Candidate \_\_\_\_\_