



University of Lakki Marwat

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

Web site: www.ulm.edu.pk

Picture

Application Form for Issuance of Original Degree in Absentia

Please Tick (✓) the relevant Boxes

Nature & Stage of Degree: Original Duplicate Improvements Revised
Normal Urgent Most Urgent Immediate

For Office use only	
Dy. No	
Form received on	
Degree S.No.	
Degree Issued on	
F.N.No:	

CNIC No: _____

ULM 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.

Dy. Treasurer/ Assistant Tr.....

Office Seal

Date.....

Attesting Authority(Head of College/Institute/Department)

Name.....

Signature.....

Office Seal

Date:

Note: Regular Students are required to attest the form by Head of the Institution/ College/ Department.

Candidate Signature

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. Attach attested Photograph, Copies of CNIC, Domicile, 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 ULM Lakki Marwat, 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. 3000.00	Rs. 3000.00
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 _____