

E-43 (iv)

**APPLICATION FORM FOR THE ISSUANCE OF DEGREE**

All the particulars required below should be legible and accurately filled by the candidate in his own handwriting. Form complete in all respects would only be accepted. The incomplete form would be returned to the candidate which must be resubmitted to this office immediately after completion.

**THIS OFFICE WILL NOT BE RESPONSIBLE FOR ANY DELAY IN A CASE  
WHERE THE FORM IS NOT COMPLETE IN ALL RESPECTS  
(READ CAREFULLY INSTRUCTIONS OVERLEAF)**

1. Name of applicant in block letters \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Present Address \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. CNIC No. \_\_\_\_\_
6. E-mail \_\_\_\_\_ Phone/Cell/Whatsapp # \_\_\_\_\_
7. Nature of document required \_\_\_\_\_
8. Regd. No. \_\_\_\_\_ 9. Bank Challan No. \_\_\_\_\_ Dated \_\_\_\_\_
10. Record of Examinations Passed

**(For Undergraduate Students)**

Degree \_\_\_\_\_ Faculty \_\_\_\_\_ Major/Section \_\_\_\_\_  
Year of passing \_\_\_\_\_ Marks obtained \_\_\_\_\_ CGPA \_\_\_\_\_

**(For Postgraduate Students)**

Degree \_\_\_\_\_ Faculty \_\_\_\_\_ Major/Section \_\_\_\_\_  
Year of passing \_\_\_\_\_ Marks obtained \_\_\_\_\_ CGPA \_\_\_\_\_

**I solemnly declare that the facts mentioned in the application are correct**

Signature of the Applicant

**IF THE DEGREE IS TO BE DESPATCHED,  
ADDRESS MUST BE GIVEN HERE**

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Signature of the Applicant

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**INSTRUCTIONS**

1. Application for certificate should be accompanied by the following documents:-
  - i- Certificate 'A' signed by Dean of the Faculty/Director of Institute/Principal College concerned.
  - ii- Attested copy of CNIC.
2. In case the candidate is employed in Government or Semi-Government Institution, certificate 'B' must be signed by the Head of Institution (copy of service card must be attached) .

**CERTIFICATE 'A'**

[ To be signed by the Dean of Faculty/Director of Institute/Principal, College concerned]

1. \_\_\_\_\_ hereby certify on the basis of my personal knowledge and on the evidence produced before me that Mr./Miss/Mrs. \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ is the same person whose particulars given in this application form is the same person who passed the \_\_\_\_\_ Major \_\_\_\_\_ Examinations in \_\_\_\_\_ (year) from University of Agriculture, Faisalabad/College concerned. His/her particulars filled in by the application are correct and his/her signature is attested.

Signature  
and official  
Stamp

\_\_\_\_\_ **Tutor/Supervisor**

\_\_\_\_\_ **Chairman**

\_\_\_\_\_ **Dean/Director/Principal**

Dated \_\_\_\_\_

**CERTIFICATE 'B'**

1. \_\_\_\_\_ hereby certify on the basis of my personal knowledge and on the evidence produced before me that Mr./Miss/Mrs. \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ working as \_\_\_\_\_ is the same person whose particulars given in this application form and his/her signature are attested.

Dated \_\_\_\_\_

Signature \_\_\_\_\_  
Seal of the Office \_\_\_\_\_

**Rate of fee as approved by the Syndicate vide Notification No. B-1/110/2165/B&F dated 9-11-2018**

i-	Degree in Absentia	3500/- (Normal)
	*Degree will be treated on urgent basis if applied within three months from the date of final/degree notification.	*5000/- (Urgent)

**Note:-**

- i- **Original CNIC/Passport/Driving License must be shown at the time of receiving Degree in person.**
- ii- **Copy of CNIC & Provisional Certificate must be attached.**

(Approved by the Syndicate notified vide No.A-3/111-72/9776 dated 29-4-2019)

To

The Controller of Examinations,  
University of Agriculture,  
Faisalabad.

Subject:- **DEGREE IN ABSENTIA**

I request that I may be issued my degree in absentia. I have filled in the prescribed application forms and have paid the required fee.

Signature of the applicant: \_\_\_\_\_ Regd. No. \_\_\_\_\_

Degree \_\_\_\_\_ Year of Passing \_\_\_\_\_

Signature of Applicant

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**FOR OFFICE USE ONLY**

Register No./Year \_\_\_\_\_ page \_\_\_\_\_ Sr. No. \_\_\_\_\_ Degree No. \_\_\_\_\_

Degree \_\_\_\_\_ year \_\_\_\_\_. The identity of the candidate has been

Checked and the said degree is being delivered/dispatched through insure parcel vide P/O

Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Deputy Registrar (Exams.)

Admin. Officer (Exams.)/Degree Assistant