Office of The Controller of Examinations
The University of Haripur
Khyber Pakhtunkhwa
Phone No.0995-920638
Website: www.uoh.edu.pk Email: coe@uoh.edu.pk

Paste Passport size photo with white background

Normal Fee ☐
Urgent Fee ☐

DEGREE APPLICATION FORM

☐ **Regular** ☐ **Private**

Title of Degree: _____

A. Student's Academic Details

Date:___/___/20__

Name (Capital letters):	
Father's Name (Capital letters):	
Department/College:	Roll No:
Program passed:	Registration No.
Specialization (if any):	Year/session enrolled:
Year/session of passing: _____ Annual/Supply/Fall/Spring	
Total No of semesters/years studied:	CGPA:

B. Address

Present Address:	Permanent Address:
Phone No:	Email:

CNIC #						-								-	

Certificate: I, the student, solemnly confirm that all the particulars are written above are correct and completed all the formalities laid down under the University of Haripur semester/annual rules for applying of award of Degree and deposited Rs._____ vide bank Challan No._____ Dated_____(Original Receipt Attached).

_____
Signature of the Candidate

Attestation: (Please Read instruction No.**3** overleaf)
Department Chairperson/ HoD / Principal / Gazetted Officer (in case of private student)

Name: ..... Signature & stamp : .....

Form Received by:

FOR OFFICE USE ONLY

Registration Section Provost/ASRB	Account's Section Examinations	Checked by Semester/Annual	Superintendent/Assistant Controller Semester/Annual

Degree Section

Controller of Examinations

INSTRUCTIONS FOR THE CANDIDATE

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.	Checklist For Original Degree	Yes	No
i.	Copy of attested S.S.C Certificate; the same shall be used for reference of name of the applicant on the degree (Do not use to take print from *WhatsApp source* because it reduce the quality of file so, use pdf file)		
ii.	Attested copy of Transcript and Provisional Certificate		
iii.	Clearance Form for Degree		
iv.	Social Work Completion Certificate duly signed by the relevant authority if applicable		
v.	Copy of C.N.I.C		
vi.	Passport size picture with white background (Attested backside)		
vii.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. Fee remitted through Money Order is not being accepted.		

2.	Checklist For Duplicate Degree	Yes	No
i.	Copy of original Transcript (if available)		
ii.	Clearance Form for Degree		
iii.	Attested copy of S.S.C Certificate		
iv.	Copy of C.N.I.C		
v.	Affidavit (in Original) in case of stolen or misplaced		
vi.	Passport size picture with white background (Attested backside)		
vii.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. Fee remitted through Money Order is not being accepted.		

3. Regular students are required to provide Degree Form duly attested from the head of the concerned Department while private candidates are required to provide aforementioned documents being attested from a Gazetted Government Officer.
4. The Examination Section will not be held responsible for delay in issuance of Transcript in stipulated period due to incomplete/wrong information **OR** non-availability of Controller of Examinations/Vice Chancellor **OR** during the time of printing machine's maintenance.
5. Corrections are free of charge within fifteen days after the Degree has been issued.
6. For Fee detail please visit schedule on University website http://www.uoh.edu.pk/examinations.php?page=MzA0
7. If someone wishes to receive the degree on behalf of the student, please bring the original CNIC of the student.
8. Issuance of the documents and their working days are as follows:

S.No	Category	Issuance Period
1	Degree (Normal)	One Month (in working Days)
2	Degree (Urgent)	10 (working Days)
3	Duplicate Degree (Normal)	10 (working Days)
4	Duplicate Degree (Urgent)	10 (working Days)

Declaration: I have completed all the requirements as per rules of The University of Haripur for the award of Degree and have deposited Rs. _____ date _____ original Receipt No.3 is herewith attached.

_____
Signature of Candidate

Form submitted to The University of Haripur, Examination section on, dated :_____