



## Application Form For the Degree in Absentia/Advance

**Note: Before filling up the form the candidate is directed to instructions given below carefully incomplete in any respect will not be accepted**

- a) Each information/verification/documents etc sought from the candidate, is an essential requirement for issue to the degree certificate and must therefore be furnished/ enclosed,without which no document will be presented.
- b) Verified for applying under Advance Degree following documents are required to be attached with the form.
- (i) Official Letter from Requiring Agency.
- (ii) Admission/Call Letter from concerned Education Institute.
- c) All regular candidates will collect their Degree Certificate from their respective Department/Colleges while the private candidates are required to enclosed a self-addressed envelope of A4-size with postage stamp worth Rs.35/= , so that the degree certificate is dispatched on the address mentioned by the candidate in the enclosed envelope.
- d) Before putting signature below,please ensure that your Name,Parentage & Registration No. are correct spelled as per University Registration Record.

The Principal,  
Director or Head of  
Department must  
sign and stamp  
one of the  
photograph only



1. Name of the candidate (in capital letters) \_\_\_\_\_
2. Father's Name (in capital letters) \_\_\_\_\_
3. University Registration Number \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Name of the Examination/Course for which degree is required \_\_\_\_\_
6. Examination Roll Number \_\_\_\_\_ Division \_\_\_\_\_
- Session & Year:Month \_\_\_\_\_ Held in (Year) \_\_\_\_\_
7. Status:(i)Regular \_\_\_\_\_ (ii) Distance Mode \_\_\_\_\_ (III) Private \_\_\_\_\_
- 7 (A) Name of the Deptt./College/Centre \_\_\_\_\_
8. Specialization (where applicable):(i) \_\_\_\_\_ (ii) \_\_\_\_\_
9. Residential Address \_\_\_\_\_
- Pin Code \_\_\_\_\_
- 9(A) Address for Despatch \_\_\_\_\_
- Pin Code \_\_\_\_\_
10. Personal Contact Number \_\_\_\_\_ Guardian's Contact Number \_\_\_\_\_
11. Reason for applying for Degree in Absentia/Advance(supported by documents evidence) \_\_\_\_\_
12. Fee in Rs. \_\_\_\_\_ Paid Vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

**Signature of the Candidate**



## REPORT OF THE UNIVERSITY OFFICE

The application has been examined/verified and found in order. The candidate has completed all the required formalities and has satisfied all the requirements of the statutes including the deposition of Fee as prescribed for the purpose.

**Dealing Assistant**  
(Sig. with name)

**Head Assistant**

**Section Officer**

**Assistant Controller**  
(Certificates)

**CHECK LIST :** (Please tick ✓ the boxes or write 'NA' if not applicable)

- |  |  |
|--|--|
| 1. N.O.C. from concerned Deptt./Director/ College (in case of regular candidate). <input type="checkbox"/><br>2. Office letter from recruiting agency (or) Admission/Call letter from concerned Educational Institution. (in case of advance degree). <input type="checkbox"/><br>3. Self attested passport size Photograph duly pasted. <input type="checkbox"/><br>4. Particulars duly verified from Registration Section as per Registration Record. <input type="checkbox"/> | 5. Attested Xerox copies of Marks Sheets and other required documents are enclosed. <input type="checkbox"/><br>6. Fee Receipt is enclosed with Application Form (where applicable). <input type="checkbox"/><br>7. All columns duly filled in and signed. <input type="checkbox"/><br>8. Self addressed envelope of A4 size (9"x12") with postage stamps worth Rs. 35/- is enclosed. <input type="checkbox"/> |
|--|--|

**Dated:** \_\_\_\_\_

**Signature of the candidate**

**ATTENTION**

### ACKNOWLEDGEMENT

S.No. \_\_\_\_\_

(This slip must be produced by the candidate named below at the Certificate Section for taking the document)

<b>TO BE FILLED IN BY THE CANDI DATE.</b>	<b>Received from:</b>	
	an application for issue of Degree/Dip./Merit/Cert. of (Course).....	
	Exam passed in the year (session/year).....	
	with Exam. Roll No. ....	Regd. No. ....
	Date of the submission of application .....	

**IMPORTANT:** Application Form received from above candidate. If found incomplete/erroneous information on scrutiny later, is liable to be rejected.



**Dealing Assistant**  
(Certificate Section)

**Dated:** \_\_\_\_\_

**FOR PAY FEE ONLINE SCAN QR CODE OR OPEN THE LINK GIVEN BELOW**



<https://egov.uok.edu.in/eservices/EasyCollectOnlineFee/PreLogin/Default.aspx>

