**INSTITUTE OF SOUTHERN PUNJAB, MULTAN**

**PROFORMA FOR**

**AWARD OF DEGREE IN ABSENTIA**

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| --- | --- | --- | --- |
| **ORDINARY** |  | **URGENT** |  |

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REG NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(BLOCK LETTERS)

1. FATHER’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(BLOCK LETTERS)

1. DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Participation in upcoming Convocation. Yes No
4. I have deposited Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as degree fee on dated \_\_\_\_\_\_\_\_\_\_\_\_\_ in Bank / ISP Accounts Office \_\_\_\_\_\_\_\_\_. Original Bank Receipt is enclosed with this pro-forma.
5. I have completed the program and have been awarded Official Transcript No. \_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Kindly award me the degree of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in absentia.

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1. My NIC number is

Contact/Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTE:**

1. Photo copy of NIC, Transcript and receipt of Degree fee are attached.
2. I have applied for grant of degree myself, as I know that no person shall be entitled to apply for Degree on behalf of another person or to receive another person’s Degree.
3. If a student will like to participate in upcoming Convocation, an amount of Rs. 5000 shall be deposited by him/her as Convocation participation fee, in addition to his Degree Fee, in upcoming Convocation student with his two guests would be eligible to participate by filling attached Registration Form.
4. If student is not willing to participate in upcoming Convocation, his/her degree shall be considered as awarded in Absentia.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student’s Signature)

Enclosures: - As above

**Accounts Office Director Finance**

**Approved by the Authority**

The authority has been pleased to Award/Confers degree to the student under reference in absentia.

**Registrar Controller of Examinations**

**Rector**

**For Official Use Only**

The student has been issued Degree No ………………… with Register Serial No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Controller of Examinations Controller of Examinations

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

