

**OFFICE OF THE CONTROLLER EXAMINATION
SATAVAHANA UNIVERSITY, KARIMNAGAR (T.S.)– 505 001
APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA**

(To be Filled in and Signed by The Concerned Candidate Only)

Check List For Counter Use		
Name :	_____	
Ht. No. :	_____	
Father's Name :	_____	
Name of the Course :	_____	
Name of the College :	_____	
Applied For :	_____	
Year of Pass / Appeared :	_____	
D.D.No.	D.D. Date	Amount
Collection:	Person / Post	Signature of the Candidate
_____ (For Office Use At Counters) _____		
Receipt No :	Due Date
Receipt Date	

Name of the Candidate : _____
(IN BLOCK LETTER)
Father's Name : _____
(IN BLOCK LETTER)
Permanent Address : _____

Pin Code No : _____
Cell No : _____
Email-Id : _____

AFFIX ONE
PASSPORT SIZE

PHOTO

WITH PRINCIPAL
ATTESTATION

Signature of the Candidate

Name of the Course	Name of the College	Year of Study	Medium of Instructions	Any Other Particulars

(For UG Courses Only)

(Subjects)	Ht. No.	Month & Year of Passing	Division
Part I English Second Language () Part II Optionals 1..... 2..... 3.....			

(For PG and Other Professional Courses Only)

Name of the Exam. Passed	Subject & (Specialization)	Ht. No.	Month & Year	Division
D.D. Details	D.D. No.	Date	Bank	Amount

Signature of the Candidate

INSTRUCTIONS TO THE CANDIDATE

1. The Degree in Absentia May be issued to the candidate on submitting this form to the Controller of Examination, S.U., duly filled in and identity certificate duly certified together with prescribed fee.

The requisite fee has to be paid through D.D. drawn in favour of “**The Registrar, Examination Account, S.U., Karimnagar, Telangana**” payable at the Andhra Bank, Vavilalapally, Karimnagar, T.S., 505001.
2. The Candidate is instructed to be very careful about the entries to be made in columns. All entries should be in the Candidate’s own hand writing and the Candidate will be personally responsible.
3. The name of the candidate and that of his/her father given herein should correspond to those mentioned in the immediate previous course certificate.
4. Attested Copies of memorandum of marks , provisional certificate and Transfer Certificate must be attached for reference.
5. The Degree Certificate will be issued in person to the concerned candidate only.
6. Incomplete form will be rejected without any notice.
7. Fee once paid will not be refundable under any circumstances. Requisite Postal Charges should be paid if the candidate wants to receive the certificate by Post.
8. The requisite fee paid through D.D. will have to be submitted within one month from the date of its issue along with the application form.
9. The Candidate is expected to give correct and permanent address indicating PIN Code, etc. to ensure proper delivery of the Degree Certificate.
10. Self attestation for identification certificate. Alternative attestation may be done by the candidate. If the information furnished to be found wrong, the candidate will be fined Rs. 100/- and necessary criminal action will be initiated according to rules.
11. The Candidate has to produce any identity card at the time of receiving Degree Certificate, otherwise Degree Certificate will not be issued.
12. 2 Passport size Photos without affixing Principal Signature on these Photos.
13. Xerox Copy of Qualifying Examination (Previous Course Certificate).
14. Students of Affiliated Colleges should get Verification done by the Principal on the backside of Application Form before submitting to the Controller’s Office.
15. For Fee details and other information contact S.U., Examination Branch Enquiry Phone: for UG Section : **9491804552**, PG Section: **9491804617**
16. Application form is available in university website www.satavahana.ac.in.
17. Students of University and Constituent Colleges must enclose the Xerox Copy of the T.C. or No Dues Xerox Copy or Principal’s attestation on the Application Form.