



# 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: \_\_\_\_\_

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 Instruction	Any Other Particulars

(For UG Courses Only)

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

**(For PG and Other Professional Courses Only)**

<b>Name of the Exam. Passed</b>	<b>Subject &amp; (Specialization)</b>	<b>Ht.No</b>	<b>Month &amp; Year</b>	<b>Division</b>
<b>D.D.Details</b>	<b>D.D.No.</b>	<b>Date</b>	<b>Bank</b>	<b>Amount</b>

**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 of Rs. **1000/- (for all courses)** has to be paid through D.D. drawn in favour Of **"The Registrar, Examination Account, S.U., Karimnagar, Telangana"** payable at the Union Bank of India, Vavilalapally Branch, 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.
8. The requisite fee paid though D.D. will have to be submitted within one month from the date of its issue along with the application form.
9. 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.
10. The Candidate has to produce any identity card at the time of receiving Degree Certificate, otherwise Degree Certificate will not be issued.
11. **1 Passport size Photo** without affixing Principal Signature has to be submitted along with application form.
12. Xerox Copy of Qualifying Examination (Previous Course Certificate).
13. Students of Affiliated Colleges should get Verification done by the Principal on the backside of Application Form before submitting to the Controller's Office.
14. For Fee details and other information contact S.U., Examination Branch Enquiry Phone: for UG Section: 9491804552, PG Section: 9491804617.
15. Application form is available in university website [www.satavahana.ac.in](http://www.satavahana.ac.in).
16. 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.