



**EXAMINATION BRANCH
OSMANIA UNIVERSITY
APPLICATION FORM FOR OBTAINING DEGREE IN ABSENTIA
(To Be Filled in and Signed by The Concerned Candidate Only)**

<u>Check List For Counter Use</u>	
Name :	_____
Ht.No. :	_____
Father's Name :	_____
Name of the College :	_____
Applied For :	_____
Exam Passed/Appeared :	_____
Year of Pass/Appeared :	_____
D.D.No _____ D.D.Date: _____ Amount : _____ Bank: _____	
Email ID: _____ Mobile No: _____	
Signature of the Candidate	
(For Office Use At Counters)	
Receipt No : _____	Due Date: _____
Receipt Date: _____	

*** The Degree Certificate will be sent by post.**

Name of the Candidate: _____
(BLOCK LETTER)

Father's Name: _____
(BLOCK LETTER)

Permanent Address: _____

AFFIX ONE
PASSPORT SIZE
PHOTO
WITH SELF
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/ P.G. Diploma And Other Professional Courses Only)

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

OFFICE USE

Receipt No. _____ Signature of The Candidate _____

Received On _____ Name _____

Due Date Given _____ HT.No. _____

Checked On _____ Course _____

Certificate No. _____ Year & Month _____

Sent to Press _____

Checked and Prepared by _____

Sent By Post on _____

Section In Charge _____

INSTRUCTIONS TO THE CANDIDATE

1. The Degree in Absentia may be issued to the candidate on submitting this form to the Controller of Examinations, O.U., duly filled in and identity certificate given overleaf duly certified together with prescribed fee as mentioned below.

a) Before Convocation	Rs. 400/-
b) After Convocation Up to 1 year	Rs. 300/-
c) 1 to 3 years	Rs. 400/-
d) 3 to 5 years	Rs. 500/-
e) 5 to 7 years	Rs. 600/-
f) 7 to 10 years	Rs. 850/-
g) 10 to 15 years	Rs. 1,100/-
h) Above 15 years	Rs. 1,600/-
i) If candidate desires to receive his /her Degree By Registered Post Out Side India	Rs. 2,000/-extra

All the above amounts have to be paid through D.D. drawn in favour of 'The Registrar, Osmania University, Exam Fee Fund A/c No. 52198262033' payable at the S.B.H., O.U., Branch, Hyderabad – 7.

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.

2. The name of the candidate and that of his/her father given herein should correspond to those mentioned in the Inter/PUC certificate.
3. Attested Copies of memorandum of marks and provisional certificate must be attached for reference.
4. **The Degree Certificate will be sent by post.**
5. Incomplete form will be rejected without any notice.
6. Fee once paid will not be refundable under any circumstances.
7. 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.
8. **The candidate is required to submit Xerox copy of college Identity card/any Photo ID proof and address proof (Xerox copy of Aadhar card/Ration card/Passport/Voters ID card/Electricity Bill/License along with 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 by 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 the rules.
11. Students who have completed their course from P.G.R.R.C.D.E., should surrender their original Identity card.
12. 2 Passport Size Photos without affixing Signature on these Photos.
13. Xerox Copy of Qualifying Examination. (Previous Course Certificate).
14. Students of Autonomous Colleges should get Verification done by the Principal and Controller, Exam Cell of the concerned such Autonomous College on the backside of Application Form before submitting it to the Controller's Office.
15. O.U. Exam Branch Enquiries Phone No: 040-27090979, 040-27682374.
16. Students of University and Constituent Colleges must enclose the Xerox copy of the T.C. or No Dues Xerox copy of Principal's attestation on the Application Form.