

Step by Step Process for Foreign Degree Graduate and Post-Graduate Equivalence

The procedure for foreign degree equivalence is explained as below. All faculty members are requested to follow the process step by step. In case of any query, please reach out to us at: qec@iba.edu.pk or on **ext. 1834, 1837 and 2488**.

Step 1: Fill the application form, using this link: <http://des.hec.gov.pk/> . If you are not registered on the portal with your CNIC/POC/Passport, click ‘**Sign up**’ to register yourself and follow the below steps to create a new profile. In case you have created a profile, please ‘**Sign in**’ using your CNIC as user ID and password.

Requirements for creating a new profile:

Enter valid details according to the instructions given on the signup form and click Submit button.

1. First Name
2. Last Name
3. Nationality
4. Passport Number - for those users only who entered country other than Pakistan as their Nationality. Enter only digits part of passport e.g., 783296.
5. CNIC Type: CNIC/POC - Users who have entered Pakistan as their Nationality, must enter this.
6. Password - Enter password of your choice but it should be at least 8 characters long, alphanumeric and contain at least one capital.
7. Confirm Password – Same as password entered.
8. Primary Cell Phone Number - Carefully enter this, as you will receive all updates and alerts regarding your application on this number.
9. Primary Email - Carefully enter this, as you will receive all updates and alerts regarding your application on this email. We encourage you to use your IBA official email address.
10. On successful submission of the details, you will receive the verification code on your primary email.
11. Enter verification code you have received in ‘verify your email screen’ tab.
12. Check the captcha ‘I’m not Robot,’ if you are asked to.
13. On successful verification of your email ID, your account will be registered. Using the resend code button, you can also resend the code after 1 minute, in case you have not received it in the first attempt.

Step 2: Once the application form, mentioned in step 1 is filled, prepare the following documents to be sent with the application form to QEC:

- i. Copy of the degree for which equivalency is required;
- ii. Copy of Year-wise Transcript or Diploma Supplement or Graduation Statement/Record of study indicating date of admission and completion of degree;
- iii. Copy of passport indicating visa entry and exit date for the duration of study;
- iv. Copy of applicant’s CNIC;
- v. Prepare a non-refundable fee challan to be paid at **ANY** HBL branch of Rs. 5000/-. The receipt of the fee challan will be sent to QEC;
- vi. Prepare and share a duly authorized affidavit and notarized from notary public with value of Rs. 20/- or above. Signature of the applicant is ‘**MUST**’ on affidavit. Samples of affidavit can be accessed from here: [Affidavit \(face to face classes\)](#) & [Affidavit for online degrees](#)

Step 3: Put all the documents explained in step 1 and 2 along with the printed application form in a folder, duly labelled with dividers separating each document. Share this folder with QEC both in soft and hard copy.

Step 4: Once these documents are submitted to HEC by QEC, expect to receive an email from HEC within 90 days, with your equivalency letter. The email will be received on your email address that you have given in the application form in step 1. It is encouraged to use your official IBA email address. In case you do not receive the email from HEC, please inform QEC.

Step 5: Once you have received your equivalency, please email a copy to QEC at: qec@iba.edu.pk with the subject line, **Equivalency |Your Name**.

Important points to remember:

1. As per policy it is mandatory for the applicants to provide verification on genuineness of their degrees from respective foreign universities directly to HEC for receiving equivalence letter of their foreign degrees. Verification of foreign degrees can be provided to HEC either in a **sealed** envelope from the university, direct fax from university to +9251-90400902 or through an email from university directly addressed to HEC at **fe-degree-verification@hec.gov.pk** Please do not forget to mention your Application ID while writing to university. If you are opting to directly mail the verification to HEC, please send your application on the following address:

**Foreign Equivalence Section
Accreditation & Attestation(A&A) Division
Higher Education Commission,
Head Office, Sector H-9, East Service Road, Islamabad**

2. As per new rules from HEC, there is no need to submit original documents to HEC. Therefore, please only send **COPIES** of relevant documents mentioned in step 2 to QEC for submission to HEC.
3. In case your graduation information is available online on your university portal, you can add the screen shot of the of the online information when submitting your documents.
4. If you have applied to receive your verification letter from the University, please make sure to **NOT** open the seal of the envelope. Once the seal is broken, the letter becomes void and you will have to ask for another verification letter from the University in a sealed envelope.
5. HEC will inform the applicant through system generated emails at each stage. These emails will be received on your registered email address, used to create account on HEC portal.
6. Once your documents are processed successfully, HEC will send the equivalency letter via TCS courier service.
7. In case your degree program is not available on the list, please choose the most relevant from the available list of options in the drop-down list and do not write in "others tab", otherwise your application will not move further.
8. In the application form mentioned in step 1, please only enter degree information for which your equivalency is required. There is **NO** need to enter your previous education history.
9. Once equivalency is obtained by HEC, it will not be required again by HEC for any further attestation or any other process.

10. In case your degree does not have GPA or Percentage written on your degree, just write the most appropriate number awarded to you in your degree/diploma.
11. If your MS/MPhil degree was research based and has no allocated marks/GPA/Percentage, just put 000 to process your application further.
12. In case of any further query, please register your complaint with HEC through their complaint portal, <https://onlinehelp.hec.gov.pk/> by raising a ticket. It takes 6 working days to get a response from HEC.