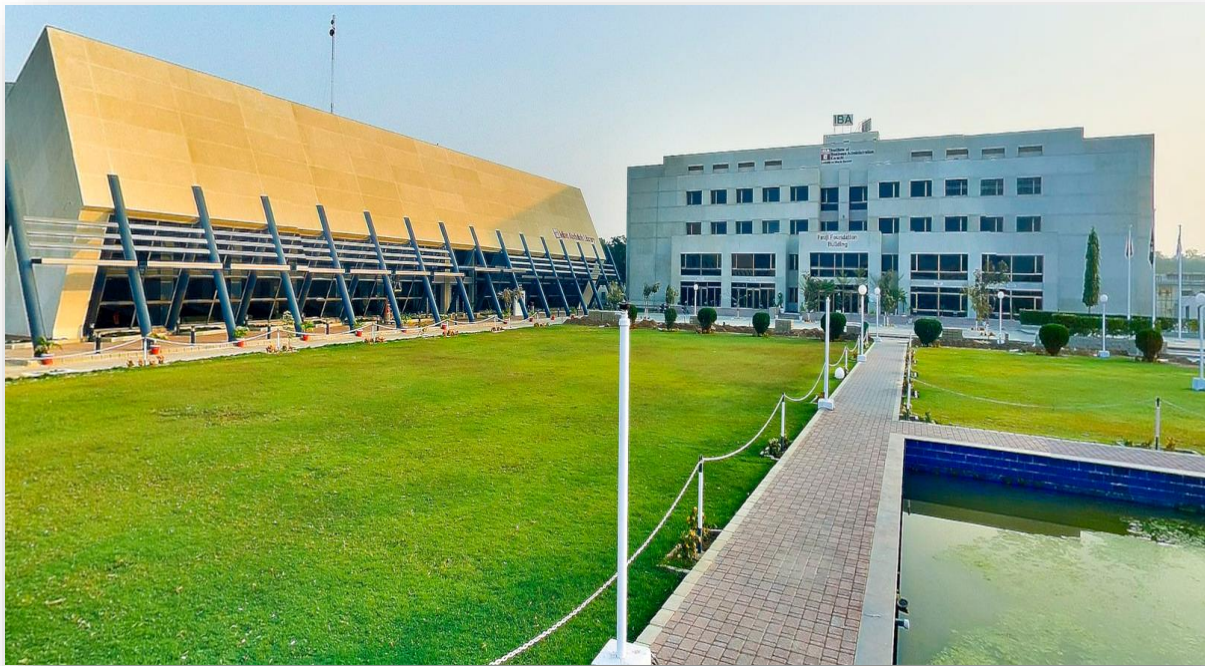


Quality Enhancement Cell, IBA Karachi



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 and 1832**.

Step 1: Fill the application form, using this link: <https://eservices.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 the passport number in capital letters.
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 you’ve logged in, go to the sidebar and select Foreign Degree Equivalence Service from the Equivalence services tab, and follow the steps below.

1. Read through the terms and conditions, and instructions thoroughly before confirming that you’ve read and click proceed.
2. Fill in the personal details such as marital status, mailing address, etc., then click Next Step.
3. Enter details of the degree for which you are applying for the equivalence, then click Next Step.
4. In the next tab (Equivalence details), they will for Degree verification which you can provide through the following method below:
 - a. To get foreign degree Recognition in Pakistan, it is mandatory for applicants to provide “genuineness of degree/diploma/certificate” from awarding university/institution.
 - b. Keeping in view the Data protection Acts requirement at foreign universities and in order to ascertain the genuineness of degree, degree holders/applicants are required to contact their university to “verify award/degree” via following ways
 - i. An e-mail directly to HEC at fe-degree-verification@hec.gov.pk
 - ii. Postage under university’s sealed envelope, addressed to

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

- iii. through a fax from university to +9251-90400902
 - iv. Or any verification link made available by university for general public.
 - c. Each application has a unique application number/ID. Therefore, please provide your “HEC Equivalence application ID” to university and request the relevant department of university/institution to mention it in the degree genuineness letter/email being sent to HEC.
 - d. For verification of genuineness of your degree/diploma/certificate some of the universities require HEC to write to them, if so, applicants are required to provide “hand signed Consent Letter” to write to university.
5. In the next step you will have to upload the required documents, i.e.
- a. **Personal Document List:** In case of Pakistani National, NADRA issued CNIC or POC (Pakistan Origin Card) and Passport (in case of Foreign National).
 - b. **Education Document List:** Degree for which Equivalence is required.
 - c. Education Document List: Transcript or diploma supplement.
 - d. **Other Documents:** Passport (Main page).
 - e. **Other Documents:** Visa, entry and exit stamps of study duration.
6. In the last tab, verify all the details, and submit application.
7. After submission of application, you will be assigned a task of paying the Fee Challan and verify the payment.
- a. You can download the Challan from "Task Assigned" box and can be paid in any nearest HBL branch in Pakistan or abroad

Step 3: 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 new rules from HEC, there is no need to submit documents to HEC.
 2. To get foreign degree Recognition in Pakistan, it is mandatory for applicants to provide “genuineness of degree/diploma/certificate” from awarding university/institution. Keeping in view the Data protection Acts requirement at foreign universities and in order to ascertain the genuineness of degree, degree holders/applicants are required to contact their university to “verify award/degree” via following ways
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For verification of genuineness of your degree/diploma/certificate some of the universities require HEC to write to them, if so, applicants are required to provide “hand signed Consent Letter” to write to university.

3. 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.
4. All the updates regarding the application will be provided via eservices portal, so make sure to keep checking it at regular intervals.
5. Once your documents are processed successfully, HEC will send the equivalency letter via TCS courier service.
6. In case your university is not available on the list, generate a ticket at <https://onlinehelp.hec.gov.pk/>, requesting to add your university to the list.
7. In the application form, only enter degree information for which your equivalency is required. There is **NO** need to enter your previous education history.
8. Once equivalency is obtained by HEC, it will not be required again by HEC for any further attestation or any other process.
9. 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.