

# Quality Enhancement Cell, IBA Karachi



## **Step by Step process of Degree Attestation for a PhD Degree from Pakistan**

The procedure for degree attestation of Pakistani degree 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](mailto:qec@iba.edu.pk) or on ext. 1834, 1837 and 2488.

**Step 1:** Fill the application form, using this link: [eservice.hec.gov.pk](http://eservice.hec.gov.pk). If you are not registered on the portal with your CNIC/POC/Passport, click **Sign Up** to register yourself.

### **Requirements for creating a new profile:**

Enter valid details according to the instructions given on the signup form and click Submit button. Following information is required:

1. First Name
2. Last Name
3. Nationality - Overseas and dual national Pakistanis must select "Pakistan" as their Country of Nationality, otherwise select any other country.
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 received in verify your email screen tab.
12. Check the captcha 'I'm not Robot,' in case you are asked.
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.

After completion of online profile, applicants will upload scanned copies of required documents i.e. degree for which attestation is required and submit their application for initial examination. After successful examination, applicant will be informed by HEC via SMS and email to schedule their visit according to their convenience and subject to availability of time slots.

**Provision in COVID – 19 situation:** Walk-in mode of attestation (*for Urgent Attestation Applications only*) has been resumed at Karachi, with effect from 16<sup>th</sup> February 2021. Applicants are required to apply online by selecting **Urgent Mode** and visit concerned HEC office on scheduled date & time (*applicants can also assign someone to submit the documents on their behalf*).

**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:

1. Duly filled-in application form and fee challan form or courier receipts in case attestation is applied through courier service (i.e., TCS).

2. Prepare a non-refundable fee challan of Rs.5000/- as urgent attestation fee in addition to Rs.1000/- for attestation of **‘EACH’ original document** and Rs.700/- for attestation of **‘EACH’ photocopy document**.
3. A clearly visible copy of valid Computerized National Identity Card (CNIC) or Passport (in case of Foreign National only) is mandatory.
4. The applicant should **‘ONLY’** submit that transcript and degree that he/she wants to get attested. Submission of Transcript/Result Card with degree is mandatory even if its attestation is not required.
5. A set of photocopies of CNIC/Passport and documents that are required to be attested, for HEC record.
6. If applicant also require attestation of photocopies of documents, then two sets of photocopies of educational documents may be provided. Please provide legible photocopies of educational documents to be attested having ample space for pasting of Attestation Ticket and signature & stamp.
7. Copy of old CNIC with father's Name / Nikahnama / Marriage Certificate **‘ONLY’** for married female where old name and father’s name mentioned on Degree / Transcript are different from the particulars mentioned on CNIC.

**PLEASE NOTE, if you want QEC to manage your attestation then please do the following:**

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

**Step 4:** When the documents are being presented by a person other than the degree holder, following **‘MANDATORY’** documents are required:

- i. Authority letter for the authorized person from the degree holder
- ii. Copy of CNIC of the authorized person duly attested by Grade-17 and above officer is required.

### **Important points to remember:**

While you are filling the application form and preparing the folder of relevant documents as mentioned in step 2, please remember the below points.

1. Foreign degrees are ‘**NOT**’ attested by the HEC. However, HEC determines their equivalence and Equivalence letter can be attested, if requested by the applicant.
2. Applicants are advised to bring all the required original documents along with a set of photocopies (for HEC record) as well as printout of online application form & Challan Form on scheduled date and time.
3. HEC attests the photocopies of degrees and transcripts only after attestation of the original documents. Therefore, it is important to provide original documents for attestation.
4. The applicants are advised to remove lamination from the degrees/transcripts and then apply for attestation.
5. There are **two modes**: (a) **Walk-in Mode (For Urgent Applications only)**, (b) **Authorized Courier Service Mode (For all normal applications)**. Under walk-in mode, an applicant can apply for degree attestation by self-submission or can authorize any person to get attestation of his documents on his behalf (for urgent applications only) and all normal applications will be processed through Courier Service.
6. Educational documents are attested and returned on the same scheduled date, in case of urgent application mode. However, it takes minimum **ten working days**, if documents are sent for attestation through designated courier company.
7. Applicants who intend to apply for attestation through Courier Service (i.e. TCS), **MUST DEPOSIT** attestation fee in relevant center of Courier Company. Fee deposited in bank or online will not be acceptable.
8. The Information on applicant's academic documents should exactly match with CNIC/Passport. In case of married female ‘**ONLY**’ where name and father name mentioned on Degree / Transcript do not match with particulars mentioned on CNIC, copy of old CNIC with father's Name / Nikahnama / Marriage Certificate is required.
9. In case, there is any ambiguity or clarification required, please send the query either to QEC at [qec@iba.edu.pk](mailto:qec@iba.edu.pk) or to HEC’s relevant email address: [htalpur@hec.gov.pk](mailto:htalpur@hec.gov.pk). All queries sent to the designated HEC e-mail address are responded in **72 hours**.