

Urgent / **Ordinary**
(3 working days) / (7 working days)
Only for clear cases

(FREE OF COST)

GOVERNMENT OF PAKISTAN
MINISTRY OF EDUCATION
INTER BOARD COMMITTEE OF CHAIRMEN
At F.B.I.S.E. Building, H-8/4, ISLAMABAD Tel : 0092-51-9235020 & 9235017
Fax: 0092-51-9250454

APPLICATION FORM FOR EQUIVALENCE OF QUALIFICATION

Attach one
Passport Size
Color Photo

I. Particulars of the Applicant: (Capital letters)

1. Name (as on Certificate/Diploma) _____
2. Father Name _____
3. Date of Birth _____
4. Place of Birth _____
5. (a) Present Address (in Pakistan) _____

- (b) Permanent Address _____
- (c) Phone No. _____ Cell No. _____
- (d) Nationality (Proof if foreigner) _____
- (e) N.I.C. No. _____

6. Name of Pakistani Certificate /Diploma with which equivalence is required?

| | | |
|---|---|---|
| SSC/Matric (grade 9th & 10) | (i) Science <input type="checkbox"/> | (ii) Arts <input type="checkbox"/> |
| HSSC (grade 11 & 12) | (i) Pre-Engineering/ <input type="checkbox"/> | (ii) Pre-Medical <input type="checkbox"/> |
| | (iii) Humanities <input type="checkbox"/> | (iv) Commerce <input type="checkbox"/> |
| | (v) Medical Technology <input type="checkbox"/> | (vi) General Science <input type="checkbox"/> |

Tick relevant
only one

Tick relevant
only one

FOR OFFICIAL USE ONLY

Dy. No. _____

Received on. _____

Delivery on. _____

COUNTRY _____ EXAMINATION SYSTEM _____

LEVEL/GRADE _____ NO. OF SUBJECTS _____

PAK. EQUIVALENT QUALIFICATION _____

MARKS _____ GROUP _____

PROVISIONAL _____ PROPER _____

REMARKS _____

7. **Present employment of parents:** Govt. Privat (tick relevant)
- (b) Father Name _____
- (c) N.I.C. No. _____
- (c) Designation _____
- (d) Departmental Address _____

II. Particulars of the Certificate/Diploma for which equivalence is required:-

1. Title of Certificate/Diploma in the language of the country where obtained _____
2. Level of Secondary Education

| | |
|------------------------|------------------------|
| Lower/Junior Secondary | Upper/Senior Secondary |
|------------------------|------------------------|

 (tick relevant)
3. Examination System:

| | |
|---------------------|---------------------|
| External Evaluation | Internal Evaluation |
|---------------------|---------------------|

 (tick relevant)
4. Duration of course in years (Class-I onwards) _____
5. Medium of instruction _____
6. Name of the country where the Certificate was obtained _____
7. Name of the Examining Body conferring the Certificate /Diploma _____
8. Accreditation status of Institution along with name of Accrediting Authority _____
9. Particulars of the Institution
- (a) Name of Institution _____
- (b) Mailing Address _____
- (c) Tel No. _____ (d) Fax No. _____ (e) E-mail _____
- (f) Website if any _____
- (g) Website of Accrediting Authority _____
10. Purpose of equivalence

| | | |
|-------|------------|-------------------------|
| Study | Employment | Any Other (Pl. specify) |
|-------|------------|-------------------------|

 (tick relevant)

III. In case of USA and Canada following documents/ credentials are required by IBCC for issuance of Equivalence Certificate:-

1. Original High School Diploma.
2. Grade-9 thru 12 original Official consolidated (4 years) Transcript duly sealed, signed and embossed by the issuing authority, USA (by the Ministry of Education, Canada) and enclosed in an envelope to be opened by an officer or official of IBCC. Grade-9,10,11 and 12 Subjects should be recorded separately. **Note: If the candidate has passed grade-9 thru 12 education through more than one institution then he/she will have to provide original official transcripts of each institute separately alongwith copy of accreditation of all the institutions. Otherwise case will be considered incomplete.**
3. **Date of entrance and discharge of the candidate in concerned institution(s).**
4. Proof/ attested copy of Certificate of Accreditation of the concerned School with any one recognized US Department of Education Accrediting Associations of USA.
5. Graduation requirements (total earned credits by the student and total required credits for Graduation High School Diploma).
6. School Profile (i.e. High School Program Planning Guide/Course Description Guide etc.)
7. Original Advance placement Grade Report duly issued by AP College Board, USA, sealed/enclosed in an envelope to be opened by an officer or official of IBCC in case of AP Courses.
8. Explanation of abbreviation of the subjects and codes which are used in the student's transcript.

9. In case of USA, according to Scheme of Studies of Pakistan Physics, Chemistry and Biology/ Mathematics as elective subjects must be passed at High School level (Grade-9 thru 12 level) for issuance Equivalence Certificate (Pre-Med or Pre-Eng group). (Condition may be reviewed at any time)
10. In case of Canada, according to Scheme of Studies of Pakistan Physics, Chemistry and Biology/ Mathematics as elective subjects must be passed at Grade-9, 10, 11 as well as at Grade-12 (each year) for issuance of Equivalence Certificate (Pre-Med or Pre-Engg. group). (Condition may be reviewed at any time)
11. In case of early graduation, please provide proof from concerned institution/issuing authority.
12. Attested Copy of Passport with valid visa portion, Stay proof during the study abroad and attested copy of CNIC of Pakistan.
13. Four photo copies of each educational document must be attached herewith.
14. Prepaid return envelope of best courier service (e.g. FedEx, DHL, TCS) should be attached herewith for sending back the original documents to the applicant.
15. Other general (relevant) requirements listed at serial No.V must be completed in all respect.
16. As per policy of IBCC, educational documents of the student will be referred to concerned authority for verification/ clarification of the documents furnished to IBCC. Proper Equivalence Certificate will be issued after receipt of verification reply from concerned authority/institution.
17. The students of US Institutions (AES/LPS) operating in Pakistan will have to fulfill **IBCC Equivalence Criteria** for US Schools (AES/LPS) operating in Pakistan for grant of Equivalence Certificate.
18. **The education qualification obtained through Institutions which are not accredited by any recognized Accrediting Association of USA or State Department of Education, USA cannot be considered for Equivalence of Qualification.**
19. **As per rules of IBCC, education qualification obtained through ‘Distance Learning Education System’/ ‘Online System of Education’/ ‘Home Study’ cannot be considered for Equivalence of Qualification (107ECM-20).**
20. **IBCC Criteria for American Schools (LPS/AES) operating in Pakistan must be fulfilled by the school/candidate for grant of equivalence of qualification.**
21. **It was resolved that Diplomas/Certificates could be considered for equivalence of only qualification of those US Institutions/schools which are fully accredited by any recognized Accrediting Association of USA or any State Department of Education, USA. (127ECM-17)**

IV. Requirements for ‘O’ and ‘A’ Level Students:

1. The statement of result of ‘O’ and ‘A’ levels is valid upto maximum six months only. After Six months, original certificate is required and an application without the ‘O’ level / ‘A’ level certificate will not be entertained.
2. If a candidate passes ‘O’ level from abroad and appears for ‘A’ level from Pakistan or vice versa, he/she has to pass Urdu, Islamiyat and Pakistan Studies at SSC or ‘O’ level for obtaining Equivalence Certificate.
3. Copy of the Equivalence Certificate of ‘O’ level issued by IBCC and original of ‘O’ and ‘A’ level certificates must be provided for obtaining Equivalence Certificate of ‘A’ level.
4. The candidate must have passed seven subjects before June 2006 & eight subjects from June 2006 & onward GCE O-Level, if he appears from Pakistan (including five compulsory subjects ‘English, Mathematics, Urdu, Islamiyat/ethics for non-Muslims

& Pakistan Studies') and five subjects, if he appears from abroad (including two compulsory subjects English and Mathematics).

V. Documents to be attached:

1. Documentary evidence of studies abroad. Original passport and attested photocopies, duly endorsed with visas of country concerned, in case of students from abroad.
2. Proof of registration for the Certificate/Diploma.
3. Attested copy of N.I.C. or Form 'B' of applicant/parent or tenderer.
4. Original & attested photocopy (back to back) of each Certificate/Diploma obtained from abroad alongwith English translation from National University of Modern Languages, Islamabad or from the concerned Embassy.
5. Printed / Photocopy of the syllabus from the official record of the institution conferring the Certificate (English version only).
6. Attested copy of earlier SSC equivalence certificate issued by IBCC/Copy of documents.
7. Original Provisional Certificate/Copy of letter with marks already issued by IBCC, if any.
8. In case of foreign national, nomination letter from EAD concerned embassy and admission letter from University/College must be provided.
9. Certificates/Diplomas with plastic quoting are not acceptable for issuance of SSC/HSSC Equivalence Certificate. If the certificates of O/A level are plastic quoted, provide statement of result (s) (in original) or verified copies from the British Council.
10. In case Duplicate certificate is required, the following formalities must be fulfilled:
 - (a) Application for issuance of duplicate equivalence certificate
 - (b) Photocopy of previous equivalence certificate
 - (c) Double fee
 - (d) Advertisement in a newspaper for loss of equivalence certificate
 - (e) An affidavit, duly attested by 1st class Magistrate on stamp paper of Rs.50/-

VI. Fee paid Rs. _____ (Bank Challan/ Draft No. _____ Date _____
Drawn on _____ .

VII. I solemnly declare that the documents presented for equivalence, attached with the form are genuine without alteration and not tampered with / mutilated. I understand that in case of falsification of documents tendered or the wrong information supplied/concealment of correct information, I shall be held responsible for the consequences including legal action. I have enclosed the originals/attested photocopies and request for equivalence.

Date: _____

Signatures _____

Name (in Block letters) _____
of applicant/ Parent/ Tenderer

FEE DETAIL FOR STUDENTS/APPLICATIONS IN PAKISTAN**For Ordinary Cases**

| Sr. No. | Equivalence Required | Amount (Rs.) |
|----------------|---|---------------------|
| 1 | Equivalence of Pakistani qualification equivalent to SSC/HSSC/DAE/D.COM etc. from Pakistan with marks | 750/- |
| 2 | Indigenous qualification equivalent to SSC/HSSC for Deeni Madaris with marks (for ordinary cases Rs. 400 + Rs.250 = 650) | 650/- |
| 3 | Foreign qualification equivalent to SSC/HSSC with marks | 1500/- |
| 4 | Equivalence of any Diploma from Pakistan without marks | 500/- |
| 5 | Processing of fresh (not mentioned in IBCC Equivalence Book) equivalence case to be placed before Equivalence Committee of IBCC (The time limit does not apply to such cases.) | 2000/- |
| 6 | Conversion of Marks (In case of Equivalence certificate already issued by IBCC). | 500/- |
| 7 | Courier Service Charges with in Pakistan (optional) | 100/- |
| 8 | Double Fee will be charged in case of urgent cases | |

FEE DETAIL FOR APPLICANTS/STUDENTS OUT SIDE PAKISTAN

| Sr. No. | Equivalence Required | Amount |
|----------------|--|---|
| 1 | Foreign qualification equivalent to SSC (Grade-9 & Grade-10) with conversion of marks (for Ordinary cases) | \$ 70/- |
| 2 | Foreign qualification equivalent to HSSC (Grade-11 & Grade-12) with conversion of marks (for Ordinary cases) | \$ 70/- |
| 3 | FedEx Courier Service Charges (Optional) will be paid by the applicant in case original documents, along with Equivalence Letter/Certificate, are required to be posted at your given mailing address in USA Or send prepaid return envelop of FedEx with application. Note: Prepaid account number must be written on FedEx return envelope. | Actual charges to be paid directly to courier |

- Double fee for Duplicate Certificate
- Double fee for Urgent cases – Delivery within three days
- Double fee for 1st revision
- Three times fee for 2nd revision
- Four times fee for 3rd revision

Note: Fee once deposited is non-refundable