

(FREE OF COST)



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

GOVERNMENT OF PAKISTAN  
INTER BOARD COMMITTEE OF CHAIRMEN  
At FBISE Building, H-8/4, Islamabad.  
Ph: (051) 9101170, 9101171 Fax: (051) 9250451 & 9250454  
web: www.ibcc.edu.pk

Attach one  
Passport Size  
Color Photo

APPLICATION FORM FOR EQUIVALENCE OF QUALIFICATION

I. Particulars of the Applicant: ( Capital letters)

- Name of student (as on Certificate/Diploma) \_\_\_\_\_
- Father Name \_\_\_\_\_
- Date of Birth of Student Day    Month    Year
- Place of Birth \_\_\_\_\_
- (a) Present Address (in Pakistan) \_\_\_\_\_  
\_\_\_\_\_
- (b) Permanent Address \_\_\_\_\_
- (c) Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_
- (d) Nationality (Proof if foreigner) \_\_\_\_\_
- (e) N.I.C. or Passport No. of Student \_\_\_\_\_

6. Please tick below relevant group (only one) in which your qualification falls:

SSC/Matric (grade 9 <sup>th</sup> & 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) Computer Science <input type="checkbox"/>
	(vii) Others <input type="checkbox"/>	

FOR OFFICIAL USE ONLY

Qualification. \_\_\_\_\_  
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 of institution: \_\_\_\_\_

(g) Website of Accrediting Authority \_\_\_\_\_

10. Purpose of equivalence  Study  Employment  Other (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 official 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 institution separately along with copy of accreditations of all the institutes Certificates. Otherwise case will not be considered for equivalence.**
3. Date of entrance and discharge of the candidate in concerned institution(s).
4. Proof/Certificate of Accreditation of the concerned Schools with any one recognized US Department of Education Accrediting Associations of USA.
5. Graduation requirements (detail of total credits earned 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 Collage 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 set of photo copies of educational documents must be attached.
14. If a candidate applying from abroad, wishes that original documents may be sent back in the same country, return envelope of best courier service (e.g. FedEx, DHL, TCS) should be attached.
15. Other general (relevant) requirements listed at serial No. V must be completed in all respect.
16. As per rules 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.

#### **IV. Requirements for 'O' and 'A' Level Students:**

1. **Provide:** original “O” and “A” level certificates issued by Edexcel/Cambridge University alongwith one attested photo copy of each certificate.
2. If the certificates of O/A level are plastic quoted, then provide statement of Results (Without plastic quoted) or verified copies from British Council also provide original certificates of O/A level.
3. Attested photo copy of NIC or form 'B' of the student.
4. Attested photo copies of passport/visa of the student, if studied from abroad.
5. Downloaded result is not acceptable for equivalence, even if result is attested/verified by school.
6. For equivalence of A level provide O & A level original final certificates issued by Edexcel/Cambridge University alongwith attested photo copies of all certificates and photo copy of equivalence certificate of O level if available. Also complete all requirements mentioned above.
7. Provisional equivalence will be issued on the basis of Statement of Results. Statement of Result is valid for 6 months only. Final Equivalence Certificate will be issued after receipt of original final certificate and submission of an application for equivalence certificate alongwith provisional equivalence and all original certificates and photo copies of O and A level.
8. 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.
9. 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 Mathematics, English, Urdu, Islamiyat and Pakistan Studies) and five subjects, if he appears from abroad.

#### **V. Documents to be Attached:**

1. Documentary evidence of studies abroad. Attested copy of passport, visa 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 and father.
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 copy of admission letter from University/College must be provided and photocopy of passport and valid visa of Pakistan.
9. Certificates/Diplomas with plastic quoting are not acceptable for issuance of SSC/HSSC Equivalence Certificate.
10. All original final Certificates and DMCs (transcripts) and photo copies from front and back of class-10 and 12 are compulsory for obtaining equivalence certificate of class-12. Certificates/DMCs should be verified form ministry of Education, Pakistan Embassy and Foreign Affairs of concerned country from where studied and concerned country’s Embassy in Pakistan (If Studied from Middle East)
11. All originals and photo copies of SSC Certificate, DMC and Diploma along with all marks Sheets (Both passed & failed) duly verified form issuing authorities are required for obtaining Equivalence Certificate of any recognized Diploma from Pakistan.
12. Physics, Chemistry and Biology are compulsory subjects at class 9 thru 12 for obtaining equivalence Certificate of Science and Pre-Medical, Physics, Chemistry and Math for Pre-Engineering and Physics, Computer and math for Computer Science Group.
- 13.. Date of Birth on all certificates and NIC/Passport should be same.
14. Improvement of any subject will be considered if improved within a year.
15. Class 10 should be with Science for obtaining equivalence certificate of Pre-Medical/Pre-Engineering.
16. In case Duplicate certificate is required, the following requirements 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/-
- (f) All originals and Photo copies (both class 10 & 12)

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/APPLICANTS 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 of Pakistan with marks	1500/-
4	Equivalence of any recognized 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 <b>(The time limit does not apply to such cases.)</b>	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	<b>Double Fee will be charged in case of urgent cases (Only for O/A level)</b>	

**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	<b>FedEx Courier Service Charges (Optional)</b> 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. <b>Note: Prepaid account number must be written on FedEx return envelope.</b>	Actual charges to be paid directly to courier

- Double fee for Duplicate Certificate
- Double fee for Urgent cases - Delivery after three days
- Double fee for 1<sup>st</sup> revision
- Three times fee for 2<sup>nd</sup> revision
- Four times fee for 3<sup>rd</sup> revision
- Group change fee Rs: 1500/- (If provisional letter issued)
- Group change fee Rs: 3000/- (If Proper Equivalence Certificate issued)
- Double fee for any correction (If mistake occurred by student)

**Note: Fee once deposited is non-refundable**