



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FORM FOR CORRECTION IN PERSONAL DETAILS

Personal Details:

Name of Candidate:

Father Name:

Candidate ID:

(as per last admit card)

Enrolment ID:

(as per result slip)

Certificate:

SSC

HSSC

Examination Session:

(Month and year)

Candidate Telephone/ Mobile Number:

Valid Email Address of Candidate:

Name of School:

School Code:

Documents Collection Method:

By Hand

Dispatch to School

Dispatch to Given Address *

(*If yes, then, please submit a separate application mentioning your complete address along with contact number. Please note that this service is not available for Gilgit-Baltistan and Chitral regions)

Correction Required:

| From (Incorrect) | To (Correct) |
|------------------|--------------|
| | |
| | |

Important Notes:

- Application form for the correction of personal details should be attested by school principal.
- Valid reason should attach with the application form for correction.
- The Board will only consider correction in personal details upon submission of the following documents.
 - Copy of Birth Certificate (duly attested)
 - Copy of CNIC/ B-Form (duly attested)
 - Surrender Original Result Slip/ Certificate (If issued by Board)
 - Original Deposit slip/ Pay order (Form will not process if **original** deposit slip not submitted)
 - Principal's Signature & Stamp on correction form.
- Incomplete application form will not be processed; and will discard after 15 days without any refund.
- Corrected Result Slip/ Certificate will be dispatched to **school** within 10 days of the receipt of the application form if mode of delivery not mention on form.
- AKU-EB **cannot** take responsibility for the delivery of the mail (result slips and Certificate). Where a courier service is used, the tracking number will be provided upon receipt of the same from the courier company.
- Fees once paid, will not refund on request of cancellation of services.

Fee Details:

- Fee for correction in personal details at various stages is as follows:
 - ▶ **PKR 2,000** after enrolment and registration process completed
 - ▶ **PKR 4,000** for corrections after the issuance of Admit Card
 - ▶ **PKR 6,000** for corrections after the issuance of the Result Slip
 - ▶ **PKR 10,000** for corrections after the issuance of both Result Slips and the Certificate

Fee for correction in personal details can be submitted in the following mode of payments:

1. Pay Order:

Beneficiary Name: The Aga Khan University
NTN #: 1206240-5

Important note: Pay order must be in favor of "The Aga Khan University", else your application will not be processed.

2. Cash deposit at any online HBL branch:

Candidate/School can deposit amount in (PKR only) at any of the branches of Habib Bank Limited (HBL) through online banking facility.

Account Title The Aga Khan University
Account # 0896-79006003-01
Branch Code 0896
Bank Name Habib Bank Limited
Branch Name KARSAZ, Karachi
NTN #: 1206240-5

Important Note:

- AKU-EB candidates must mention their Enrolment ID and Name on HBL's deposit slip.
- School should mention their school name and school code on HBL's deposit slip.
- The acknowledgement of payment given by the bank on the deposit slip (original) must be sent to AKU-EB office along with application form and documents. Photocopy of pay order/ deposit slip will not be accepted in any case.

Pay Order/ HBL Deposit #:

Dated:

Amount:

Mailing Address:

Completed form along with original Pay Order or HBL's Original Deposit Slip and documents to be sent to the following address.

The Aga Khan University Examination Board
Block - C, IED-PDC, 1-5/ B-VII
Federal B. Area, Karimabad
Karachi-75950, Pakistan
Tel: +92 21 3682 7011-8
Email: examination.board@aku.edu

Disclaimer:

The Aga Khan University Examination Board (AKU-EB) shall take necessary measures to ensure examinations and other activities are conducted as scheduled; however, in case of any disruption caused by circumstances beyond its control, AKU-EB reserves the right to cancel, postpone and/or delay the said examinations/activities, and reschedule them in a manner that AKU-EB may deem appropriate. That, except to the extent of rescheduling of examination/activities, AKU-EB shall not be liable in any manner for not holding the examinations/activities as scheduled for the reasons stated above.

I hereby acknowledge that I have read, understand and agree with all the points mentioned in the form.

Signature of Candidate: _____

Principal's Signature: _____

& School Stamp:
(Mandatory)

Date: _____

Date: _____