



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FORM FOR VERIFICATION OF DOCUMENTS

Personal Details:

Name of Candidate:

Father Name:

Enrolment ID:

(as per result slip)

Name of School:

School Code:

Candidate Telephone/ Mobile Number:

Valid Email Address of Candidate:

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)

Verification Required:

Please check (✓) if you require attested documents in sealed envelopes:

| Certificate/ Result Slip | Verification Required for | | No. of Documents |
|--------------------------|--|---------------------------------|------------------|
| SSC-I | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |
| SSC-II | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |
| HSSC-I | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |
| HSSC-II | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |
| SSC Certificate | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |
| HSSC Certificate | <input type="checkbox"/> Original Document | <input type="checkbox"/> Sealed | |
| | <input type="checkbox"/> Photocopy | <input type="checkbox"/> Sealed | |

Important Notes:

- If you require verification for **WES**, and want us to send the documents directly to **WES**, then please pay **USD 80.00** as courier charges (converted to PKR as per exchange rate of the date of form submission) along with this application form.
- Incomplete application form will not be processed; and would be discarded after 15 working days without any refund.
- AKU-EB will provide verification only on the original and/ or photocopies of documents submitted along with this form by the candidate. Requests to make photocopies of a submitted document on a candidate's behalf and provide verification on it will NOT be honoured according to our verification policies.
- Verified documents / photocopies will be dispatched to **school** within 05 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 (verified documents). 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 verification of an original document or each photocopy of a document is **PKR 1,000**.

Fee for verification of documents 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 favour of "The Aga Khan University", else your application will not be processed.

2. Cash deposit at any online HBL branch:

Candidate/School/Institution 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/Institutions should mention their institution name 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: _____

Authorized Signature: _____
(applicable for institutions only)

Date: _____