



Rs. 100/-

University of Karachi

ENROLMENT FORM

APPLICANTS MUST BE AWARE OF THE RULES AND REGULATIONS REGARDING ADMISSION / ELIGIBILITY / ENROLMENT

(APPLICATION FOR ENROLMENT SUPPORTED BY THE NECESSARY CERTIFICATES MUST BE SUBMITTED TO THE REGISTRAR WITHIN 6 WEEKS OF THE DATE OF SUBMISSION IN THE CASE OF NORMAL ADMISSION AND 3 WEEKS IN THE CASE OF ADMISSION BY TRANSFER)

Enrolment No. _____

The undersigned hereby applies for the enrolment as a student of the University / College. The particulars are as under:

Department/College									
Class applied for			Date of Provisional Admission			Academic Session			
Optional Subjects 1. _____ 2. _____ 3. _____						Admission No.			
Name (in block letters) (As per Matric Certificate)					Male Female		Single Married		
National Identity Card									
Date of Birth Day Month Year 19			Place of Birth			Nationality			
Father's Name					Father's Occupation			Photo	
Present Address (if different from Permanent Address)					Telephone No. (if any)				
Permanent Address					Telephone No. (if any)				
Are you employed		Yes No		Name of employer & address				Position held	

Are you appearing in any other examination simultaneously		Yes No	Name of Exam.	Univ./Board	Year	
Certificate of Degree	Board or University	Year of Passing	Seat No.	Annual/Supp.	Division	Optional Subjects
Matriculation						
Inter. Arts/Science/Com.						
B.A./B.Sc./B.Com. or equivalent Examination						
M.A./M.Sc./M.Com.						
B.Ed.						
M.Ed.						

The above information given by me is correct to the best of my knowledge. Should any of the statements made in this application be found incorrect, the university may take such action against me as it may deem fit, including cancellation of my admission in the College, enrolment with the University and detention from Examination.

<p align="center">CERTIFICATE</p> <p>The applicant is a bonafide student of above said class of this College/ Department in the academic session 200 . He/She bears a good moral character.</p> <p>Recommended for enrolment.</p> <p>Signature of Principal of College or Chairman of University Department. (with official stamp)</p>	<p>Migration No. _____ Dated _____</p> <p>To be filled in by the Candidate passed his/her last Examination from University/Board other than Karachi University/Karachi Board</p> <p align="right">Signature of applicant</p>	<p align="center">FOR OFFICE USE ONLY</p> <p>The entries/documents of the form have been checked and found in order. On the basis of the above information, he/she may be enrolled.</p> <p>Dealing Clerk _____ Superintendent _____</p> <p align="center">ORDER</p> <p align="center">ASSISTANT REGISTRAR (ENROLMENT)</p>
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REGULATIONS

1. No student shall be eligible to appear at any University examination unless he is enrolled with the University on payment of the necessary fee.
2. Applications for enrolment of prescribed form supported by the necessary certificates shall be submitted to the Registrar through the Principal of the College or the Head of the Teaching Department, as the case may be, within six weeks of the date of admission in the case of normal admissions, and three Weeks in the case of admissions by transfer. Prescribed fee will be paid with each application.
3. If a student remains unenrolled at the end of the above period, his name shall be removed from the college or from the University class, as the case may be, and shall not be re-enrolled unless he produces the necessary certificates required for enrolment and pays the fee.
4. Each student shall receive an Enrolment Card giving his Enrolment number. If an Enrolment Card is lost or destroyed, a duplicate copy of it will be issued on payment of prescribed fee.
5. No application for admission to a University examination or for any other purpose shall be received from an enrolled student unless the Enrolment number is quoted in the application.
6. Fees once deposited should not be refund in any case as per Karachi University rules.

IMPORTANT INSTRUCTIONS

INCOMPLETE FORMS SHOULD NOT BE ENTERTAINED BY THE COLLEGES CONCERNED

PROCEDURE FOR SUBMISSION OF FORMS:

1. This form should be invariably filled in by the candidates concerned in their own handwriting. After which these Enrolment forms will be submitted by the candidates concerned in their respective colleges alongwith the prescribed fee.
2. After receipt and due scrutiny of this form by the colleges concerned, the forms will be signed by the Principals of Colleges either by themselves or by a member of the authorized teaching staff, whose specimen signatures will be forwarded to the University in advance. Signatures of unauthorized persons or signature stamps will not be accepted at all.
3. After the last date for submission of Enrolment forms and fee, all forms will be forwarded to the university within three days alongwith a list in triplicate to be retained by the University. No individual form will be entertained by the University.
4. Before payment, all Enrolment forms will be checked according the Admission List of the Concern College by the Enrolment Unit of the Examinations Department.

CHANGE OF FACULTY OR SUBJECT

5. A student may be allowed to change the faculty or subject/subjects of study in the First Year of the Pass Degree course, on the recommendation of the Principal of the College concerned upto 6 weeks from the date from which classes start provided that such change of Faculty or subject may be allowed by the Deputy Registrar (Academic) through Registrar University of Karachi.

DOCUMENTS TO BE SUBMITTED

6. the following documents must be enclosed with the Enrolment form, in case of failure the enrolment will be cancelled and the fee shall not be refunded.
 - a. **MIGRATION CERTIFICATE** (in original) In case the candidates passed their last examination from a Pakistani University/Board other than Karachi Board/University (Original migration certificate will not be returned).
 - b. **Marks Certificate** of the last examination in original OR Attested photocopy of Degree (copy of Result Intimation card will not be accepted and the original Marks Sheet is not returnable).
 - c. **EQUIVALENCE / ELIGIBILITY CERTIFICATE** (for those who have passed their last examination from the board/ University/ Institution other than University of Karachi / Karachi Board.
 - d. **MATRIC CERTIFICATE:** attested photo copy.
 - e. Two recent photographs duly attested by the Principal of the College.
 - f. Character Certificate (original)
 - g. Photocopy of National Identity Card OR form B.
 - h. **For M. Phil. / Ph.D candidate,** an attested copy of Admission letter issued by the BASR, University of Karachi must be attached alongwith all Educational documents.

N.B: Any other necessary document(s) may be asked for.

I have carefully read the above Regulations and instructions for compliance.

Signature of applicant

List of Various Class Fees

S. #	Class	Fee	Late Fee Initially
1	B.A/ B.Sc/B.COM	Rs. 1500/-	Rs. 800/-
2	LLB/LLM	Rs. 1500/-	Rs. 750/-
3	M.Ed	Rs. 1500/-	Rs. 750/-
4	D.P.T	Rs. 3000/-	Rs. 1000/-
5	D.P.T(D)	Rs. 1500/-	Rs. 1000/-
6	M.Sc(Physiotherapy)	Rs. 1500/-	Rs. 1000/-
7	M.B.B.S.	Rs. 5000/-	Rs. 2000/-
8	B.D.S	Rs. 5000/-	Rs. 2000/-
9	Medical Technology	Rs. 15000/-	Rs. 2000/-
10	D.C.N	Rs. 1500/-	Rs. 1000/-
11	Operational Therapy	Rs. 1500/-	Rs. 1000/-