

(NO FEE OF FORM)



**GOVERNMENT OF PAKISTAN
INTER BOARD COMMITTEE OF CHAIRMEN**

Plot # 25, Street # 38, Mauve Area, G-10/4, Islamabad
Ph:(051) 9106631 Fax (051) 9106361
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***Urgent** **Ordinary**
(3 working days) (7 working days)
* For Clear Cases and applicable
at IBCC Islamabad only.

APPLICATION FORM FOR EQUIVALENCE OF QUALIFICATION

**Attach one
Passport Size
Color Photo**

I. Particulars of the Applicant:(Fill in the Capital letters)

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

- (b) Permanent Address _____
- (c) Phone No. _____ Cell No: _____
- (d) Nationality (Proof if foreigner) _____
- (e) C.N.I.C No./ Registration No. (As per B Form) _____

6. Pakistani Equivalence Certificate(s) to be required by the applicant.

| S.# | Pakistani Equivalence Certificate | Group - Tick only relevant box | |
|-----|---|---|--|
| 1. | Secondary School Certificate (SSC Grade 9th & 10 Combined) | (i) Science <input type="checkbox"/> | (ii) Arts <input type="checkbox"/> |
| 2. | Higher Secondary School Certificate (HSSC Grade 11 & 12 Combined) | (i) Pre-Engineering <input type="checkbox"/> (iii) Humanities <input type="checkbox"/> (v) Medical Technology <input type="checkbox"/> (vii) Others <input type="checkbox"/> | (ii) Pre-Medical <input type="checkbox"/> (iv) Commerce <input type="checkbox"/> (vi) Computer Science. <input type="checkbox"/> |

For (IBCC) OFFICIAL USE ONLY

Diary No. _____ Qualification. _____
Received on. _____ Delivery on. _____
COUNTRY: _____ EXAMINATION SYSTEM: _____
QUALIFICATION (GRADES): _____ NO. OF SUBJECTS: _____
NAME OF ACCREDITING BODY (if any): _____
MODE OF EDUCATION (regular/distance/online/virtual/home study): _____
CREDITS EARNED (if applicable): _____ CREDITS REQUIRED (if applicable): _____
PAK.EQUIVALENT QUALIFICATION: SSC _____ HSSC _____
EQUIVALENT MARKS: SSC _____ HSSC _____ GROUP: SSC _____ HSSC _____
PROVISIONAL _____ PROPER: _____
REMARKS _____

7. Present Employment of Parents

Govt Private

(Tick relevant)

- (a) Father Name _____
(b) C.N.I.C No. _____
(c) Designation _____
(d) Mailing 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-1 onwards) _____
5. Medium of instruction _____
6. Name of the country where certificate was obtained _____
7. Name of the Examining Body conferring the Certificate/Diploma _____
8. Accreditation status of institution along with name of Accrediting Authority (if any) _____
9. Particulars of the Institution _____
(a) Name of the Institution _____
(b) Mailing Address _____
(c) Tel No _____ (d) Fax No _____ (e) E-mail _____
(f) Website if any _____
(g) Website of Accrediting Authority (if applicable) _____

10. Purpose of equivalence Study Employment Any Other (Tick relevant)

III. REQUIREMENTS FOR STUDENTS GRADUATED IN US AND CANADIAN SYSTEMS OF EDUCATION:

Following documents / credentials are required by IBCC for processing and grant of Equivalence Certificate i.e. SSC & HSSC (relevant Group):-

1. Original High School Diploma. (a). In case of USA, Original High School Diploma issued by an accredited US Institution is required. (b). In case of Canada, Original High School Diploma issued by concerned Ministry of education , Canada is required.
2. **NON-RETURNABLE DOCUMENTS (SERIAL NO.2 TO 11):**
Grades 9 thru 12 original Official consolidated 4-years Transcript (included / incorporated prior learning / transferred subjects and credits in transcript) duly sealed signed and embossed by the issuing authority (recognized Accredited US/ Canadian Institution) and enclosed in an envelope to be opened by an officer or official of the IBCC. Grade-9, 10, 11 and 12 Subjects with its credits must be recorded separately.
Note:
If a candidate has passed Grade 9 thru 12 educational qualifications through more than one institution then he/she will have to provide original official transcript of each institute separately along with copy of accreditation of the institution concerned. The final (4 years) Consolidated transcript must indicate transferred credits and subjects of prior learning/previous education qualification obtained from other institutions/country in order to complete the Graduation Requirements (4 years subjects & credits) of school from where he/she has obtained High School Diploma. Moreover, the total obtained credits must be equal to or more than required credits for graduation of the concerned school otherwise application will not be considered for equivalence. The applicant must provide original SSC and HSSC (Part-I) issued by concerned BISE in case of Prior Learning Education Passed from Board of Intermediate and Secondary Education (BISE) in Pakistan. Prior Education i.e Grade 9 and/or 10 and/or 11 passed in internal (school based) examination other than Canadian/US system of education from Pakistan/abroad and transferred in US system of education will not be considered for equivalence.
3. The SSC and HSSC Certificate must be verified by concerned BISE within sealed envelope. Non Verified Certificates of BISE will not be accepted for Equivalence.
4. Date of entrance and discharge of the candidate should be mentioned on transcript.
5. Attested copy of Certificate of Accreditation of the concerned school with approved/recognized accrediting Association of USA or Concerned US State Department of Education, USA.
6. Graduation Requirements (detail of total earned credits by the student and total required credits for graduation High school diploma).
7. School Profile (i.e. High School Program Planning Guide / Course Description Guide etc.) In case of Advance Placement Qualification in addition to high school diploma ,Original Advance Placement.
8. Grade Report duly issued by AP College Board, USA, (enclosed in an envelope to be opened by an officer or official of IBCC) should be attached with this form.
9. Explanation of abbreviation of the subjects and codes which are used in the student's transcript.
10. Attested Copy of Passport with Valid visa portion, Stay proof during the study abroad, attested copy of CNIC of Pakistan or attested copy of Foreign Nationality may be provided.
11. Four photo copies of each educational documents must be attached.(Copies attached with application must be signed by candidate/applicant himself/herself).
12. Applicant having GED Diploma will have to provide original SSC duly verified by concerned BISE in Pakistan or Equivalent Qualification of SSC and original GED High School Diploma and its original Grade report (marks Sheet) issued by Department of education, USA.
13. In Case of early graduation, please provide proof from concerned institution/issuing authority.

14. In case of USA, three Science subjects i.e Physics, Chemistry & Biology with complete one year credits as separate subjects for Pre-Medical Group and Physics, Chemistry and Mathematics with complete one year credits as separate subjects for Pre-Engineering Group must be passed at High School level (Grades 9 thru 12) for issuance of Equivalence Certificate.
15. In Case of Canada, Science (Physics , Chemistry & Biology) and Mathematics at both Grades 9 and 10 and three science separate subjects i.e. Physics, Chemistry and Biology / Mathematics must be passed at both Grades 11 and 12 for issuance of Equivalence Certificate of Pre-Medical/Pre-Engineering Group respectively.
16. Prepaid returned envelope of courier service (e.g. FedEx, DHL, TCS) should be attached for sending back the original documents to the applicant.
17. As per Policy of IBCC, educational documents of the applicant 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 form concerned authority / Institution.
18. The students of US institutions (American Embassy School-AES/ Local American Private School - LPS) operating in Pakistan will have to fulfill IBCC Equivalence Criteria for US Schools (AES/LPS) operating in Pakistan for grant of Equivalence Certificate.
19. As per rules of IBCC, education qualification obtained through other than regular mode of education i.e 'Distance Learning Education System/Online System of Education / Home Study would NOT be considered for Equivalence of Qualification (107ECM-20)
20. As per resolution of Equivalence Committee of IBCC, Diplomas/Certificate will be considered for equivalence of US Institution accredited by any recognized Accrediting Association of USA or any State Department of Education , USA, (127ECM-17) and education qualification obtained through non accredited Institutions will not be considered for Equivalence of Qualification.
21. **RULES FOR TRANSFERRED COURSES:** According to rules of IBCC student will have to fulfill/complete the duration of the course/credits according to the concerned country's system of education e.g minimum one year duration and credit for one science subject in US curriculum/Scheme (SOS) and four years duration and credits for each science subject in Pakistani, Canadian, and British Education System etc. are required. Particularly Pakistani SSC (Science) courses transferred into US system of education will not be considered for conversion of marks & Equivalence of HSSC (relevant group). (115ECM-27).
22. **Number of Required Subjects for Canadian Qualification:** Marks will be calculated on the basis of 10 academic required subjects (five from Grade-9 and five from Grade-10) for equivalence of SSC and 10 academic required subjects (five from Grade-11 and five from Grade-12) for equivalence of HSSC.
23. **Number of Required Subjects for US Qualification:** Marks will be calculated on the basis of 5 academic required subjects (five from Grades 9 and 10) for equivalence of SSC and 5 academic required subjects (five from Grades 11 and 12) for Equivalence of HSSC.

IV. Requirements for British Educational Qualification (IGCSE/CAIE/GCE 'O' and GCE 'A' Level):

1. Provide: Original "O" and "A" level certificate issued by Edexcel / Cambridge University along with one attested photocopy of each certificate. (Copies attached with application must be signed by candidate/applicant himself/herself)
2. Attested copy of C.N.I.C or form 'B' of student.
3. Attested photo copies of passport/visa of the student if studied from abroad.
4. Downloaded result is not acceptable for equivalence, even if results is attested/verified by school.
5. For equivalence of A level, provide original certificates of IGCSE/GCE 'O' & A level issued by Edexcel / CAIE /other UK exams boards, along with attested photo copies of all certificates and photo copy of equivalence certificate of O Level .
6. 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 proper equivalence certificate along with provisional equivalence and all original Certificates and photo copies of O and A level.
7. 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.
8. The candidate must have passed seven subjects before june 2006 & Eight subjects from june 2006 & onward of GCE 'O'-Level, (Eight Subjects including Mathematics, English, Urdu, Islamiyat, Pakistan Studies and three elective subjects If he / she appears from Pakistan) and (five subjects Including Mathematics, English, and three elective subjects If he / she from abroad) In case of dual / foreign national he / she will be exempted in three required subjects namely Urdu, Islamiyat, and Pakistan studies.

V. Documents to be attached: (General Cases)

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 C.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 along with 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. Original Provisional Certificate / Copy of letter with marks already issued by IBCC, If any.
7. In case of Foreign National, NOC from concerned embassy, admission letter from University / College and valid study visa must be provided.
8. Certificate / Diplomas with plastic quoting are not acceptable for issuance of SSC/HSSC Equivalence Certificate, if the Certificate of O/A levels are plastic quoted, provide statement of result (s) (in original) or verified copies from British Council.
9. All Original final Certificates and DMCs (transcripts) and photo copies (back to back) of class-10 and 12 are compulsory for obtaining equivalence certificate of class-12. Certificate/DMC should be verified from Ministry of Education, Embassy and Foreign Affairs of concerned country from where Certificate/Diploma has been obtained (in case of Middle east/Arab countries qualification).
10. In case of indigenous Qualification, (i) All original educational documents (Certificates/Diplomas/DMC) (ii) three photocopies of each documents and (iii) Certificates, DMCS & Diplomas duly verified by issuing Authority/Board in Pakistan in sealed envelope are required for issuance Of Equivalence Certificate of IBCC. For Equivalence of HSSC, prior qualification i.e. original SSC with its verification in sealed envelope issued by issuing Authority/ Board is pre requisite.
11. As per National Scheme of Studies(SOS-2006) Compulsory Science Subjects according to groups (I) SSC Science group: physics, chemistry, biology/computer science and mathematics (ii) HSSC Pre-Medical group: Physics, Chemistry & Biology (iii) HSSC Pre-Engineering group: Physics , Chemistry & Mathematics (iv) HSSC Computer Science group: Physics, Computer Science & Mathematics.

12. Name of applicant and date of birth on all Certificates and NIC/Passport should be same.
13. Improvement of any subject will be considered if improved within two years.
14. SSC (Science Group) is pre requisite/compulsory for obtaining equivalence certificate of Pre-Medical/Pre-Engineering/Computer Science.
15. In Case Duplicate Equivalence Certificate is required, the following formalities must be fulfilled:
 - (a) Application for issuance of duplicate equivalence certificate.
 - (b) Photocopy of previous equivalence certificate.
 - (c) All Original educational certificates/diploma for which equivalence is required.
 - (d) Double Fee.
 - (e) Advertisement in a newspaper for loss of equivalence certificate.
 - (f) An affidavit, duly attested by 1st class Magistrate on stamp paper of **Rs.50/-**
16. Authority letter should be accompanied with application form in case of documents being submitted by any other person other than candidate or his/her blood relative/spouse.

VI. Fee paid Rs. _____ NBP Challan No. _____ Date: _____

Please bring printed online fee challan (available on IBCC website www.ibcc.edu.pk) of attestation/equivalence/Verification etc. along with all required documents. Fee can be deposited into the nearest branches of NBP (List of available branches are provided on IBCC website). **Fee Paid through Demand Draft/Pay Order shall not be accepted.**
 Please deposit cash to "Inter Board Committee of Chairmen Collection Account" via "CRPL-Cash Management System" Account No.4149363942 Instruction Circular No.180/2019 Bank Charges PKR 30 to NBP Processing fees for IBCC Account No.4149364049

VII. I solemnly declare that the documents presented for equivalence, attested 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.

Name (in Block letter of applicant / Parent / Tenderer _____ Signature _____ Date _____

FEE DETAIL FOR STUDENTS / APPLICANTS IN PAKISTAN

For Ordinary Cases

| Sr.No. | Name of Qualification | Amount (Rs.) |
|-----------|---|--------------|
| 1. | Equivalence of Certificates / Diplomas | |
| (i). | Asnaads of Deeni Madaris in Pakistan with marks. | 1200/- |
| (ii). | Local Qualification with marks | 2000/- |
| (iii). | Foreign qualification with marks. | 3000/- |
| 2. | Attestation of Certificate / Diplomas | |
| (i). | Original Certificates / Documents. | 800/- |
| (ii). | Photocopied Certificates / Documents (only for one year validity) | 400/- |
| (iii). | Sealed Envelope of attested photocopies of Certificates. | 200/- |
| 3. | Verification of IBCC's Equivalence and Attestation | |
| (i). | Verification of IBCC's Equivalence Certificate. | 400/- |
| (ii). | Verification of IBCC's Attested Certificate. | 400/- |
| 4. | Courier Charges(TCS etc) | 200/- |

Double fee will be charged in case where request comes for urgent Equivalence of qualification of British Examining Bodies, UK

FEE DETAIL FOR APPLICATION/STUDENTS OUT SIDE PAKISTAN.

| Sr.No | Equivalence Required | Amount |
|----------|--|---|
| 1 | Foreign qualification equivalent to SSC (Grade-9 & Grade-10) with conversation 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 Services 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/Abroad 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 company |

- Double fee for Duplicate Certificate
- Double fee for Urgent cases- Delivery within three working days.
- Double fee for 1st revision
- Triple fee for 2nd revision
- Quadruple fee for 3rd revision
- Normal fee for group change (if provisional letter already issued)
- Double fee for group change (if Proper Equivalence Certificate already issued)
- Double fee for any correction (if mistake occurred by applicant)

Note: Fee Once deposited is non refundable