

**FORM IS FREE OF COST**

Ordinary

(Provisional Equivalence after 07 working days)  
for clear cases submitted at IBCC  
Secretariat Islamabad only



ISO 9001:2015

**E-3(US & Canadian  
Qualifications)**

recognized by IBCC

Paste  
passport size colored  
photograph

**GOVERNMENT OF PAKISTAN  
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING  
INTER BOARD COMMITTEE OF CHAIRMEN (IBCC)**

Plot # 25, Street # 38, Mauve Area, G-10/4, Islamabad  
Ph: (051) 111 114 222 Fax (051) 9106361 web: www.ibcc.edu.pk

**APPLICATION FORM FOR EQUIVALENCE OF QUALIFICATION  
\*\*INCOMPLETE APPLICATION FORM WILL NOT BE PROCESSED\*\***

**1. Particulars of the Applicant (fill in CAPITAL LETTERS)**

i. Name of Applicant (as on certificate/diploma): \_\_\_\_\_

ii. Father's Name: \_\_\_\_\_

iii. Date of Birth: Day   Month   Year

iv. Place of Birth: \_\_\_\_\_ v. Nationality \_\_\_\_\_  
(attach proof if foreigner)

vi. C. N. I. C. No. \_\_\_\_\_

vii. Address: \_\_\_\_\_

viii. Phone No. \_\_\_\_\_ ix. Mobile No. \_\_\_\_\_

x. Fee Paid Rs. \_\_\_\_\_ xi. Thru NBP/ TCS/ Other \_\_\_\_\_ xii. Station \_\_\_\_\_  
(challan/transaction no.)

xiii. Title of the Certificate \_\_\_\_\_

xiv. Name of Country from where certificate/diploma was obtained \_\_\_\_\_

xv. Duration of course in years (class 1 onwards) \_\_\_\_\_ xvi. Examination System  External  Internal

xvii. Particulars of all Institutions attended during Grade 9 to 12

a. Name of the Institution 1: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail 1 \_\_\_\_\_ E-mail 2 \_\_\_\_\_

Website (if any) \_\_\_\_\_

Name of Accrediting Authority and Accreditation Status of Institute(s) \_\_\_\_\_

Date of Entrance \_\_\_\_\_ Date of Exit \_\_\_\_\_ Required Credits \_\_\_\_\_ Earned Credits \_\_\_\_\_

b. Name of the Institution 2: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail 1 \_\_\_\_\_ E-mail 2 \_\_\_\_\_

Website (if any) \_\_\_\_\_

Name of Accrediting Authority and Accreditation Status of Institute(s) \_\_\_\_\_

Date of Entrance \_\_\_\_\_ Date of Exit \_\_\_\_\_ Required Credits \_\_\_\_\_ Earned Credits \_\_\_\_\_

xviii. Purpose of Equivalence  Study  Employment  Any Other (please specify) \_\_\_\_\_

xix. Equivalence applied for  SSC/Matric  HSSC/Inter  Both

xx. Name of Pakistani Certificate and Group with which equivalence is required:

Secondary School Certificate (Matric)	i. Science <input type="checkbox"/>	ii. Arts <input type="checkbox"/>
Higher Secondary School Certificate (Inter)	i. Pre-Engineering <input type="checkbox"/>	ii. Pre-Medical <input type="checkbox"/>
	iii. Computer Science <input type="checkbox"/>	iv. Humanities <input type="checkbox"/>
	v. Other <input type="checkbox"/>	

Contd. P2....

**FOR OFFICIAL USE ONLY**

Provisional  Proper Dy. No. \_\_\_\_\_ Fee Paid Rs. \_\_\_\_\_

Revised  Duplicate Received on: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

SSC Session \_\_\_\_\_ Obtained Marks \_\_\_\_\_ Percentage \_\_\_\_\_ Group \_\_\_\_\_ Certificate No. \_\_\_\_\_

HSSC Session \_\_\_\_\_ Obtained Marks \_\_\_\_\_ Percentage \_\_\_\_\_ Group \_\_\_\_\_ Certificate No. \_\_\_\_\_

Remarks \_\_\_\_\_

Received by \_\_\_\_\_

Prepared By \_\_\_\_\_

Checked By \_\_\_\_\_

Section Incharge \_\_\_\_\_

Authorized Officer \_\_\_\_\_

## 2. Important Instructions:

- Name and Date of Birth of applicant must be same on all Certificates and CNIC/Passport.
- Date of entrance and discharge of the candidate from institution must be mentioned on transcript.
- Graduation Requirements (details of total earned credits by the student and total required credits for graduation High school diploma).
- Half of the required credits for High School Graduation must be completed upto Grade 10 for SSC equivalence.
- Explanation of abbreviation of the subjects and codes which are used in the student's transcript.
- 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.
- In case of Canada the subjects of Science, English and Mathematics at both Grades 9 and 10 must be passed for SSC (Science Group) equivalence and the subject of English in addition to three separate science 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.
- SSC (Science Group) is pre requisite/compulsory for obtaining equivalence certificate of Pre-Medical/Pre-Engineering/Computer Science.
- The student must have SSC/equivalent qualification before applying for HSSC Equivalence.
- 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. There must be a gap of TWO YEARS in SSC/Equivalent and GED.
- The students of recognized US Accredited institutions (American Embassy School-AES/ Local American Private School - LPS) operating in Pakistan will have to fulfill IBCC Equivalence criteria approved for recognized US Accredited institutions (AES/LPS) operating in Pakistan for grant of Equivalence Certificate.
- 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.
- 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 processed after receipt of verification form concerned authority / Institution. Prepaid returned envelope of courier service (e.g. FedEx, DHL, TCS etc.) should be attached for sending back the original documents to the applicant. The student must submit his consent to the relevant institution for sharing his information with IBCC.
- Documents/certificates/diplomas found fake will be referred to the concerned authorities for strict disciplinary proceedings. All educational documents will be confiscated and student will be penalized as per procedure/Rules.
- For information about qualifications not covered above please contact through email or using helpline.

**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). (115ECM27).

**NUMBER OF REQUIRED SUBJECTS FOR US QUALIFICATIONS:** 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.

**NUMBER OF REQUIRED SUBJECTS FOR CANADIAN QUALIFICATIONS:** 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.

**ONLINE QUALIFICATIONS/CREDITS:** Online qualifications/Credits obtained overseas in year 2020 and onwards from institutions recognized by respective authorities of that country after appearing in examination from recognized/approved examination centers will be accepted for SSC (Arts) and HSSC (Humanities) groups only.

## 3. Documents required by IBCC for issuance of Equivalence Certificate (check list)

Sr. No.	Requirements	**INCOMPLETE APPLICATION FORM WILL NOT BE PROCESSED**	Check(✓) (if attached)
i.	Fee payment receipt		
ii.	Original High School Diploma		
iii.	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. (NON-RETURNABLE DOCUMENT) 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.		
iv.	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.		
v.	In Case of early graduation, please provide proof from concerned institution/issuing authority.		
vi.	In case of Advance Placement Qualification in addition to high school diploma, attach Original Advance Placement Reports		
vii.	Four photo copies of each educational document (Copies attached with application must be signed by candidate/applicant himself/herself).		
viii.	School Profile (i.e. High School Program Planning Guide / Course Description Guide etc.).		
ix.	Attested copy of CNIC of parent/guardian/tenderer.		
x.	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.		
xi.	In case of Foreign National, NOC from concerned embassy, admission letter from University / College and valid study visa of Pakistan must be provided.		
xii.	If applying for proper equivalence certificate after issuance of provisional equivalence letter then Original Provisional Letter already issued by IBCC OR its copy and all original qualification certificates must be attached.		
xiii.	If applying for issuance of revised equivalence certificate then application for issuance of revised equivalence certificate on a plain paper stating the nature of change required. Original equivalence certificate already issued must be returned.		
xiv.	Photocopy of previous equivalence certificate (for issuance of duplicate)		
xv.	Advertisement in a newspaper for loss of equivalence certificate (for issuance of duplicate)		
xvi.	Notarized affidavit on stamp paper of Rs.100/- (for issuance of duplicate)		

### FEE DETAILS

Sr. #.	Equivalence Required	Amount (Rs.)
1	Grade 9-10 and 11-12 (HSD) equivalent to SSC and HSSC of Pakistan respectively	6000/- (each)
2	Return Courier Charges (optional) within country	300/-
3.	For students applying from overseas (fee in USD)	\$ 100/- (each)

#### Note: Fee deposited is non-refundable

- Rs. 8000/- fee for Duplicate/Revised Certificate
- Rs. 10000/- fee for Triplicate/2<sup>nd</sup> revision
- Rs. 12000/- fee for Quadruplicate/3<sup>rd</sup> revision

\*(THERE IS NO CERTIFICATE AFTER QUADRUPPLICATE/3<sup>rd</sup> REVISION)

#### DECLARATION / AFFIDAVIT (FROM STUDENT / TENDERER)

I solemnly declare that the documents presented for equivalence as 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: \_\_\_\_\_ Name (in Block letters) Candidate/Parent/Tenderer \_\_\_\_\_

CNIC No. \_\_\_\_\_ Signature \_\_\_\_\_