

**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-5(Asia/Europe/Africa  
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 (as on certificate/diploma): \_\_\_\_\_

ii. Date of Birth: Day   Month   Year

iii. Place of Birth: \_\_\_\_\_ iv. Nationality \_\_\_\_\_ v. CNIC No. \_\_\_\_\_  
(attach proof if foreigner)

vi. Address: \_\_\_\_\_  
vii. Phone No. \_\_\_\_\_ viii. Mobile No. \_\_\_\_\_

ix. Particulars of Parent(s) a. Employment Nature  Govt.  Private  
(challan/transaction no.)

b. Father's Name (as on CNIC of student): \_\_\_\_\_

c. Department/Organization. \_\_\_\_\_ d. Designation: \_\_\_\_\_

x. Fee Paid Rs. \_\_\_\_\_ xi. Thru NBP/ TCS/ Other \_\_\_\_\_ xii. City: \_\_\_\_\_

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. Details of the Examining Body/Bodies conferring the Certificate/ Diploma  
Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

xviii. Details of Accrediting Authority and Accreditation Status of Institute(s)  
Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

xx. 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) \_\_\_\_\_

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

xxii. 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: \_\_\_\_\_

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

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

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

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

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

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

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

## 2. Important Instructions:

- As per National Scheme of Studies (SOS-2006) in addition to compulsory subjects of English and Mathematics three Science Subjects are required for (i) SSC (Science Group): Physics, Chemistry, Biology/Computer Science. (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 (v) HSSC (Humanities): Any three Elective subjects
- The student must have SSC/equivalent qualification before applying for HSSC Equivalence. SSC (Science Group) is pre requisite/compulsory for obtaining equivalence certificate of HSSC (Pre-Medical/Pre-Engineering/Computer Science Group). However, the student must study the subject of Biology at SSC level for equivalence of HSSC (Pre-Medical Group).
- Downloaded result is not acceptable for equivalence, even if results is attested/verified by school.
- Certificates with plastic coating are not accepted for issuance of SSC/HSSC Equivalence Certificate.
- The student must provide English translation of all educational certificates, DMCs, Result Cards from concerned embassy OR NUML if documents are in a language other than English.
- Name and Date of Birth of applicant must be same on all Certificates and CNIC/Passport.
- Explanation of abbreviation of the subjects and codes which are used in the student's transcript.
- 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.
- The student may furnish documents verified by Ministry of Education and Ministry of Foreign Affairs of issuing country OR embassy of that country in Pakistan.
- 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.

**NUMBER OF REQUIRED SUBJECTS FOR CALCULATING EQUIVALENCE:** Marks will be calculated on the basis of 5 academic required subjects (five from Grades 9 and 10 each) for equivalence of SSC and 5 academic required subjects (five from Grades 11 and 12 each) for Equivalence of HSSC.

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

Sr. No.	Requirements	Check (if attached)
<b>**INCOMPLETE APPLICATION FORM WILL NOT BE PROCESSED**</b>		
i.	Fee payment receipt	
ii.	Original Grade 9-10 Certificate/Lower Secondary/Junior Secondary School Certificate/Diploma and Transcripts	
iii.	Original Grade 11-12 Certificate/Upper Secondary/Senior Secondary School Certificate/Diploma and Transcripts	
iv.	Four photo copies of each educational document	
v.	Copy of CNIC of parent/guardian/tenderer.	
vi.	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.	
vii.	In case of Foreign National, NOC from concerned embassy, admission letter from University / College and valid study visa of Pakistan must be provided.	
viii.	If applying for proper equivalence certificate after issuance of provisional equivalence letter/certificate then Original Provisional Certificate/Letter already issued by IBCC OR its copy and all original qualification certificates must be attached.	
ix.	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.	
x.	Photocopy of previous equivalence certificate (for issuance of duplicate)	
xi.	Advertisement in a newspaper for loss of equivalence certificate (for issuance of duplicate)	
xii.	An affidavit duly attested by 1 <sup>st</sup> class Magistrate on stamp paper of Rs.100/- (for issuance of duplicate)	

### FEE DETAILS

Sr. No.	Equivalence Required	Amount ( Rs.)
1	Fee for equivalence of SSC and HSSC of Pakistan against Grade 9-10 and Grade 11-12 certificates respectively	6000/- (each)
2	Courier Charges (optional)	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/2nd revision
  - Rs. 12000/- fee for Quadruplicate/3rd revision
- \*(THERE IS NO CERTIFICATE AFTER QUADRUPLICATE/3rd REVISION)**

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

4. 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 \_\_\_\_\_