

**FORM IS FREE OF COST**

Ordinary

(after 07 working days)

only for O and A level cases submitted at IBCC  
Secretariat Islamabad



**E-2(British Qualifications)**

For qualifications recognized by IBCC and issued by British  
Examining Bodies anywhere in the world

**GOVERNMENT OF PAKISTAN**

**MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING  
INTER BOARDS COORDINATION COMMISSION (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\*\***

Paste  
passport size colored  
photograph

**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

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: \_\_\_\_\_  
(challan/transaction no.)

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

xiv. Name of the Examining Body/Bodies conferring the Certificate(s)/Diploma(s)

a. \_\_\_\_\_ b. \_\_\_\_\_

c. \_\_\_\_\_ d. \_\_\_\_\_

xv. Equivalence applied for  SSC  HSSC  Both

xvi. 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) \_\_\_\_\_

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

xviii. 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. Humanities <input type="checkbox"/>	iv. Computer Science <input type="checkbox"/>
	vi. Other <input type="checkbox"/>	

Contd. P2....

**FOR OFFICIAL USE ONLY**

Ordinary  Urgent  Provisional  Proper  Revised  Duplicate  
Dy. No. \_\_\_\_\_ Fee Paid Rs. \_\_\_\_\_  
Received on: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

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

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

Remarks \_\_\_\_\_

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

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

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

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

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

## 2. Important Instructions:

- The candidate must have passed Eight subjects from June 2006 & onward of GCE 'O'-Level, (Eight Subjects including Mathematics, English, Urdu, Islamiyat, Pakistan Studies as compulsory subjects and three elective subjects If he / she appears from Pakistan) and ( five subjects Including Mathematics, English as compulsory subjects and three elective subjects If he/she appeared from abroad). Before 2006 SEVEN subjects were required as Mathematics was not compulsory.
- In case of dual/ foreign national he/she will be exempted in three subjects namely Urdu, Islamiyat, and Pakistan studies and foreign nationality will be mentioned on equivalence certificate.
- 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).
- The statement of result of 'O' and 'A' levels is valid upto maximum six months only. After six months, original certificate is required and an application without the 'O' levels / 'A' levels certificate will not be entertained. Provisional equivalence will be issued on the basis of Statement of Results.
- FIVE academic subjects at each Junior Certificate and Leaving Certificate are required for equivalence of SSC and HSSC respectively.
- FIVE academic subjects at Standard Grade and FOUR academic subjects at High Grade are required for equivalence of SSC and HSSC respectively.
- SIX Units must be completed at BTEC Level 1, 2 in addition to the compulsory subjects of English and Mathematics for equivalence of SSC (Arts Group) and EIGHTEEN Units must be completed at BTEC Level 3 for equivalence of HSSC (Humanities Group).
- Downloaded result is not acceptable for equivalence, even if result is attested/verified by school.
- In case the examination session is older than FIVE years then certificate(s) must be verified by British Council.
- Name and Date of Birth of applicant must be same on all Certificates and CNIC/Passport.
- 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 'O' level for obtaining Equivalence Certificate.
- For A level equivalence the copy of the Equivalence Certificate of 'O' level issued by IBCC and original 'O' level certificates along with 'A' level certificates must be provided.
- Certificates with plastic coating are not accepted for issuance of SSC/HSSC Equivalence Certificate.
- 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.

## 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 O and A level Certificates and two sets of attested photocopies (back to back) of each certificate. Attested copy of earlier equivalence if any. (required from all applicants applying for New/Duplicate/Revised equivalence)		
iii.	Original BTEC Level 1, 2, 3 Certificates with notification of performances and two sets of photocopies (back to back) of each certificate. Copy of earlier equivalence if any. (required from all applicants applying for New/Duplicate/Revised equivalence)		
iv.	Original Junior and Leaving Certificates and two sets of attested photocopies (back to back) of each certificate. Attested copy of earlier equivalence if any. (required from all applicants applying for New/Duplicate/Revised equivalence)		
v.	Original Standard and Higher Grade Certificates with notification of performances and two sets of photocopies (back to back) of each certificate. Copy of earlier equivalence if any. (required from all applicants applying for New/Duplicate/Revised equivalence)		
vi.	Copy of CNIC/Smart Card/B. Form/Birth certificate (NADRA/concerned Municipal Corporation) of candidate.		
vii.	Copy of CNIC of parent/guardian/tenderer.		
viii.	If studied and obtained O and A level certificates from abroad then documentary evidence i.e. Copy of passport duly endorsed with visas of country concerned covering study duration.		
ix.	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.		
x.	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.		
xi.	Photocopy of previous equivalence certificate (for issuance of duplicate)		
xii.	Advertisement in a newspaper for loss of equivalence certificate (for issuance of duplicate)		
xiii.	Notarized affidavit on stamp paper of Rs.100/- (for issuance of duplicate)		

### FEE DETAILS

Sr. No.	Equivalence Required	Amount (Rs.)
1	Equivalent fee for SSC/HSSC (Ordinary Processing)	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/2nd revision
  - Rs. 12000/- fee for Quadruplicate/3<sup>rd</sup> revision
- \*(THERE IS NO CERTIFICATE AFTER QUADRUPPLICATE/3<sup>rd</sup> REVISION)

### 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 \_\_\_\_\_