



Leadership and Ideas for Tomorrow

**Institute of  
Business Administration  
Karachi**

Admission Test Date: \_\_\_\_\_

Date of Final Result: \_\_\_\_\_

Name appears on S.No. \_\_\_\_\_ of the Final Result Sheet

**TO BE FILLED BY CONCERNED PROGRAM OFFICE**

**ENROLMENT FORM**

Enrolment No. \_\_\_\_\_  
(For Office Use Only)

Application for enrolment supported by necessary documents shall be submitted to the Controller of Examinations within 6 weeks of the date of admission

The undersigned hereby applies for enrolment as a student of IBA. I understand that unless & until I am enrolled with the Institute my admission in Program remains provisional.

<b>Program:</b> (Tick mark the appropriate box)	MBA <input type="checkbox"/> (Morning / Evening / Executive)	MS <input type="checkbox"/> Economics / Computer Science
	BBA <input type="checkbox"/>	Ph.D <input type="checkbox"/> Economics / Computer Science
	BS <input type="checkbox"/> Economics & Maths / Computer Science	Admission Year: _____
<b>Name (In block letters):</b>	[Grid for Name]	
<b>Father's Name (In block letters):</b>	[Grid for Father's Name]	
<b>Date of Birth:</b>	[Grid for Date of Birth]	Male: <input type="checkbox"/> Single: <input type="checkbox"/>
<b>Plas</b>	Nationality: _____	Female: <input type="checkbox"/> Married: <input type="checkbox"/>
<b>City:</b>	Province: _____	Religion: _____
<b>NIC #</b>	[Grid for NIC #]	

**Father's Occupation:** \_\_\_\_\_

<b>Present Address:</b>	<b>Contact Numbers:</b>
_____	Office: _____ Email: _____
_____	Res: _____ Cell: # _____

**Permanent Address: (If different from present address)**

**PERSONAL EMPLOYMENT HISTORY: (Please start with the most recent job) (NOT REQUIRED FOR UNDERGRADUATE)**

YEAR		ORGANIZATION	POSITION
FROM	TO		

**QUALIFICATIONS:**

Certificate or Degree	Name of the School/College Attended	Name of the Board / University	Year of Passing		Grade/ GPA	Subjects of major interest
			Year	Seat No.		
SSC or Equivalent / O'Level						
HSC or Equivalent / A'Level						
BBA/BS/BA/B.Com/B.E/MBBS/						
M.A./M.Sc./M.Com./MBA/MS						

**ATTESTED COPIES (Two Each)**

**ORIGINAL**

- Documents submitted herewith (As per the requirements mentioned overleaf)**
- SSC  O'Level
  - HSC  A'Level
  - BBA  BS  BA  Other: \_\_\_\_\_
  - MBA  MS  MA  Other: \_\_\_\_\_
  - Migration Certificate
  - Experience Certificate
  - Marks Sheet of: \_\_\_\_\_

The above information is correct to the best of my knowledge (incorrect information may result in cancellation of enrolment / admission and detention from Examination).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

# CERTIFICATION BY THE COLLEGE/UNIVERSITY LAST ATTENDED

Mr./Miss/Mrs. \_\_\_\_\_ S/o. D/o. W/o. \_\_\_\_\_

was a student of \_\_\_\_\_ during the session \_\_\_\_\_ Year \_\_\_\_\_

H.S.C. / A Level / Undergraduate / Graduate

His/Her attested mark sheet/certificate/degree is enclosed.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal / Vice Principal with official seal

(Two Passport size  
photographs will be  
submitted by applicant)

### FOR OFFICE USE ONLY

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.

Forwarded for Enrolment.

\_\_\_\_\_  
Dealing Executive  
Program Office

\_\_\_\_\_  
Program Manager

The candidate may be enrolled.

\_\_\_\_\_  
Executive Enrolment Section

\_\_\_\_\_  
Manager Enrolment Section

Date: \_\_\_\_\_

\_\_\_\_\_  
CONTROLLER OF EXAMINATIONS

### IMPORTANT NOTES AND INSTRUCTIONS

- 1 The following documents must be enclosed with the enrolment form, failing which enrolment will be liable to cancellation and fee shall not be refunded:  
**ATTESTED COPIES**
  - a. Secondary School Certificate / O Level Certificate
  - b. Higher Secondary School Certificate / A Level Certificate
  - c. Bachelor Degree
  - d. Master Degree
  - e. CNIC or Birth Certificate**ORIGINAL DOCUMENTS**
  - f. Original Marks Sheet of last degree in the absence of degree
  - g. Migration Certificate: Issued by a Pakistani University / Board last attended other than IBA  
(Original Migration Certificate will not be returned back)
  - h. Two recent Passport size photographs duly attested by the concerned Program Office
  - i. Work Experience Letter (post qualification)
    - I. For MBA (2 years Experience Letter)
    - II. For EMBA: (i) on 16 years education 3 years Experience Letter  
(ii) on 14 years education 6 years Experience Letter
- 2 Students admitted prior to 2009 should deposit enrolment fee of Rs.2000/= in designated bank and attach the fee payment voucher with the application.