

THE APPLICANT SHOULD READ THE FOLLOWING INSTRUCTIONS BEFORE SUBMISSION OF THE APPLICATION FORM

1. The applicant required to enclose the following documents with the application form:
 - (a) Original Enrolment Card
 - (b) Attested Photocopy of NIC
 - (c) Attested Photocopy of Transcript of Record.

2. The applicant should fill up his/her name and father's name as entered in the Enrolment Card.

3. **DUPLICATE DEGREE**

The Duplicate Degree can be issued on prescribed application form alongwith: (1) an attested photocopy of lost degree (2) an affidavit on a stamp paper of Rs.50/- duly attested by a First Class Magistrate and (3) original cutting from any newspaper announcing the loss of the degree. In the absence of a photocopy of lost degree the applicant is required to submit all documents as mentioned under Serial No. 1.

4. **FEE**

Candidates are required to deposit the fee as mentioned below in the designated bank in favour of Institute of Business Administration, Karachi. (PAYMENT THROUGH CHEQUE/CASH WILL NOT BE ACCEPTABLE).

Rs. 5000/- (for BBA-Pass Degree)

Rs. 5000/- (for BBA Hons. or BBA Degree)

Rs. 5000/- (for MBA Degree)

5. **DUPLICATE / URGENT DEGREE FEE**

Rs. 5000/- in addition to the ordinary fees.

6. **MINIMUM TIME FOR ISSUANCE OF THE DEGREE**

One month. Degree shall be issued only to the student in person or to a person duly authorised by the student if the student is out of city.