

IBA INSTITUTE OF BUSINESS ADMINISTRATION KARACHI.

APPLICATION FORM FOR RECEIVING DUPLICATE DEGREE

The Director
Institute of Business Administration
Karachi.

PROGRAMME : _____

Sir,

I hereby apply for a duplicate degree of the examination passed by me as per details given below :

PERSONAL

1. Name : _____
(In English - Block Letters)
2. Father's Name : _____
(In English - Block Letters)
3. NIC NO. - - 4. Male Female
5. Postal Address: _____
_____ Tel No. _____

FOR OFFICE USE

Bank Challan No. _____
Date: _____
Amount: _____
Deposited in: _____

Signature & Date

DETAIL OF EXAMINATIONS PASSED

6. (a) Examination Passed: BBA (Hons) BCS
BBA (Pass) MBA
7. (a) Year of Passing _____ (b) Month/Semester _____
(c) Name of College / Deptt. _____
8. Seat No. of Final Year Exam. _____ (b) Enrolment No. _____
9. Cumulative GPA _____
10. Date of Comprehensive Examination passed _____

Your's obediently

Date : _____

Signature of the Applicant

CERTIFICATE FROM THE CHAIRMAN OF THE DEPARTMENT / PRINCIPAL OF THE COLLEGE

I hereby certify that the above applicant has lost his / her degree. A duplicate degree may be issued.

Signature of the Office Incharge

Signature of the Chairman of the Deptt. of
Principal of the College with Official Seal

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.