



Institute of Business Administration Karachi

Leadership and Ideas for Tomorrow

APPLICATION FORM FOR RECEIVING DEGREE

The Director  
Institute of Business Administration  
Karachi.

PROGRAMME : \_\_\_\_\_

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

**PERSONAL:**

1. Name: \_\_\_\_\_
  2. Father's Name: \_\_\_\_\_
  3. NIC No: 

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  4. Postal Address: \_\_\_\_\_
- Tel: \_\_\_\_\_

**DETAILS OF EXAMINATION:**

- (a) Year of Exam Passed: BBA (H)  BBA  BS  MBA  MS  Ph.D
5. (a) Year of Passing \_\_\_\_\_ (b) month/Semester \_\_\_\_\_
  6. (c) Name of Institute/College/Deptt. \_\_\_\_\_
  7. Seat No. of Final Year Exam \_\_\_\_\_ (d) ERP-ID \_\_\_\_\_ Enrolment No \_\_\_\_\_
  8. Cumulative GPA \_\_\_\_\_
  9. Date of Comprehensive Examination Passed \_\_\_\_\_

Yours obediently,

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

**CLEARANCE FROM ACCOUNTS SECTION:**

Certified that no dues are outstanding against Mr./Ms. \_\_\_\_\_

The student has paid degree fee Rs. \_\_\_\_\_ vide voucher No. \_\_\_\_\_ dated: \_\_\_\_\_

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

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

I hereby certify that the above applicant passed the above mentioned examination from this Department/Institute/College and that I have no objection if the degree is issued to him/her directly.

Signature of the Chairman of the Deptt.  
Principal of the Institute/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~~ → *Fee Voucher.*
- (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: an attested photocopy of lost degree (2) an affidavit on a stamp paper of Rs. 100/- duly attested by a First Class Magistrate (3) FIR of any Police Station and 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 mentioned under Serial No.1.

**4. DEGREE 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. 6000/- (for BBA –Pass Degree)

Rs. 6000/- (for BBA-Hons. or BBA Degree)

Rs. 6000/- (for MBA Degree)

Rs. 10000/ (for Ph.D / MS Degree)

**5. DUPLICATE /URGENT DEGREE FEE**

Rs. 6000/- 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 authorized by the student if the student is out of City.