

Instructions for Candidates

Documents Required for Attestation of Degrees/Transcripts

Application Process

1. Fill out attached application form.
2. Attach all required documents.
3. Attach receipt of payment of processing fee.
4. Original certificates/degrees from Matric onwards along with transcripts of degrees.
5. Photocopies of certificates and degrees from Matric onwards.
6. Attach equivalence of IBCC in the case of O&A level certificates or certificates from American High School.
7. PEC and PMDC registration in case of engineering and medical degrees.
8. Copy of National I.D. Card.
9. In case of absence of degree holder, Authority letter duly attested by a grade 17 officer for authorized person.
10. Copy of I.D. Card of authorized person.
11. In case a degree has not been issued kindly supply a verification letter from Controller of Examinations of the concerned university for attestation of Transcripts/Detailed Marks Certificates issued during the last three years from the date of presentation.
12. Fee for attestation:

Original document

Rs.200/- (each)

Photo copy

Rs.100/- (each)

13. **The degree/transcript can also be got attested through M/S Gerry's/FedEx courier service. The charges are as under:**

- a. Islamabad Rs.200/- (For one student attestation) excluding HEC attestation fee
- b. Rest of Pakistan Rs.300/- (For one student attestation) excluding HEC attestation fee
- c. International charges (Rs.2200/- for one student) excluding HEC attestation fee

(Addresses of Fed Ex Offices are available on Last Page)

(For International Applicants)

This facility will only be provided through Gerry's/FedEx Islamabad for the International customers who require attestation from HEC and return of documents (any where in the world).

Gerry's/FedEx Service charges would be as follows

- Rs. 2200/- (Inclusive of taxes & Service charges)
- Applicant will forward return charges of Rs. 2200/- in the form of Bank Draft (in Pak Rupees only) in favor of "**Gerrys International (Pvt) Ltd**".
- Applicants will provide separate bank draft for HEC attestation fee in favor of "**Gerry's International (Pvt) Ltd**".
- Applicant can use any service from abroad to Pakistan for sending documents to Ms Gerry's Fed Ex.

All the international applicants will send documents direct to

**"In-charge HEC Project"
Gerry's/FedEx, Q13,
AI-Markaz, F7 Markaz, Jinnah Super Market,
Islamabad, Pakistan.
UAN # + 92-51-111-711-111**

After attestations from HEC, Gerry's/FedEx will return documents to the applicants within five to six working days at given return address.

Note: Foreign degrees are not attested. However HEC determines their equivalence.

Requirement for attestation of degrees of foreign students studying in Pakistani Universities/Institutions

- Copy of NOC for studies in Pakistan from Govt. of Pakistan or a letter from their Embassy in this regard.
- Copy of passport and valid visa.

Note: *Degrees through Travel agents and other agencies are not attested.*



HIGHER EDUCATION COMMISSION

Sector H-9, Islamabad (PAKISTAN)

Ph: (051) 9040712, 9257508. Fax: (051) 9040713/9258744

APPLICATION FORM FOR ATTESTATION OF DEGREE/CERTIFICATE ETC.

Fee paid Rs. _____ through Receipt No. _____ Dated _____

- 1. Fee for attestation of original document Rs 200/- (each)**
2. Fee for attestation of photocopy Rs 100/- (each)

(Please Enclose Original Receipt)

1. PARTICULARS OF THE APPLICANT (IN CAPITAL LETTERS)

1. Name of Degree Holder:			
2. National Identity Card No:			
3. Address:			
4. Name of the Authorized Person: (In case of absence of Degree holder)			
5. National Identity Card No:			
6. Address:			
Telephone No. (Office)		Residence	

II. PARTICULAR OF THE DEGREE/SANAD/CERTIFICATE ETC. TO BE ATTESTED

Name Of Degree/Sanad/Certificate (i) _____
(ii) _____
(iii) _____

III. PARTICULARS OF THE UNIVERSITY CONFERRING DEGREE/SANAD

Name of University/Institution/Examining body conferring the degree (i) _____
(ii) _____
(iii) _____

FULL DETAILS OF EDUCATION (Please show original certificates/ degrees from matric on

IV. wards to Attestation Authority)

Certificate/ degree	Institution	Dates attended	Board/ University
Matric			
F.A/F. Sc.			
B.A./B. Sc.			
M.A/M. Sc.			
M. Phil			
Ph.D.			

For attestation of "Shahadatul Almiya fil ulomm al Arabia wal Islamia" please enter particulars of Middle, Aama, Khasa and attach equivalence of HEC.

V. DOCUMENTS REQUIRED

(PLEASE ENSURE THAT THE PHOTOCOPIES OF THE FOLLOWING DOCUMENTS HAVE BEEN ATTACHED WITH THE APPLICATION FORM)

1. Original certificate/degree from Matric onwards alongwith transcripts of degrees
2. Photo Copies of certificates and degrees from Matric onwards,.
3. Attach Equivalence of IBCC in case of O&A Level or certificates from American High School
4. PEC and PM&DC registration in case of Engineering and Medical degrees
5. Copy of National I.D. Card
6. In case of absence of degree holder, Authority letter duly attested by Grade 17 office for authorized person
7. Copy of ID card of Authorized person
8. Attach original receipt of payment of processing fee deposited in Finance Division of HEC.
9. In case a degree has not been issued kindly supply a verification letter from Controller of Examinations of the concerned University for attestation of Detailed Marks certificate/Transcripts issued during the last 3 years from the date of presentation.

Fake Degrees and higher degrees obtained on the basis of fake degrees are confiscated

VI. CERTIFICATE

I hereby solemnly declare that the documents presented/attached are genuine, and have neither been altered nor tampered with. 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 legal/criminal action. I enclose the required documents and request for attestation

Date: _____ Signature of Applicant/Authorized Person _____

For Office Use Only

1. Number of documents attested
(i) Original _____ (ii) (Photo Copies) _____
2. Receipt No., date and amount issued by the Finance Division _____
3. Attestation Stamps issued: _____
(i) Original Sr. No _____ To Sr. No _____ Value of Stamp(s) _____
(ii) Copies Sr. No _____ To Sr. No _____ Value of Stamp(s) _____
4. Total Amount _____

Deputy Director

**Director General
Accreditation and Attestation**

Receipt

Received the Degree/DMC/Transcript duly attested

Signature of Applicant / Authorized Person

GERRY'S / FEDEX Locations

UAN: 111-711-111

Web Address: <http://www.visadropbox.com>

Islamabad O # 2, Shahbaz Plaza, Aabpara Market, Islamabad TEL: 051-111-711-111 Fax: 051-2653424	Peshawar Shop # 24, Ground Floor, Time Center, Saddar Road Peshawar Tel: 091-285852-4
Mirpur (Azad Kashmir) Rasheed Plaza-Secret F1 Kotli Road. (Opposite Government Girl High School) Mirpur-Azad Kashmir Tel: (058610) 52037-40	Lahore (Regional Office) 58, A-II, Ghalib Market, Gulberg III Lahore Tel: 042-111-711-111 Fax: 042-5750400
Sialkot Opposite ABL, Paris Road Sialkot Tel: 0432-111-711-111	Faisalabad 574-B, Satiana Road People's Colony, Faisalabad Tel: 041-111-711-111
Multan Hotel Sindbad, Nishter Chowk, Multan Tel: 061-111-711-111	Gujranwala Shop 6-B/C, Trust Plaza, G.T. Road, Gujranwala Tel: 0431-253878
Karachi (Corporate Office) 43/1/D, Razi Road, Block 6, PECHS, Karachi Tel: UAN: 021-111-711-111	Quetta Shop No. S-9, Swiss Plaza, M. A. Jinnah Road, Quetta Tel: 0300-9381051
Hyderabad Shop # 1, Defence Plaza, Fatima Jinnah Road, Thandi Sarak Hyderabad Tel: 0221-781368)	