



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FORM FOR SCHOOL/ COLLEGE AFFILIATION

Complete Name of the School/ College: _____
(as per School Registration Certificate issued from Education and Literacy Department)

Note: Please ensure you write the correct name of the school, as it will be reflected on all official documents for both the school and the candidates.

On behalf of the aforementioned school/ college, we request for the affiliation with Aga Khan University Examination Board (AKU-EB) to offer Secondary and/or Higher Secondary School Certificate.

We understand that following the submission of this form, AKU-EB will schedule an inspection visit to the school before making a final decision on the affiliation process.

We confirm that:

- a. We have read the following documents available on the AKU-EB's website or sent to us via email:
- Schemes of Studies for SSC and HSSC
 - Subject Specific Syllabus Documents
 - Disciplinary Procedures and Code of Conduct for Candidates sitting for the AKU-EB administered examinations
 - Affiliation Policies and Procedures for Affiliation
 - Teachers' Professional Development opportunities offered by AKU-EB
- b. The School's authority is aware of the fee schedule for affiliation and examination purposes.
- Yes
 - No

School's Details:

Year of Establishment:

Official School Registration Number:

Type of School:

 Boys Girls Co-EducationalAcademic Year (*indicate month only*):

Starts:

Ends:

Age Range of Students across the School (*in years only*):

From:

To:

Medium of Instruction:

 English Urdu Both

Legal Status:

 Private (All profit-making schools) Not for Profit (Schools that do not generate profit such as NGO's, Trusts, Community Organizations, Charities, etc.)**School Contact Information:**

School's Address:

City:

District:

School's Contact #:

School's Official Email ID:

School's Public Website:

Leadership Contact Information:

Name of School's Owner:

School's Owner Contact #:

Name of School's Head:

Position or Job Title of School's Head:

Head of the School's Contact #:

Head of the School's Email ID:

Examination Officer's Name:

Examination Officer's Email ID:

Examination Officer's Contact Number:

School Overview:

Total Number of Students in different Sections:

Academic level	Number of Students	Academic level	Number of Students
Kindergarten		SSC	
Primary		HSSC	
Middle School			

Teaching Staff and Qualifications:

Qualifications	Number of Teachers
Undergraduate	
Graduate Level	
Postgraduate	
Degree in Education	
Professional Qualifications	

Teaching Time:

Number of Weeks of Instruction in the Academic Year	
Number of Instructional Periods Students Receive Weekly	
Duration of each Instructional Period (in minutes)	
Maximum Number of Students in a Class	

Facilities Available at School: (Check all that apply)

<input type="checkbox"/> Library	<input type="checkbox"/> Computer Laboratory	<input type="checkbox"/> Internet Connectivity
<input type="checkbox"/> Science Laboratories	<input type="checkbox"/> Staff Room	<input type="checkbox"/> Examination Hall

Monthly Tuition Fee at the Time of Submission of this Form

Grade	Monthly Tuition Fee
IX	
X	
XI	
XII	

Qualification(s) Offered by the School:

Which qualification/s would you like to register for? (Check both if apply)

<input type="checkbox"/> Secondary School Certificate (SSC)	<input type="checkbox"/> Higher Secondary School Certificate (HSSC)
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What other AKU-EB qualifications does the school currently offer or plan to offer in the future?

<input type="checkbox"/> Middle School Programme	<input type="checkbox"/> Secondary School Certificate	<input type="checkbox"/> Higher Secondary School Certificate
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How will the school encourage students to opt for AKU-EB's Secondary/Higher Secondary School Examinations?

Is your institution currently affiliated with any exam board for SSC or HSSC? *(If yes, specify)*

In which year do you expect to enter candidates for their first examination?

SSC Examinations:

Select from the following list of groups offered by AKU-EB at SSC level: *(Check both if apply)*

Science Humanities

Number of expected enrolments of grade IX (SSC-I) for the next 3 years for AKU-EB examinations:

Group	Expected Enrolment in SSC-I		
	Current Year	Year 2	Year 3
Science			
Humanities			

HSSC Examinations:

Select from the following list of groups offered by AKU-EB at HSSC level: *(Check all that apply)*

Science (Pre-Medical) Science (Pre-Engineering) Science (Science General)
 Commerce Humanities

Number of expected enrolments of grade XI (HSSC-I) for the next 3 years for AKU-EB Examinations:

Group	Expected Enrolment in HSSC-I		
	Current Year	Year 2	Year 3
Pre-Medical			
Pre-Engineering			
Science General			
Commerce			
Humanities			

Terms and Conditions for Conducting Examinations

Please carefully read the following terms and conditions for conducting examinations under affiliation. By proceeding, you agree to the terms outlined below:

- The same school will act as the exclusive exam center for both SSC and HSSC, ensuring consistency.
- Additional space will be made available for private candidates, with the school authorities providing basic resources.
- Teachers from affiliated schools may apply to be examiners but are prohibited from examining the same class or subjects they teach.
- ECD teachers may apply for examiner/ invigilator by submitting the required form.
- Housekeeping staff assigned to exam duties will be compensated according to AKU-EB's per-shift rates.

Submission of Form:

Once you have completed the Affiliation form, please enclose the following items and send it to the mailing address provided below:

- ▶ A copy of the valid School Registration Certificate
(issued by Government of Education and Literacy Department & College Education Department)
- ▶ School Inspection Fee:
 - 1) SSC PKR 73,000
 - 2) HSSC PKR 85,000
 - 3) SSC and HSSC both PKR 95,000

Note: Each school seeking affiliation must submit a complete application form along with the school inspection fee. The inspection is the initial step toward obtaining affiliation with AKU-EB, and the inspection fee is a one-time charge.

After the inspection is completed, the school will be required to pay the affiliation fee as outlined in the affiliation letter from AKU-EB.

Please note that affiliation is renewed annually, and schools must pay the affiliation fee each year according to the fee structure.

Mode of Payments:

Inspection Fee can be submitted in the following mode of payment:

1. Pay Order:

Beneficiary Name: The Aga Khan University
NTN #: 1206240-5

Important note: Pay order must be in favour of "The Aga Khan University", else your application will not be processed.

2. Cash deposit at any HBL branch:

School can deposit amount in (PKR only) at any of the branch of Habib Bank Limited (HBL) and submit original deposit slip to AKU-EB along with form.

Account Title The Aga Khan University
Account # 0896-79006003-01
Branch Code 0896
Bank Name Habib Bank Limited
Branch Name KARSAZ, Karachi
NTN #: 1206240-5

Important Note:

- School should mention their school's name on HBL's deposit slip.
- The acknowledgement of payment given by the bank on the deposit slip (original) must be sent to AKU-EB office along with application form and documents.

Pay Order/ HBL Deposit #:

Dated:

Amount:

Mailing Address:

Completed form along with original Pay Order/ HBL's Original Deposit Slip along with documents to be sent to the following address.

The Aga Khan University Examination Board
Block - C, IED-PDC, 1-5/ B-VII
Federal B. Area, Karimabad
Karachi-75950, Pakistan
Tel: +92 21 3682 7011-8
Email: examination.board@aku.edu

Declaration:

I _____ have read and understood the information set out in this form and confirm that all the details provided by me are truthful and accurate.

Head of the School's Signature: _____

Date:

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