



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FORM FOR CORRECTION IN PERSONAL DETAILS

Personal Details:

Name of Candidate:

Father's Name:

Candidate ID:

(As per last admit card)

Enrolment ID:

(As per result slip)

Certificate:

SSC HSSC

Last Examination Session:

(Month and year)

Candidate's/ Parent/ Guardian's Telephone/ Mobile #

Valid Email Address of Candidate or Parent/ Guardian

Name of School:

School Code:

Documents Collection Method:

By Hand from AKU-EB Karachi Office

By Hand from AKU-EB Chitral Office

By Hand from AKU-EB Gilgit Office

Dispatch to School

Correction Required:

From (Incorrect)	To (Correct)

Important Notes:

- Regular candidate should submit application form for corrections in personal details, duly attested by school principal.
- Valid reason should be attached with the application form for correction.
- The Board will only consider correction in personal details upon submission of the following documents.
 - Copy of Birth Certificate
 - Copy of CNIC/ B-Form
 - Surrender following documents:
 - Original Result Slip/s of Part I and Part II (Annual/ Re-sit Exams)
 - Original Certificate (If issued by AKU-EB)
 - Original Deposit slip/ Pay order (form will not be processed if **original** deposit slip is not submitted)
 - Principal's Signature & Stamp on correction form.
- Incomplete application form will not be processed and will be discarded after 15 days without any refund.
- Corrected Result Slip/ Certificate will be dispatched to **school** within **10** working days of the receipt of the application form if mode of delivery is not specified on the form.
- It is candidate's responsibility to collect their document from office/ school within 20 working days after service period mentioned on the form. AKU-EB is not responsible for any loss/damage of documents during dispatch.
- When a courier service is used, the tracking number will be provided upon receipt from the courier company.
- If candidate needs the documents sent to personal address, please submit a separate application with the form, including complete address and the reason for the request.
- Paid fees will not be refunded or re-adjusted on request of cancellation of services.

Fee Details:

Fee for correction in personal details at various stages is as follows:

- ▶ **PKR 3,800** after enrolment and registration process completed
- ▶ **PKR 7,000** for corrections after the issuance of Admit Card
- ▶ **PKR 9,000** for corrections after the issuance of the Result Slip
- ▶ **PKR 16,000** for corrections after the issuance of both Result Slips and the Certificate
- ▶ **PKR 25,000** if applying for corrections in both SSC and HSSC together after the issuance of both Result Slips and Certificates

Fee for correction in personal details can be submitted in the following mode of payments:

1. Pay Order:

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

Important note:

- Pay order must be in favor of “The Aga Khan University”, else your application will not be processed.

2. Cash deposit at any HBL branch:

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

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:

- AKU-EB candidates must mention their Enrolment ID and Name on HBL’s deposit slip.
- School should mention their school’s name and school code 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. Photocopy of pay order/ deposit slip will not be accepted.

Pay Order/ HBL Deposit #:

Dated:

Amount:

Mailing Address:

Completed form along with original Pay Order or HBL’s Original Deposit Slip and 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

Disclaimer:

I hereby acknowledge that I have read, understand, and agree with all the points mentioned in the form.

Signature of Candidate: _____
(Mandatory)

Principal’s Signature _____
& School Stamp:
(Mandatory for regular candidate)

Date: _____

Date: _____