



آغا خان یونیورسٹی ایگزامینیشن بورڈ  
AGA KHAN UNIVERSITY EXAMINATION BOARD

**APPLICATION FORM FOR CORRECTION IN PERSONAL DETAILS**

**Personal Details:**

Name of Candidate:

Father Name:

Candidate ID:

(As per last admit card)

Enrolment ID:

(As per result slip)

Certificate:

SSC  HSSC

Last Examination Session:

(Month and year)

Candidate or Parent / Guardian Telephone/ Mobile #

Valid Email Address of Candidate or Parent/ Guardian

Name of School:

School Code:

Documents Collection Method:

By Hand

Dispatch to School

**Correction Required:**

From (Incorrect)	To (Correct)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Important Notes:**

- Regular candidates should submit application forms for correction in personal details through school attestation 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 (duly attested)
  - Copy of CNIC/ B-Form (duly attested)
  - 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 forms 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 mentioned on form.
- It is candidate's responsibility to collect his/ her document from office/ school within 20 working days after service period mentioned in the form. AKU-EB is not responsible for any lost/ damage of documents during dispatch.
- Where a courier service is used, the tracking number will be provided upon receipt of the same from the courier company.
- 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 3,400** after enrolment and registration process completed
- ▶ **PKR 6,400** for corrections after the issuance of Admit Card
- ▶ **PKR 8,900** for corrections after the issuance of the Result Slip
- ▶ **PKR 15,700** for corrections after the issuance of both Result Slips and the Certificate (which is issued after 18 months of successful completion of qualification)

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](mailto: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: \_\_\_\_\_