



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

APPLICATION FORM FOR ENROLLED SUBJECT/ GROUP/ MEDIUM AMENDMENT

Candidate's Details:

Name of Candidate:

Father's Name:

Enrolment ID (as per result slip):

Certificate:

SSC

HSSC

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

Valid Email Address of Candidate or Parent/ Guardian

Purpose of Requesting for amendment:

Name of School:

School Code:

Amended Documents Collection Method:

By Hand from AKU-EB Karachi Office

By Hand from AKU-EB Gilgit Office

By Hand from AKU-EB Chitral Office

Dispatch to School

Required Amendment in Subject/ Medium:

| From | | To | | Reason |
|----------------|--------|----------------|--------|--------|
| Subject/ Group | Medium | Subject/ Group | Medium | |
| | | | | |
| | | | | |

Important Notes:

- A regular candidate must submit an application for amendments to their enrolled subject or medium through the school only. A private candidate may submit it directly.
- If a candidate wishes to change their group, they must submit the original result slip and certificate along with the application form. The revised documents will be issued to the candidate.
- In the case of a medium amendment, there is no requirement to surrender the previous documents. The board will inform the school.
- Revised documents 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 service.

Fee Details:

- Fee for enrolled subject/medium amendment is **PKR 15,000**.

Fee for enrolled subject/medium amendment 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 favour of "The Aga Khan University", else application will not be processed.

2. Cash deposit at any HBL branch:

Candidate/School/Institution 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/Institutions should mention their institution 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. 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/ 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, understood and agreed with all the points mentioned in the form.

Signature of Candidate: _____

Principal's Signature _____

& School Stamp:
(for regular candidate only)

Date: _____

Date: _____