



آغا خان یونیورسٹی ایگزامینیشن بورڈ  
AGA KHAN UNIVERSITY EXAMINATION BOARD

**APPLICATION FOR SCHOOL/ COLLEGE AFFILIATION**

**Complete Name of the School/ College:** \_\_\_\_\_  
(as per School Registration Certificate)

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

We understand that after the submission of this form, an inspection visit to the school will be arranged by AKU-EB before a final decision on the affiliation process is reached.

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 schedule of fees for affiliation and examination purposes.
- Yes
  - No

**Institutional Details:**

Year of Establishment:

Official School Registration Number:

Head of the Institution:

Position or Job Title:

Examination Officer Name:

Examination Officer Email and Contact Number:

Address:

City:

Postal Code:

Telephone Number(s):

Fax Number:

Email Address:

School's Public Website:

Legal Status:

 Private (All profit making schools) Not for Profit (Schools not making profit such as NGO, Trust, Community, Charity, etc.)

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:

Language of Instruction:

 English Urdu Both

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 school year          |  |
| Number of instructional periods students receive in a week |  |
| 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   |                     |

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

|  |
|--|
|  |
|--|

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

|  |
|--|
|  |
|--|

**Qualification Type:**

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

Secondary School Certificate (SSC)       Higher Secondary School Certificate (HSSC)

What other AKU-EB qualifications does the School currently offer or plan to offer in the future?

Middle School Programme       Secondary School Certificate       Higher Secondary School Certificate

How will the School encourage students to opt for AKU-EB's Secondary/Higher Secondary School Examinations?

**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      |                              |        |        |

**Important Note:**

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 School Registration Certificate  
(issued by Government of Education and Literacy Department & College Education Department)
- ▶ School Inspection Fee:
  - 1) SSC PKR 65,000
  - 2) HSSC PKR 76,500
  - 3) SSC and HSSC both PKR 85,000

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 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](mailto: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 Institution's Signature: \_\_\_\_\_

Date: