



University of Karachi

ENROLMENT FORM

APPLICANTS MUST BE AWARE OF THE RULES AND REGULATIONS REGARDING ADMISSION / ELIGIBILITY / ENROLMENT

(APPLICANT FOR ENROLMENT SUPPORTED BY THE NECESSARY CERTIFICATES MUST BE SUBMITTED TO THE REGISTRAR WITHIN 6 WEEKS OF THE DATE OF SUBMISSION IN THE CASE OF NORMAL ADMISSION AND 3 WEEKS IN THE CASE OF ADMISSION BY TRANSFER)

Enrolment No. _____

The undersigned hereby applies for the enrolment as a student of the University / College. The particulars are under:-

Department / College											
Class applied for				Date of Provisional Admission				Academic Session			
Optional Subjects								Admission No.			
1. _____		2. _____		3. _____							
Name (in block letters (as per Matric Certificate)						Male		single			
						Female		Married			
National Identity Card											
Date of Birth			Place of Birth				Nationality				
Day	Month	Year					Religion				
Father's Name				Father's Occupation				Photo			
Present Address (if different from Permanent Address)				Telephone No. (if any)							
Permanent Address				Telephone No (if any)							
Are you employed		Yes		Name of employer & address							
		No									
are you appearing in any		yes		Name of Exam				Univ./ Board			
other examinator simultancously		No									
Certificate of Degree	Board or University	Year of Passing	Seat No	Annual /Supp	Division	Optional Subject					
Matriculation											
Inter. Arts/Scienc/Com											
B.A/B.Sc./B.Com or equivalent Examination											
M.A/M.Sc./M.Com											
B.Ed											
M.Ed											

The above informaton given by me is correct to the best of my knowledge. Should any of the Statements made in this application be found incorrect, the university may take such acton against me as it may deem fit, including cancellation of my admission in the College, enrolment with the University and detention from Examination.

<p align="center">CERTIFICATE</p> <p>The applicant is a bonafide student of above said class of this College / Department in the academic Session 200 . He/She bears a good moral Character.</p> <p>Recommended for enrolment</p> <p>Signature of Principal of College or</p> <p>Chairman of University Department. (With official Stamp)</p>	<p>Migration No. _____ Dated _____</p> <p>to be filled in by the Candidate passed his/her last Examination from University/Board other than Karachi University / Karachi Board</p> <p>Signature of applicant</p>
	<p align="center">FOR OFFICE USE ONLY</p> <p>The entries/documents of the form have been checked and four in order. On the basis of the above information, he/she may be enrolled.</p> <p>Dealing Clerk _____ Superintendent _____</p> <p align="center">ORDER</p> <p align="center">DEPUTY / ASSISTANT REGISTRAR (ENROLMENT)</p>

REGULATIONS

1. No students shall be eligible to appear at any University examinations unless he is enrolled with the University on payment of the necessary fee.
2. Applications for enrolment of prescribed from supported by the necessary certificates shall be submitted to the Registrar through the Principal of the college or the Head of the Teaching Department, as the case may be, within six weeks of the date of admission application.
3. If a students remains unenrolled at the above period, his name shall be removed from the college or from the University class, as the case may be , and shall not be re-enrolled unless he produces the necessary certificates required for enrolment and pays the fee.
4. Each student shall receive an Enrolment Card giving his Enrolment number Cards is lost or destroyed, a duplicate copy of it will be issued on payment of prescribed fee.
5. No application for admission to a University examination or for any other purpose shall be received from an enrolled student unless the Enrolment number is quoted in the application.
6. Fees once deposited should not be refund in any case as per Karachi University rules.

IMPORTANT INSTRUCTIONS

INCOMPLETE FORMS SHOULD NOT BE ENTERTAINED BY THE COLLEGES CONCERNED PROCEDURE FOR SUBMISSION OF FORMS:

1. This forms should be invariably filled in by the candidates concerned in their own handwriting. After which these Enrolment forms will be submitted by the candidates concerned in their respective college alongwith the prescribed fee.
2. After receipt and due scrutiny of this form by the college concerned, the forms will be signed by the prescribe College to the University in advance. Signatures of unauthorized persons or signature stamps will not be accepted at all.
3. After the last date for submission of Enrolment forms and fee, all forms will be forwarded to the university within three days alongwith a list in triplicate to be retained by the university. No individual form will be entertained by the University.
4. Before payment, all Enrolment forms will be checked according the Admission List of the Concern College by the Enrolment Section of the Deputy Registrar Settlement Office..

CHANGE OF FACULTY OR SUBJECT

5. A Student may be allowed to change the faculty or subject/subjects of study in the First Year of the Pass Degree course, on the recommendation of the Principal of the College concerned up to 6 weeks from the date from which classes start provided that such change of Faculty or subject may be allowed by the Deputy Registrar (Academic) through Registrar University of Karachi .

DOCUMENTS TO BE SUBMITTED

6. the following documents must be enclosed with the Enrolment Form, in case of failure the enrolment will be cancelled and the fee shall not be refunded.
 - a. MIGRATION CERTIFICATE (in original) Incase the candidates, passed their last examination from a Pakistani University / Board other than Karachi Board /University .(Original migration certificate will not be returned).
 - b. Marks Certificate of the last examination in original OR Attested photocopy of Degree (copy of Result Intimation card will not be accepted and the original Mark Sheet is not returnable.
 - c. EQUIVALENCE / ELIGIBILITY CERTIFICATE (for those who have passed their Last examination from the board / university / Institution other than University of Karachi / Karachi Board.
 - d. **MATRIC CERTIFICATE:** attested Photo copy.
 - e. Two recent photographs duly attested by the Principal of the College.
 - f. Character Certificate (original)
 - g. Photocopy of national identity Card Or form B
 - h. **FOR M. PHIL./Ph.D** candidate, an attested copy of Admission letter issued by the BASR, University of Karachi must be attached alongwith all Educational documents.
- N.B. Any other necessary document(s) may be asked for.

I have carefully read the above regulations and Instructions for compliance.

Signature of applicant