

UNIVERSITY OF KARACHI
KARACHI UNIVERSITY BUSINESS SCHOOL
MBA (1.5 & 2.5) & MBA EXECUTIVE PROGRAMME ADMISSIONS-2026
INSTRUCTIONS FOR ADMITTED CANDIDATES

Fee Payment and Document Submission Procedure:

Step I: Fee Payment (From 3rd August 2026 to 13th August 2026)

1. Login to your online admission portal.
2. Pay the prescribed fee through the **Kuickpay ID** mentioned on the Fee Voucher using any of the following payment channels:
 - o Habib Metro Bank, Meezan Bank, Askari Bank, Easypaisa, JazzCash, UBL Omni, HBL Connect, NADRA e-Sahulat, TCS, Leopards Courier, Any Banking App, Internet Banking, ATM, Digital Wallets (Easypaisa, NayaPay, Kuickpay)
3. After successful payment, print your **Paid Fee Voucher and Enrolment** from your portal. Enrolment Form **must be printed in colour**.

Step II: Submission of Documents

Arrange and attach the following documents in the order given below:

1. Original **Paid Fee Voucher** (printed from the portal).
2. **Enrolment Form** (printed from the portal in colour and duly signed by the candidate).
3. Original **Pre-requisite Examination Mark Sheet** (last qualifying examination) along with **two clear photocopies** (non-returnable).
4. Two photocopies of the **Graduation Mark Sheet** (where applicable).
5. Two photocopies of the **Intermediate Certificate / Mark Sheet or "A" Level Certificate**.
6. Two photocopies of the **Matriculation Certificate or "O" Level Certificate**.
7. Two photocopies of the applicant's **CNIC**.
8. **Character Certificate (Original):**
 - o For regular candidates: from the Head of the institution last attended.
 - o For private / external candidates: from a Gazetted Officer.
9. Original **Migration Certificate** (required only if the last qualifying examination was passed from a university other than the University of Karachi).
10. Original **Equivalence Certificate** (where applicable).

Step III: Fee Voucher Endorsement

After arranging all the above documents, visit the **Directorate of Admissions**, Old Administration Building, 3rd Floor, Room No. 54, to get your **Fee Voucher endorsed**.

Office Hours: 10:00 a.m. to 5:00 p.m.

Submission Period: 3rd August 2026 to 13th August 2026.

Step IV: Collect Student Copy

After endorsement, collect the **Student Copy** of the Fee Voucher for your record.

Important Note:

Admission + Tuition Fee voucher will be activated from 3rd August 2026.

Failure to pay the prescribed fee on or before the due date will result in **automatic cancellation of admission**. No request or claim for restoration of admission shall be entertained thereafter.


(Prof. Dr. Saima Akhtar)
In-Charge
Directorate of Admissions
University of Karachi