

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

ADMISSION POLICY



1.0 ELIGIBILITY CRITERIA AND MERIT DETERMINATION

- 1.1 International Islamic University, Islamabad offers admission twice in an academic year during Fall & Spring semesters against the limited number of seats as specified/decided by the faculty/department concerned.
- 1.2 The admission portal is kept open after the advertisement published in newspapers and on the IIU website in the month of May/June for Fall semester and for Spring in November.
- 1.3 Admissions are offered on merit only. IIU has a non-discriminatory admission policy and is accessible to all.
- 1.4 There shall be a Central Admission Committee (CAC) comprising the following for admissions as under:

(i)	Vice President (Academics)	Chairman
(ii)	One nominee from each Faculty/Institute	Member
(iii)	Director (Academics)	Member/Secretary
(iv)	Director/In-charge(Finance)	Member
(v)	Director/In-chareg(IT)	Member

CAC shall perform/supervise following responsibilities:

- 1.4.1 Announce and implement time-frame for the admission process including dates for the announcement/display of merit list(s) and submission of dues etc.
- 1.4.2 Requirement gathering from each department in terms of number of seats per program in both male as well as female sides.
- 1.4.3 For the PQM based admission: formation & display of merit lists in discipline wise format. For programs having admission test or other accreditation body requirements; the merit lists shall be sent by relevant departments to the CAC as per the time-frame.
- 1.5 For undergraduate programs, merit is determined on the basis of previous qualifications and there is no admission test at undergraduate level except for those programs where it is required by the accreditation bodies. In case, admission test is required but it is not mandated by the accreditation bodies to conduct test by the university itself, candidates are allowed to apply on the basis of the valid test result conducted by Higher Education Commission of Pakistan.
- 1.6 The merit for admissions in undergraduate programs (programs where admissions are offered on PQM basis) is calculated as follows:

SSC 40 %, HSSC 60 % (For result awaited candidates merit is calculated on the basis of 60 % of actual marks obtained in Part-I)
- 1.7 The merit for MA/MSc degree programs is calculated as follows (on PQM basis):

HSSC 40 %, BA/BSc/B.Com 60 %
- 1.8 For those undergraduate programs where admission test is mandatory, merit is calculated in line with the guidelines by the accreditation bodies and where no guidelines are present, merit is calculated as follows:

PQM 40 % (SSC 15 %, HSSC 25 %), Test 60 %

- 1.9 Admissions in MS/PhD degree programs against the limited number of seats, as decided by the faculty/department concerned by keeping in view the current teacher-student ratio in line with the guidelines provided by HEC, are offered on the basis of academic qualification along with written test and interviews as scheduled by faculties and announced on IIU website in due course.
- 1.10 The merit for admissions into MS/PhD degree programs is calculated on the basis of previous qualification along with marks obtained in the written test and interviews and merit is calculated as follows:
- PQM 40 %, Admission Test 40 %, Interview 20 %**
- 1.11 Candidates applying for undergraduate programs are allowed to select five programs offered by the same faculty against the payment of a single application processing fee.
- 1.12 If a candidate applies to different faculties, he/she is required to pay additional application processing fee.
- 1.13 Application processing fee is Rs 1500/-.
- 1.14 The candidate has to check/sign the following undertaking:
"I hereby solemnly declare and affirm that the information provided by me in the Online Admission System/Admission Application Form, is true and correct to the best of my knowledge. I also undertake that I have read and understood all the instructions provided therein and agree to abide by them".

2.0 ADMISSION PROCESS

2.1 How to Apply:

Following steps may be followed by the applicants

- 2.1.1 Go to <http://admissions.iiu.edu.pk>
- 2.1.2 Sign-up and create an account.
- 2.1.3 Login the system, fill up the application form.
- 2.1.4 Attach copies of transcripts of (a) SSC and HSSC for BS candidates, (b) BS/MA/MSc for MS candidates and (a) MS and a research proposal / personal statement of 02 pages for PhD candidates only.
- 2.1.5 Submit online application form. Please note that application once submitted cannot be changed or modified.
- 2.1.6 Print Bank Challan regarding admission processing fee, make payment in any of the designated banks and enter the relevant information in the application.

2.2 Application Process

- 2.2.1 After the submission of online application, the candidates are notified through SMS/email.
- 2.2.2 Application fee verification by the fee section, verification of required documents by the faculty concerned is completed within three days after the closing date for submission of the online applications.

- 2.2.3 For all those programs where entry test is mandatory, the candidates are required to print their roll number slips.
- 2.2.4 First merit list, for all those undergraduate programs where admissions are granted on the basis of previous qualifications, will be displayed on IIUI website as soon as possible after the last date of submission of the applications.
- 2.2.5 First merit lists for all MS/PhD programs and for those undergraduate programs in which admission test is mandatory, is displayed on IIUI website as soon as possible after the conduct of tests/interviews.
- 2.2.6 After the display of first merit list, candidates are given as directed by the concerned office to deposit the university fee and complete all the admission related formalities. Thereafter, second and third merit lists are displayed for left over/vacant seats for the candidates awaiting on the merit lists.
- 2.2.7 To complete all the admission/joining related formalities, candidates are required to bring all the original documents mentioned in the admission offer letter for verification purpose and complete the joining process.
- 2.2.8 The admission office, after due verification, signs and issues the joining letter.
- 2.2.9 The candidates are required to report and submit the copy of joining letter in the concerned department and start taking classes as per the schedule announced by the university/faculty/department.

3.0 RESULT AWAITING CANDIDATES (For Undergraduate only)

- 3.1 Applicants awaiting results (only those who have already appeared in the exams) can also apply for admission and if they fulfill all the requirements for admissions, they shall be given provisional admission until declaration of their respective results. Such candidates are required to fill in the undertaking that he/she will submit result within 15 days after commencement of semester and if he/she fails to secure required marks or CGPA, ***his / her admission shall be treated as cancelled immediately without any further notice and continuation of studies shall be considered Unlawful.*** Applicants securing straight pass grades with required percentage only shall be eligible for continuation of studies.
- 3.2 *The absolute value of percentage is considered as final; it is not rounded off to next whole number e.g. 49.99% is considered 49.99% and NOT 50%. Similarly, 2.49/4.00 means 2.49/4.00 and NOT 2.50/4.00.*

4.0 GENERAL ADMISSION SCHEDULE

Semester	Dates for submission of Application Form	Commencement of Semester
Fall Semester	1 st Week of June – July 15	1 st working day of September
Spring Semester	1 st Week of November – December 15	1 st working day of February

5.0. GUIDELINES FOR OVERSEAS CANDIDATES

5.1 Overseas Candidates: (Expatriate Pakistani & Foreigners)

- 5.2 Candidates coming from an English medium system (“O” level and “A” level, they may be considered exempted in non-credit English language but should appear in level test of Arabic language at the Arabic Language Teaching Unit of Faculty of Arabic for determination of their placement to study non-credit courses in Arabic Language before being registered in their respective faculties. This policy shall apply in both bachelor and masters degree programs.
- 5.3 If a candidate is deficient in Arabic or English languages, he/she will study the required language(s) in the ALT / ELT Units of the University and shall have to come to the required standard of proficiency before being allowed to join the under graduate or graduate programs.
- 5.4 Candidates holding a Higher Secondary School Certificate or a Bachelor Degree from Arab countries/Arabic speaking countries shall be exempted in Arabic language. He / She will, however, be required to study English language in the Faculty of Languages & Literature before being allowed to join regular program of study i.e. undergraduate or graduate.
- 5.5 No admission is allowed on paper qualification to Faculty of Engineering & Technology according to the policy of Pakistan Engineering Council (PEC).
- 5.6 No admission is allowed on the basis of paper qualification to the result awaiting overseas candidates. They have to appear for entry test to be conducted by the faculty as per schedule.
- 5.7 Equivalence of foreign certificates / degree to be obtained from Inter Board Committee of Chairman, Islamabad (IBCC) and Higher Education Commission Pakistan (HEC) within a time span of one semester after joining the university.
- 5.8 Admission to Overseas students is offered in one (01) degree program and student is allowed to switch to other degree program after fulfilling all admission related requirements.
- 5.9 The student shall be offered conditionally admission with a temporary/provisional letter, which will be confirmed upon final result.

6.0 Transfer within the Faculty/Department

- 6.1 A student admitted in a degree program shall be allowed to transfer his/her Credit Hours from admitted program to another degree program upon fulfilling all the requisite conditions/criteria for admission in the desired program.
- 6.2 The process of transfer shall be completed upon the endorsement of concerned departmental chair/Dean/Director General.

7.0 Admission Procedure

7.1 Guide Lines for Foreigner / Overseas Pakistani Candidates.

Overseas candidate has to apply for admission directly to IIUI, through its Online Application Form or prescribed application form available on website www.iiu.edu.pk. No admission shall be accepted / entertained through any representative / third party.

8.0 CHECK LIST:

8.1 Following documents are required to be uploaded / attached with admission application form:

- 8.1.1 Application processing fee (Non-refundable) amounting to US \$ 100/- and attach copy of deposit slip / challan with application form favoring IIU Islamabad.
- 8.1.2 Copies of all verified documents must be attached/uploaded with application form.
- 8.1.3 Passport size Photographs with blue back ground.
- 8.1.4 Copy of Passport Residential Permit (Eqama), Overseas ID card, NOC of /o Foreign Affairs or Your Embassy in Pakistan. In case of below the age of 18 years copy of Child Registration Form, (B-Form) of the candidate.
- 8.1.5 One copy of duly filled government of Pakistani Permission form (Students' Information Sheet) available at IIUI website.
- 8.1.6 At the time of joining the student is required to give an undertaking for submission of equivalence certificate from IBCC/HEC.

8.2 Admission shall be granted to all foreigners / Overseas Pakistani candidates on the basis of paper qualification in all faculties except Faculty of Engineering & Technology (FET) after fulfillment of the following requirements:

- 8.2.1 Verified Educational documents (all degree / certificates)
- 8.2.2 Valid Passport / Valid Study Visa.
- 8.2.3 No Objection Certificate (NOC) from their Ministry of Foreign Affairs or their Embassy in Pakistan.
- 8.2.4 In case of Overseas Pakistani, Residential Permit (Eqama), Overseas ID Card or B-form.

8.3 After confirmation of admission, the case(s) of the foreigner candidates(s) shall be forwarded to Higher Education Commission (HEC) Islamabad along with their passport copy, photographs, admission letter, NOC of their Embassy or M/o Foreign Affairs and Student's Information Sheet for Issuance of No Objection Certificate (NOC).

8.4 The applicant should immediately apply for study visa to Pakistan Embassy/Mission in their home country. They may not travel to Pakistan without obtaining valid study visa, as no student is allowed to join the University without proper study visa.

- 8.5 After joining, all the foreign/Overseas Pakistani students shall be referred to relevant language proficiency test to be conducted by Arabic Language Teaching Unit and English Language Teaching Unit. The student shall be placed in the language class for Language improvement (if required). The student is required to pass the language proficiency within 1.5 years. No student shall be allowed to register the regular courses of semester before passing the language level test.
- 8.6 Admission to Afghan Refugees candidates shall be granted only on the basis of Test/Interviews.
- 8.7 All foreigners/Overseas Pakistani students shall bound to obtain proper equivalence of their foreign educational certificates/degree from Inter-Board Committee of Chairmen (IBCC) Islamabad and Higher Education Commission (HEC) Islamabad with the required percentage of marks/CGPA, and submit to Overseas Admissions Office within six months after joining the University. In case of failure they will not be allowed to continue their study without the required equivalence until they obtain it.
- 8.8 After confirmation of their admissions / joining, the Provost concerned shall ensure the hostel seats before or at the time of joining so that the candidates directly move to their hostel's room easily.
- 8.9 Admission cases of male and female candidates shall be dealt by Admission Office Male and Admission Office female separately.

9.0 Grant of Admission and Visa Formalities:

- 9.1 IIUI issues admission offer letter to successful candidate and copy of the same is sent to the Higher Education Commission (HEC), Pakistan along with Student Information Sheet, copy candidate's Passport, NOC of their Ministry of Foreign Affairs or Embassy. HEC coordinates all approvals/verification for the student's visa requirement.
- 9.2 After completion of requirements, Ministry of Interior Govt. of Pakistan sends visa advice to Pakistani Embassy/High Commission of the country of student's origin for issuance of study visa to the applicant.
- 9.3.1 Student(s) approaches Pakistani Embassy/High Commission at his country of origin for grant of study visa along with following documents:
- 9.3.2 Visa Application Form/Online Form (available at the Ministry of Interior Website)
 - 9.3.3 Photocopy of Passport Photographs
 - 9.3.4 Educational Documents
 - 9.3.5 Copy of Admission letter of the University
- 9.4 Student visa is issued by Pakistani Embassy/High Commission after fulfillment of all requirements for period of one year to be renewed / extended annually on the basis of security clearance.

- 9.5 Extension in visa is granted by the M/o Interior, Govt. of Pakistan on production of following documents: Visa Extension form/Online form.
- 9.5.1 Bona-fide Student Certificate to be issued by IIUI in due course.
 - 9.5.2 NOC of Higher Education Commission (HEC) and NOC from their Embassy.
 - 9.5.3 Photographs.
- 9.6 The student directly approaches to the concerned authorized passport office of the region along with above listed documents for extension in visa.
- 9.7 Intimation regarding any student leaving IIUI or not remaining a full-time student of IIUI is immediately reported to HEC for onward submission to Ministry of Interior, Govt. of Pakistan for necessary action.
- 9.8 The Student may join the semester up till 15 days after the commencement of classes. In case of further delay in Visa issuance, upon request by the student, deferment of admission may be granted till next admission cycle.