

REGULATIONS

1. No student shall be eligible to appear at any University examination unless he is enrolled with the University on payment of the necessary fee.
2. Applications for enrolment of prescribed form 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 in the case of normal admissions, and three Weeks in the case of admissions by transfer. Prescribed fee will be paid with each application.
3. If a student remains unenrolled at the end of 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. If an Enrolment Card is lost or destroyed, a duplicate copy of it will be issued on payment of prescribed fee. Rs. 300/-
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 BBSUL Karachi rules.

IMPORTANT INSTRUCTIONS

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

1. This form 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 colleges along with the prescribed fee.
2. After receipt and due scrutiny of this form by the colleges concerned, the forms will be signed by the Principals of Colleges either by themselves or by a member of the authorized teaching staff, whose specimen signatures will be forwarded 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 form and fee, all forms will be forwarded to the University within three days along with 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 Unit of the Examinations Department.

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 upto 6 weeks from the date from which classes start provided that such change of Faculty or subject may be allowed by the Controller of Examination BBSUL 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) In case 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 and Attested photocopy of Degree (Copy of Result Intimation card will not be accepted and the original Marks Sheet is not returnable).
 - c. **EQUIVALENCE/ELIGIBILITY CERTIFICATE** (for those who have passed their last examination from the board/University/Institution other than BBSUL Karachi/Karachi Board).
 - d. **MATRIC CERTIFICATE:** Attested photo copy.
 - e. Four recent photographs duly attested by the Principal of the Copy.
 - f. Photocopy of National Identity Card OR form B.
 - g. **For M. Phil / Ph.D** candidate, an attested copy of Admission letter issued by the BASR, Benazir Bhutto Shaheed University Lyari, Karachi, Sindh.

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