

STUDENT EDUCATION / RECORD VERIFICATIONS

SCHOOL OF NURSING AND MIDWIFERY, MEDICAL COLLEGE AND INSTITUTE FOR EDUCATIONAL DEVELOPMENT – PAKISTAN

The Student Records Office offers a number of enrolment and student records verifications to current and former students.

Types of Verification

- **Academic Rank and Certifying Examination Scores:** only available to graduating students / alumni. This information is only provided to the institution to which the candidate has applied.
- **Bona fide Letters:** A copy of the Request Form is available at www.aku.edu/admissions/Documents/bonafide-letter-request.pdf
- **Degree / Diploma Verification:** A copy of your degree / diploma should be submitted to the Student Records Office.
- **Degree / Diploma Replacement:** Refer to University Policy # 020 (www.aku.edu/admissions/Documents/policy-replacement-parchment-020.pdf). For further information contact salim.valani@aku.edu
- **Graduation Date:** For currently enrolled students in their final year of study, the Student Records Office will provide the “expected” date of graduation on the verification forms or relevant applications for scholarships.
- **Transcripts:** www.aku.edu/admissions/Documents/transcript-request-form.pdf

Processing Time

The normal processing time is 10 working days.

Dispatch of Documents

- Documents are dispatched via regular mail.
- Courier service is available upon request and payment of the courier charges. Please confirm the charges at the time of making your request.
- The Student Records Office cannot take responsibility for the delivery of the mail. Where a courier service is used, the tracking number will be provided upon receipt of the same from the courier company.

Fees and Payment

- All applicable fees must be paid prior to the provision of service.
- **For Karachi residents:** Payments must be made at the Cash Office (Male Hostel Courtyard). Receipts must be submitted along with the request form.
- **For Out-of-station Requestors:** Payments may be made by authorized persons on behalf of the requestor. A Student Information Release Form must be completed. <https://www.aku.edu/admissions/Documents/information-release-form.pdf> Payments may be made through bank draft in Pakistani Rupees. (Personal cheques are not accepted.) Payment may be made online: <https://payonline.aku.edu>

NOTE: Requests from individuals who have an outstanding account with the University cannot be processed. Where fees are outstanding, the Registrar's Office can only process requests / provide documents upon receipt of written correspondence from the Finance Office stating that all fees have been paid or satisfactory arrangements have been made.

Contacts

Student Records Office
Office of the Registrar
Aga Khan University
P.O. Box 3500, Stadium Road
Karachi 74800 Pakistan

Email: student.records@aku.edu

Office Hours

Student Records Office: Counter timings – Monday – Friday, 9:00 am – 5:00 pm

Cash Office: Monday – Friday, 9:00 am – 4:00 pm

KENYA, TANZANIA, UGANDA AND UK VERIFICATIONS

Please contact the University Registrar at registrar@aku.edu