

SoPs for Local Verification:

1. For local verification (Verification received within the country by the applicant), a letter/application in the name of Controller of Examinations is required along with the photocopy(s) of the document(s) (Transcript/Degree only) needs to be verified.
2. Rs. 2000/- per document is the fee for the verification of the document.
3. The applicant is required to submit a bank draft of Rs. 2000 x the number of documents, details of which are as follows:
 - a. University Account Number: **PK14HABB0024337000003703**
 - b. Name of Account: **COMSATS University Islamabad – Principal Seat**
 - c. Bank Name: **Habib Bank Limited**
 - d. Bank Address: **HBL COMSATS branch, Park Road Chakshahzad, Islamabad, Pakistan.**
 - e. Customer Account Beneficiary: **24337000003703**
 - f. Branch Code: **0602**
 - g. Swift Code: **HABBPCCA**
4. The application/letter along with the bank draft (in original) and document to be verified can be submitted through:
 - a. By courier service on the following address:
**Controller of Examinations,
COMSATS University Islamabad (Principal Seat),
Park Road, Tarlai Kalan, Islamabad.**
 - b. Or the application/letter along with the proof of online fee transfer to the above-mentioned account with the scanned copy(s) of the document(s) be submitted to the email address: "exams.verification@comsats.edu.pk". Please note that online fee transfer takes more days to process due to confirmation from the respective bank.
5. The Examinations Department, after thorough verification, will dispatch these verified documents as per the requirement of the applicant to the provided address with a valid contact number.
6. Please note that, if the applicant requires the document (s) in a sealed envelope, it should be mentioned on the application/letter.
7. In the case when documents are received without a prescribed fee, then the documents will be returned to the applicant without any action taken on them. But if copies of both transcript and degree are received for verification and a fee of only one document is received, then only the degree will be verified, and no action will be taken on the transcript.
8. The Examinations department (PS) takes a minimum of 3 working days for the verification of documents if all other requirements have been completed.
9. Applicant may inquire about the case within the period of Six (6 months) from the date of its first submission, else the case will be considered "closed".

SoPs for Foreign Verification:

1. For foreign verification (Verification received from the country except Pakistan by the applicant), a letter/application in the name of Controller of Examinations is required along with the photocopy(s) of the document(s) (Transcript/Degree only) needs to be verified.
2. US \$25/- per document is the fee for the verification of the document by hand/post (Physically) and the US \$15/- per document is the fee for the verification of the document via email (electronically).
3. The applicant is required to submit a bank draft of US \$25 or \$15 x the number of the documents whatever the case may be as mentioned in para 2., details of which are as follows:
 - a. University Account Number: **PK14HABB0024337000003703**
 - b. Name of Account: **COMSATS University Islamabad – Principal Seat**
 - c. Bank Name: **Habib Bank Limited**
 - d. Bank Address: **HBL COMSATS branch, Park Road Chakshahzad, Islamabad, Pakistan.**
 - e. Customer Account Beneficiary: **24337000003703**
 - f. Branch Code: **0602**
 - g. Swift Code: **HABBPCCA**
4. The application/letter along with the bank draft (in original) and document to be verified can be submitted through:
 - a. By courier service on the following address:
**Controller of Examinations,
COMSATS University Islamabad (Principal Seat),
Park Road, Tarlai Kalan, Islamabad.**
 - b. Or the application/letter along with the proof of online fee transfer to the above-mentioned account with the scanned copy(s) of the document(s) be submitted to the email address: "exams.verification@comsats.edu.pk". Please note that online fee transfer takes more days to process due to confirmation from the respective bank. Further, in case of a bank draft the applicant must have to provide the following additional information:
 - i. CNIC No., Date and Place of Birth of the sender;
 - ii. Date and Place of Birth of Sender's Father.
5. The Examinations Department, after thorough verification, will dispatch these verified documents as per the requirement of the applicant to the provided address with a valid contact number.
6. Please note that, if the applicant requires the document (s) in a sealed envelope, it should be mentioned on the application/letter.
7. In the case when documents are received without a prescribed fee, then the documents will be returned to the applicant without any action taken on them. But if copies of both transcript and degree are received for verification and the fee of only one document is received, then only the degree will be verified, and no action will be taken on the transcript.
8. Examinations department (PS) takes a minimum of 6 working days for the verification of documents.
9. Applicant may inquire about the case within the period of Six (6 months) from the date of its first submission, else the case will be considered "closed".