

# Admissions Policy

## Salient Points

IBA Admission Policy may be stated as follows:

- Admission will be offered to all those who qualify following a strict merit-based admission criteria irrespective of their race, religion, gender, ethnicity or socio-economic conditions.
- The criteria for admission is based on candidates meeting the following requirements:
  - Applying online and registering for appearing in the Aptitude Test.
  - Foreign Students and Non-Resident Pakistanis and Pakistani Nationals: ☐  
All applicants (foreign students, non-resident Pakistanis, and Pakistani Nationals) with SAT I scores exceeding 1900 and GMAT scores exceeding 600 are exempted from the IBA undergraduate and graduate admissions test respectively, however they have to go through the group discussion and interview process. ☐
  - Participating in a group discussion and appearing for an interview.
  - Meeting the minimum academic eligibility requirement for the concerned program
  - Providing equivalence certificate in case of holders of degrees / certificates issued by non-Pakistani universities / boards
- The aim of the aptitude test is to evaluate candidates for their quantitative and analytical abilities, logical reasoning, communication skills, reading comprehension, lexical resource, grammatical range, and aptitude for the program.
- The aim of the group discussion is to evaluate candidates on their background, academic and other achievements, leadership potential, extracurricular interests, verbal communication, mannerism, integrity, appearance and enthusiasm.
- The interviews are designed to bring out the qualities needed not only to succeed in their chosen program of study but also their potential to contribute positively to the society when they graduate.
- There are no reserved / quota seats of any category at IBA.
- No effort will be made to fill all available seats / lower criteria if insufficient numbers of candidates apply or an individual candidate fails to satisfy the above criteria.
- No qualified candidate will be refused admission on the basis of his / her inability to pay IBA fees; such candidate's are however, required to apply for financial assistance and meet the criteria for the same.
- The cut-off for individual programs in the entrance test will be decided by the 'Admissions Committee' using rigorous methods based on statistical analysis.

- The test scores obtained by the test takers would remain valid for a period of 16 months, however, the minimum academic eligibility requirements will be those applicable at time of actual admission.
- There will be one aptitude test for admission to both campuses of IBA. Candidates may however, choose the campus of their preference at the time of admission and choose their specializations after a minimum of two year's study at IBA for BBA and one year for MBA.
- There is no distinction in the fee structure between the main and city campuses.
- A merit scholarship has been introduced at IBA, according to which candidates falling in the top 10% of the List of Candidates admitted to the BBA & MBA Programs (to be published at the culmination of the admission process) will be automatically awarded a 50% reduction in their tuition fees.

## Admission Requirements

More specific information on the requirements for admission to the individual programs is appended as under:

### Undergraduate Programs

#### **Applicants to the BBA Program must have completed their:**

Higher Secondary School Certificate with a minimum of 65% marks;

OR

A' Levels with a minimum of 2 'B's and 1 'C' in three principal subjects such that there should be no grade less than 'C' across three principal subjects. No credit is applicable for any subsidiary, general, or advanced supplementary paper;

OR

American High School Diploma with a minimum of 80% or an International Baccalaureate with at least 30 points out of 45.

#### **Applicants to the BS Program must have completed their:**

Higher Secondary School Certificate (Pre-Engineering) with a minimum of 60% marks;

OR

Higher Secondary School Certificate (General Group with Mathematics) with a minimum of 60% marks;

OR

A' Levels with a minimum of 1 'B' and 2 'C's in three principal subjects (including Mathematics) such that there should be no grade less than 'C' across three principal subjects. No credit is applicable for any subsidiary, general, or advanced supplementary paper;

OR

American High School Diploma with a minimum of 80% or an International Baccalaureate with at least 30 points out of 45.

BS applicants must possess a mathematical background.

## Graduate Programs

### Applicants to the MBA, MBA (Evening) and MS Programs must have:

- A minimum 16 years of education out of which 4 years should have been spent in an HEC recognized university/degree awarding institute.
  - A minimum of two years relevant work experience for MBA program. Work experience is not mandatory for MS Economics program.
  - A minimum 60% aggregate marks in the last degree
- OR
- A minimum of 2.50 CGPA on a scale of 4.00 in the last degree where applicable\*\*

### Applicants to the Ph.D. Program must have:

- A minimum 18 years of education out of which 4 years should have been spent in an HEC recognized university/degree awarding institute.
  - A minimum 60% aggregate marks in the last degree
- OR
- A minimum of 3.0 CGPA on a scale of 4.00 in the last degree where applicable\*\*
  - Ph.D. candidates will also have to fulfill more specific requirements laid out by the respective departments.

### Applicants to the EMBA Programs must have:

- Passed Bachelors level examination
  - 16 years education plus 3 years relevant experience
- OR
- 14 years education plus 6 years relevant experience

\*\*All equivalency claims shall be evaluated by the HEC ([www.hec.gov.pk](http://www.hec.gov.pk)).

Holders of professional degrees/certificates (BE, MBBS, LLB, CPA, CA, ACCA, etc.) are encouraged to apply for MBA / Masters programs. The Institute also admits, without any prerequisite, visiting students in single PGD and MBA courses depending upon availability of seats.

## SAT/GMAT

Foreign Students and Non-Resident Pakistanis and Pakistani Nationals:

All applicants (foreign students, non-resident Pakistanis, and Pakistani Nationals) with SAT I scores exceeding 1900 and GMAT scores exceeding 600 are exempted from the IBA undergraduate and graduate admissions test respectively, however they have to go through the group discussion and interview process.

## Transfer Candidates

An eligible transfer candidate may be defined as a candidate who satisfies all the following conditions:

- A candidate who has attended any of the top 50 universities derived from the international rankings compiled by Shanghai Jiao Tong University's Institute of Higher Education or by The Times Higher Education Supplement (THES) or Quacquarelli Symonds (QS) in the discipline applied for. Course credits are also acceptable from Lahore University of Management Sciences.
- The candidate's CGPA must be 3.5 or above on a scale of 4.0 or equivalent.
- The candidate must have secured a minimum of 2As and a B during their A' Levels, or 80% in HSC exams.

Eligible candidates may apply for transfer to any of the IBA degree programs with the following stipulations:

- IBA reserves the right to accept or reject all or any such candidates.
- The IBA admission test may be waived for such candidates if they meet SAT or GMAT requirements.
- Interviews would be conducted prior to admission if so desired by IBA.
- A transfer committee appointed by IBA shall determine the courses to be accepted for transfer of credits of such candidates.
- Transfer of credits will be applicable to those courses with 'B' or above grades.
- A minimum of 50% of total degree credits must be completed at IBA.
- Courses transferred shall be indicated in the final transcript as being transfer credits.

### Transfer of Credits

A limited number of course credit exemptions may be given to those students who have been enrolled in degree programs at ranked foreign universities. These exemptions shall be given on a case to case basis on the following criteria:

- Course credits must be from any of the top 50 universities derived from the international rankings compiled by Shanghai Jiao Tong University's Institute of Higher Education or by The Times Higher Education Supplement (THES) or Quacquarelli Symonds (QS) in the discipline applied for. Course credits are also acceptable from Lahore University of Management Sciences.
- Students must have been enrolled in degree programs at these universities.

# IBA Admission Procedure

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## Online Application

Applications are accepted through IBA Online Admissions System. The link to IBA Online Admissions System is available on IBA's website ([www.iba.edu.pk](http://www.iba.edu.pk)).

To apply online, fill out the form, print and sign it, print the Challan and take these papers to the designated bank branches and deposit the application fees.

The list of branches can be viewed on IBAs website.

## Issuance of Admit Cards

Applicants residing within Karachi can obtain their Admit Cards by visiting IBA City Campus with a copy of the paid Challan, a copy of duly signed-in Admission Form and two recent passport sized color photographs.

Applicants outside of Karachi can collect their Admit Cards from designated bank branches after payment of processing fees and submitting a copy of the signed Admission Form and two recent passport sized color photographs.

## Aptitude Test

The aptitude test is conducted simultaneously at Karachi, Lahore, Islamabad, Peshawar and Quetta on a specified date. The Admit Cards issued to the applicants indicate the test center, date, and reporting time. Please make sure to read all instructions given on the back of the Admit Card carefully. The applicants should bring their Admit Cards along with a photo ID to be able to appear in the aptitude test.

The candidates are assessed for their language and analytical skills. Candidates who pass the aptitude test qualify for the group discussion followed by an interview.

## Group Discussion

The selected candidates are divided into groups. These groups are given a topic to debate and discuss amongst themselves. During this process, communication skills, interpersonal skills, confidence and leadership potential are assessed.

## Interview

Interviews are conducted for evaluating the level of maturity, academic aptitude, motivation,

interpersonal skills and career focus of the applicants.

### Required Documents

Candidates are required to bring the following documents in original on the day of Group Discussion / Interview:

- Matriculation / O Levels certificate with transcript / marks sheet
- Higher Secondary School Certificate (Part I) / A' Levels (First year) certificate with transcript / marks sheet
- Bachelors degree with transcript / marks sheet\*
- Masters degree with marks transcript / sheet\*

\*where applicable

### List of Admitted Candidates

The names of candidates who qualify the admission requirements will be notified through a 'List' which will be displayed on both the campuses and our website. These candidates may obtain their 'Admission Letter' and 'Fee Challan' from the Admission Office in the City Campus ( APWA Auditorium Building) upon depositing of the transcripts bearing proof of their having met the minimum eligibility requirements for the respective programs.

### Enrolment

Candidates who have received their 'Admission Letter' and 'Fee Challan' are to immediately deposit their fee in the prescribed bank and collect 'Enrollment Form' from the respective Program Offices for commencing studies at IBA. These candidates must however submit the following documents, in original, along with copies attested by a gazette officer to complete the enrolment process:

- Matriculation / O Levels certificate with transcript / marks sheet
- HSC / A Levels certificate with transcript / marks sheet
- Bachelors degree with transcript / marks sheet\*
- Masters degree with marks transcript / sheet\*
- Migration certificate of the university / board concerned, except in the case of Karachi University / Karachi Board
- Equivalence certificate in case of holders of degrees / certificates issued by non-Pakistani universities / boards
- Six copies of a recent passport-size photograph
- Photo Copy of Fee Challan deposit slip

\*where applicable

Inability to deposit fee or submit financial aid documents within the prescribed time may risk cancellation of their admission.

### Disclaimer

**Any candidate who provides false or incorrect information about work experience, grade, financial status of the family, or any other required material, or submits any fake supporting documents will be debarred from applying to IBA for all times to come.**