

## 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 each document is the fee for the verification of document.
3. The applicant is required to submit a bank draft of Rs. 2000 x 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 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 above mentioned account with the scan copy(s) of document(s) be submitted on the email address: ["exams.verification@comsats.edu.pk"](mailto:exams.verification@comsats.edu.pk). Please note that online fee transfer takes more days of processing due to its confirmation from the respective bank.
5. The Examinations Department after through verification will dispatch these verified documents as per the requirement of the applicant on 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 clearly mentioned on the application/letter.
7. In case when documents received without prescribed fee, then the documents will returned to the applicant without any action taken on them. But if copies of both transcript and degree are received for verification and fee of only one document is received, then only degree will be verified and no action will be done on transcript.
8. Examinations department (PS) takes minimum 3 working days for the verification of documents.

## 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 \$100/- per each document is the fee for the verification of document.
3. The applicant is required to submit a bank draft of US \$100 x 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 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 above mentioned account with the scan copy(s) of document(s) be submitted on the email address: ["exams.verification@comsats.edu.pk"](mailto:exams.verification@comsats.edu.pk). Please note that online fee transfer takes more days of processing due to its confirmation from the respective bank. Further in case of bank draft the applicant must have to provide 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 through verification will dispatch these verified documents as per the requirement of the applicant on 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 clearly mentioned on the application/letter.
7. In case when documents received without prescribed fee, then the documents will returned to the applicant without any action taken on them. But if copies of both transcript and degree are received for verification and fee of only one document is received, then only degree will be verified and no action will be done on transcript.
8. Examinations department (PS) takes minimum 5 working days for the verification of documents.