

PROCEDURE FOR DEGREE ATTESTATION

HEC has launched a completely secure and robust online degree attestation system, which facilitates applicants to apply for degree attestation from their homes. The applicants are required to apply through web link <http://www.eservices.hec.gov.pk> and submit online application form. The complete procedure is available in User Manual. Applicants, who are already registered at <http://www.eportal.hec.gov.pk> will use same username and password for long-in at <http://www.eservices.hec.gov.pk>.

After successful submission of online application form by applicants, the following procedure is followed:

Step-1: Initial online Scrutiny of application at HEC

- (i) The application will be initially scrutinized online by HEC and If application found complete then applicants are informed via SMS and email.
- (ii) If any deficiency is found in application, then the applicant is asked via SMS and email to resubmit the case after meeting deficiencies. A task is assigned to applicant in “Task Assigned to me” section at eservices account.

Step-2: Scheduling of Date & Time or Upload Courier Receipt:

After successful scrutiny, applicant will be informed via SMS & email for:

1. Schedule their appointment (for walk-in urgent only) according to their convenience and subject to availability of time slots. Applicants will have to first pay the attestation fee online through 1-link and verify the payment in their profile. After verification of payment, the option of download application form will be enabled on applicants’ profile.
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2. Send Documents through designated courier service. Applicants will have to first pay the attestation fee online through 1-link and verify the payment in their profile. After verification of payment, the option of download application form will be enabled on applicants’ profile.
3. Upload Courier Receipt after submitting documents at designated courier company, if applied through Courier Service:

A task is assigned to applicant in “Task Assigned to me” section at eservices account.

A: Scheduling of Date & Time (Walk-in Mode):

- I. In this case, applicant will schedule his/her visit for attestation of his documents by **self-submission** (if degree holder will visit HEC for attestation) or **through authorized person** (if degree holder cannot visit HEC and he/she authorized someone other for degree attestation purpose) and will bring all original documents and a print out of the application form at the scheduled date and time.
- II. After first scheduling, if an applicant cannot find time to visit HEC offices for attestation, the applicant can re-schedule his visit.
 - a. On visit at HEC, the applicant will take token and submit case at designated windows.
 - b. After due necessary procedure, documents will be returned on same day.

B. Upload Courier Receipt (Attestation through Courier Service)

- (i) After Successful scrutiny, applicant will receive a SMS & email for submission of case at nearest office of designated courier company and upload Courier Receipt. TCS is a designated courier company for applicants living within country and applicants living abroad will forward case to designated office of Gerry’s Fedex at Islamabad.

(ii) The applicant is required to hand over the application form, relevant educational & other documents courier service charges at respective centers of TCS. Applicants will have to first pay the attestation fee online through 1-link and verify the payment in their profile. After verification of payment, the option of download application form will be enabled on applicants' profile.

(iii) A receipt will be given to the applicant by the representative of Courier Company and the same will be uploaded by the applicant by claiming task in "My Task" section after log-in at eservices account.

(v) After receiving the attestation case at HEC, all applications are processed on a "first come first served" basis. The response time depends on the volume of applications received during a particular period.

(iv) After completion of procedure at HEC the documents are handed over to TCS for onward return and applicant are informed via SMS and email in this regard.

