



The Institute of
Chartered Accountants
of Pakistan

APPLICATION FORM

(for verification letters and attestation of documents)

Student Centralized Registration Number: _____ Membership Number _____
(or old registration number)

Name : _____ Father's name : _____

Contact information (Landline) _____ (Mobile) _____ (Email) _____

Postal address: _____

SERVICES REQUIRED (See overleaf for documents / details to be attached with this application form)

S. No.	Service Description	Mark [✓] (If services required)	Quantity	Fee per Document (Rs.)	Total Fees (Rs.)
1.	Verification Letter (Transcript)			525	
2.	Attestation of Certificates, Result Cards, Exemption Letters or Verification Letters			90	
3.	Letter to Embassy (Per Letter)			370	
4.	Attested Syllabus			900	
5.	Letter of equivalence of previous examinations/Others letters			370	
6.	Examinee Registration confirmation letter			370	
7.	Medium of Instruction Letter			420	
8.	Dispatching charges of documents to outside Pakistan through courier			3,400	
9.	Other (Please specify below)				
	Total				

Please send/submit the completed form along with details /
documents (see overleaf) to:

Director Examinations,

The Institute of Chartered Accountants of Pakistan,
Chartered Accountants Avenue, Clifton, Karachi, Pakistan

Signature of the Applicant

Date of Application _____

DOCUMENTS / DETAILS TO BE ATTACHED WITH APPLICATION FORM

1. Verification Letter (Transcript)

(Issued within 7 working days after submission of application form and the following documents)

- Submission of proof of payment of fee.
- If the applicant intends to obtain the verification letter for evaluation/assessment by any assessment body / foreign university, all the requirements of the assessment body (including reference number) should be provided.

Notes:

- We will take the applicant's name as per ICAP's records only.
- In case the documents have to be forwarded to assessment body/foreign university directly, the applicant should also provide
 - o the complete postal address and telephone number of assessment body/foreign university.
 - o proof of payment of courier charges amounting to Rs. 3,400.

2. Attestation of Certificates, Result Cards, Exemption Letters or Verification Letters

(Issued within 3 working days after submission of application form and the following documents)

- Submission of proof of payment of fee.
- Original / Copy of the required document(s).

3. Letter to Embassies

(Issued within 3 working days after submission of application form and the following documents)

- Submission of proof of payment of fee.
- Both original and copy of the certificate and result cards.
- Provide address of the embassy to whom documents are to be filed.

Notes:

- We will take the applicant's name as per ICAP's records only.
- If the applicant requires submission of any other ICAP issued document, this should be mention in the application and also provide a proforma copy of that document.

4. Attested Syllabus

(Issued within 7 working days after submission of application form and the following documents)

- Last roll number and passing session must be mentioned in the application form.
- Submission of proof of payment.

Please note that scanned copies of the attested syllabus would not be issued.

5. Letter of equivalence of current examinations with previous examinations

(Issued within 4 working days after submission of application form and the following documents)

- Submission of proof of payment for each document.

6. Examinee Registration Confirmation Letter

(Issued within 4 working days after submission of application form and the following documents)

- Submission of proof of payment of fee.

7. Medium of Instruction Letter

(Issued within 4 working days after submission of application form and the following documents)

- Submission of proof of payment of fee.

General Instructions:

- (I) Application form can be obtained at ICAP offices or downloaded from ICAP's website www.icap.org.pk.
- (II) Proof of payment of fees may be in the form of any of the following:
 - Copy of the blue copy of the bank credit voucher, duly stamped at any of the designated bank branches of the Institute.
 - Demand draft / pay order in favor of the Institute of Chartered Accountants of Pakistan.
 - For payment through credit card at ICAP's website, provide online payment confirmation details.
- (III) Students/members residing abroad may fill the application form and then sent the scanned copy through email.
- (IV) If the applicant is required to send the sealed envelope to the assessment body / foreign university, in that case, ICAP will send the documents directly to the assessment body / foreign university.
- (V) Documents would be issued to candidates only. In case the documents have to be delivered to any other person, the applicant must submit an authorization letter from the students.