



**HIGHER EDUCATION COMMISSION, PAKISTAN**  
*Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan*

# **Business Process Automation System (BPAS)**

## **Degree Attestation System**

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### **User Manual - Applicant**

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<b>Process</b>	Degree Attestation System
<b>Version</b>	1.1
<b>Author</b>	
<b>Date Created</b>	May 19, 2017

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# 1. DEGREE ATTESTATION PROCESS

The 'Degree Attestation System' takes into account any requests that the users can submit their degrees for attestation. The attestation process is requested by individuals, and can be submitted in person by visiting HEC Head Office or Regional Center, or sent via Courier, for people who may want to apply for recruitment or higher studies.

DAS business process will be initiated upon submission of application form.

## 1.1 ACCESSING HEC WEB PORTAL

The HEC Web Portal can be accessed by:

1. Open **Internet Explorer** (v 9.0 or above), Mozilla **Firefox** or Google **Chrome**.
2. In the URL area, enter following URL:  
<http://eportal.hec.gov.pk/hec-portal-web/auth/login.jsf>
3. A login screen should come up which should like as below:

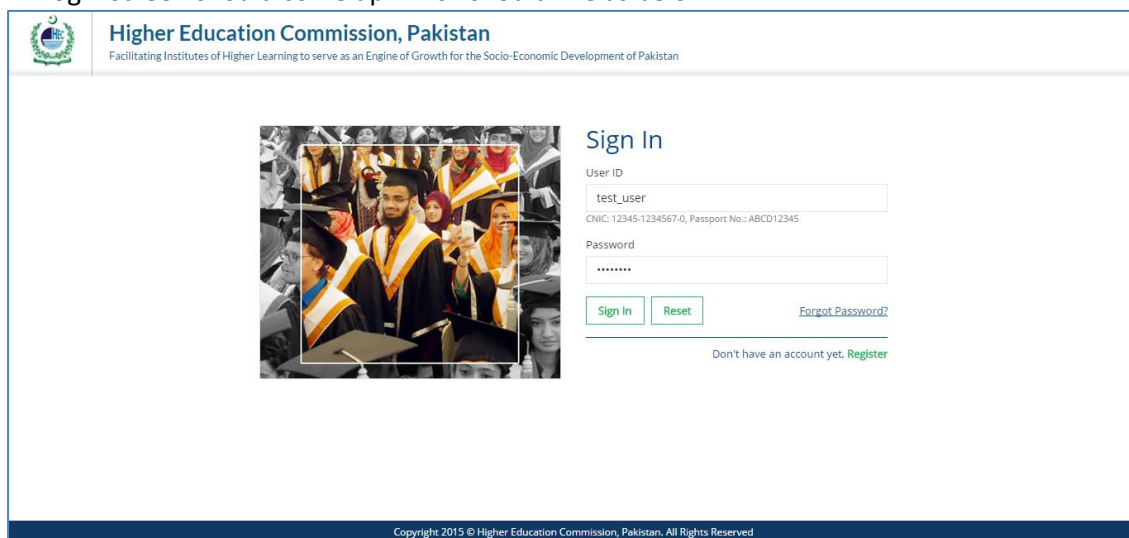


Figure 1 - HEC Web Portal Login Page

4. System will ask user to log in or register to the system
5. On registering / logging into the system, user will be navigated to **Higher Education Commission Welcome** page.

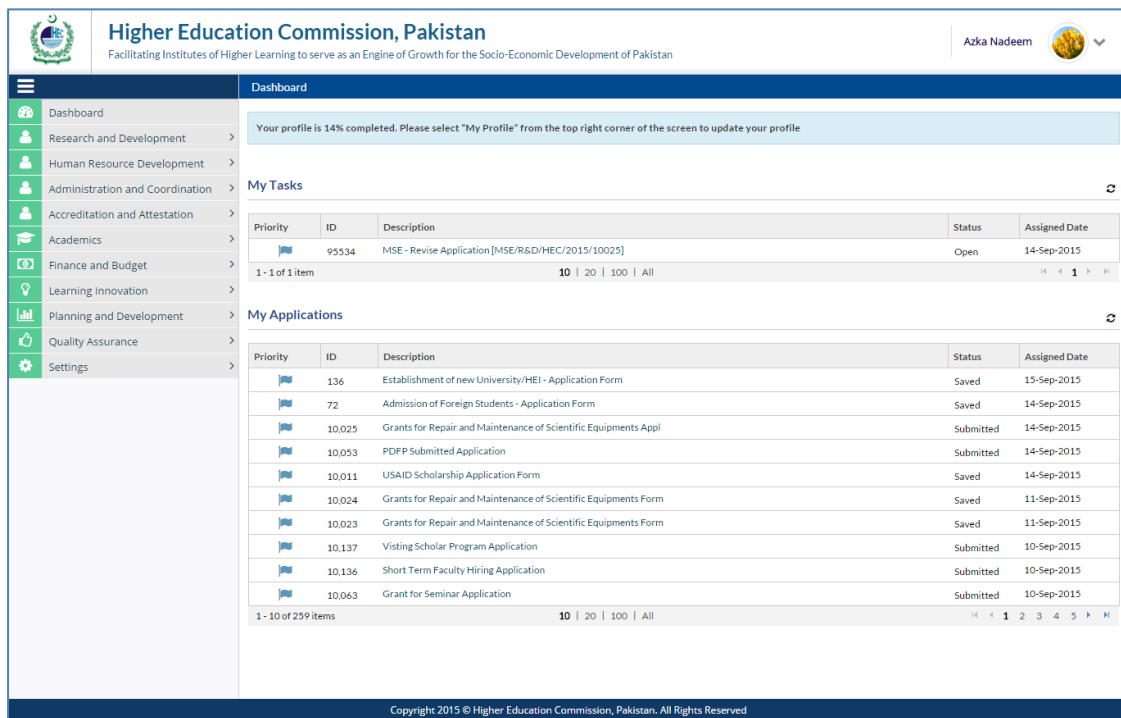
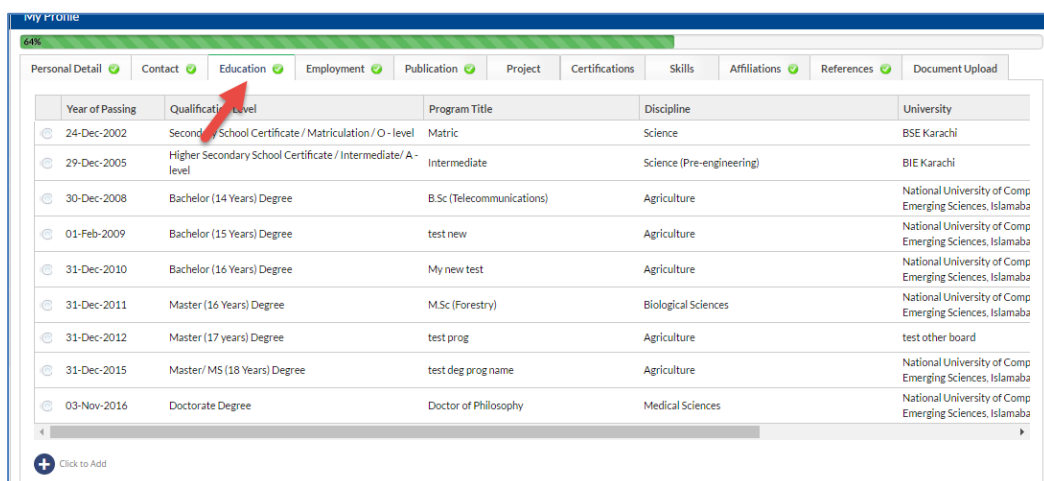
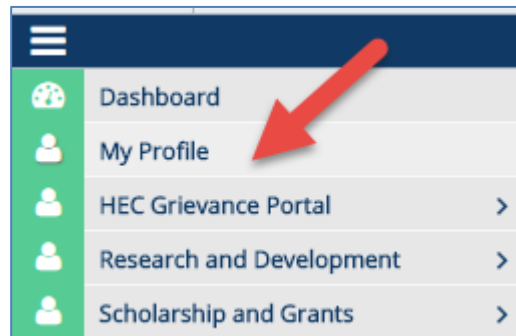


Figure 2 - HEC Web Portal Dashboard

- Before accessing the application form, upload all the educational documents in Education tab of My Profile against the degrees.



**Education Document List**

Title	Comments	Actions
Bachelor (15 Years) Degree - test new - Copy of Provisional Certificate		
Bachelor (16 Years) Degree - My new test - Copy of Transcript		
Higher Secondary School Certificate / Intermediate/ A - level - Intermediate - Copy of Degree		
Secondary School Certificate / Matriculation / O - level - Matric - Copy of Degree		
Bachelor (16 Years) Degree - My new test - Copy of Degree		

Page: 1 Next ▶

**UPLOAD DOCUMENT** **REFRESH**

PREVIOUS **SAVE & CLOSE** NEXT CLOSE

**UPLOAD DOCUMENT**

Document Properties

Title \*

Comments

Document Content

File Name  image 4.jpg

**CANCEL** **UPLOAD**

**UPLOAD SUCCESS**

Document uploaded successfully

**OK**

- Click on “Save and Close” after uploading documents.
- User can access Application Form by clicking + besides **Accreditation and Attestation** menu item and further clicking **Application Form** under **Degree Attestation System**

**Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Syeda Sehrish Naimat

**Dashboard**

Your profile is 73% completed. Please select "My Profile" and "Account Settings" from the top right corner of the screen to update your profile and account settings.

**My Applications**

Application ID	Description	Status	Date
10258	Degree Attestation Service	Saved	08-Dec-2016
10257	Degree Attestation Service	Saved	07-Dec-2016
10256	Degree Attestation Service	Approved	07-Dec-2016
10255	Degree Attestation Service	Rejected	07-Dec-2016
10252	Degree Attestation Service	Approved	07-Dec-2016
10251	Degree Attestation Service	Rejected	07-Dec-2016
10250	Degree Attestation Service	Approved	07-Dec-2016
10249	Degree Attestation Service	Approved	06-Dec-2016
10248	Degree Attestation Service	Approved	06-Dec-2016
10247	Degree Attestation Service	Approved	06-Dec-2016

1 - 10 of 43 items 10 | 20 | 100 | All 1 2 3 4 5

**My Tasks**

Priority	Task ID	Description	Status	Date
----------	---------	-------------	--------	------

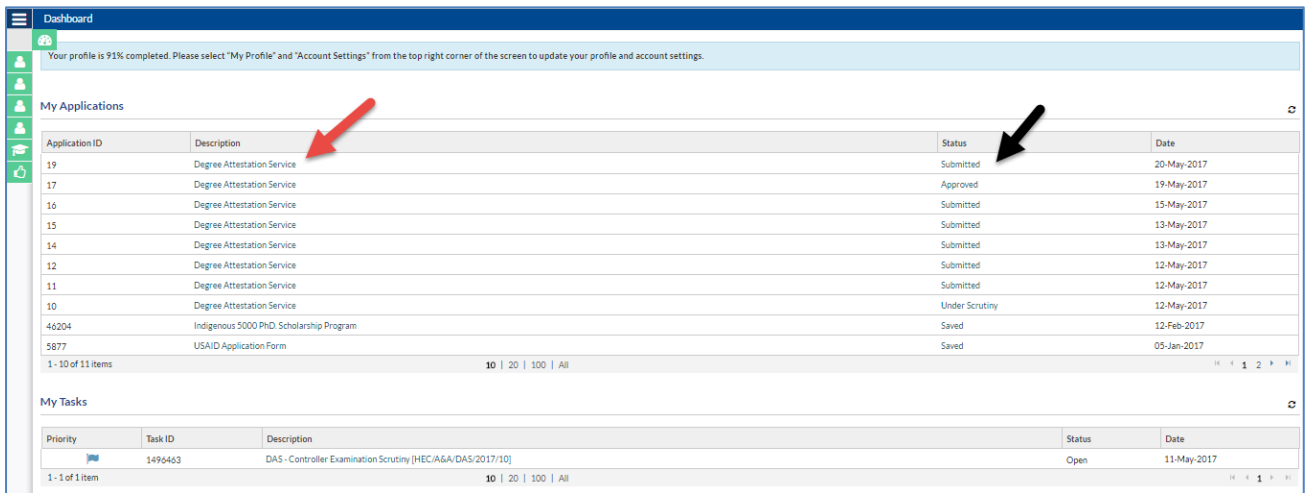
10 | 20 | 100 | All

## 1.2 (A) DAS – APPLICATION FORM (HEC WEB PORTAL)

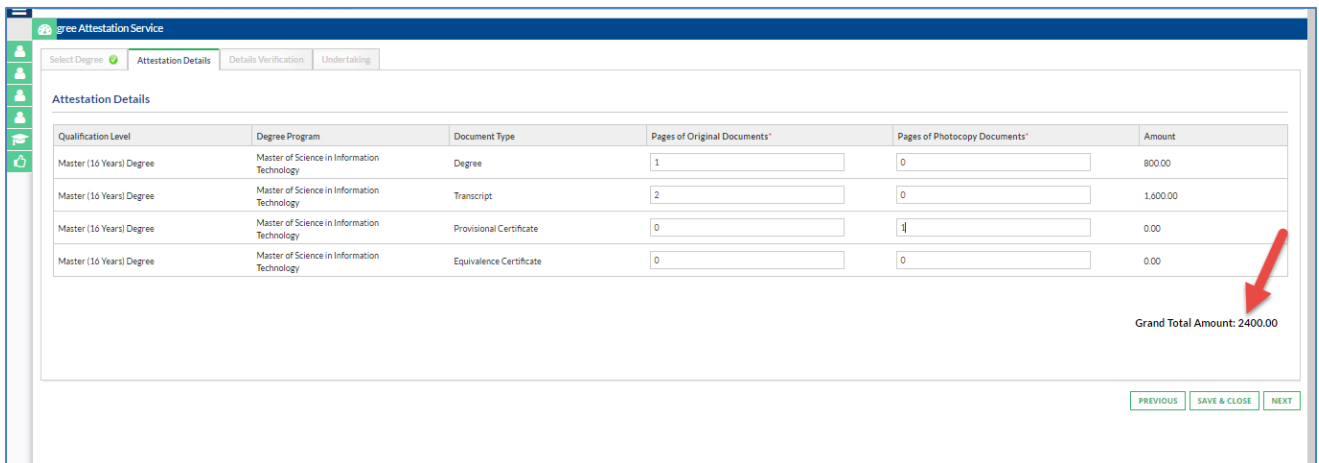
1) Select “Attest New Degree” and click on “Proceed”

Year of Passing	Qualification Level	Degree Program	Major	Name on Degree*	University	Degree Attested Before?	Stamp Number*
<input checked="" type="checkbox"/> 22-Aug-2007	Bachelor (14 Years) Degree	Bachelor of Science	Other	Fazih Rehman	University of the Punjab, Lahore	<input checked="" type="radio"/> Yes <input type="radio"/> No	123
<input checked="" type="checkbox"/> 01-Jun-2009	Master (16 Years) Degree	Master of Science in Information Technology	Information Technology	Fazih Rehman	Quaid-i-Azam University, Islamabad	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/> 31-Dec-2012	Master/ MS (18 Years) Degree	TEST 123	Computer Sciences and Information Technology	Fazih Rehman	Jamia Al-Imam Mohamed Ibn Saud Al-Islamiah	<input type="radio"/> Yes <input checked="" type="radio"/> No	

- 2) Click on the checkbox on the left to select degrees from the list. This list will contain all the degree from common profile that are not previously attested.
- 3) Select ‘Degree Attested Before?’ as Original degree has been attested before.
- 4) Enter Stamp number if Degree Attested Before is selected as ‘Yes’
- 5) Click on the “Save & close” button to save the details and move on the Dashboard.



- 6) User can reopen the saved form from the dashboard by clicking on the link against the application id
- 7) User can view the status of application by clicking the link in the status column against the specified application id
- 8) Click on “Next” to move to next tab i.e. Attestation Details tab



- 9) Click on “Previous” button to move back on the Select Degree Tab.
- 10) Click on the “Save & close” button to move on the Dashboard.
- 11) Enter “Number of pages for original Documents” Or “Number of Pages of Photocopy Documents” for at least one document type.
- 12) Amount will be calculated on the basis of the no of pages and amount per page.
- 13) Grand Total will be displayed at the bottom of the grid.
- 14) Click on Next button to move to next tab i.e. Details Verification



**Application Details**

Application Reference Number: HEC/AGA/DAS/2017/19  
 CNIC: 4220141757756

**Selected Degrees for Attestation**

Download File	Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University	Campus	Qualification Level	Department	Degree Name
<a href="#">DOWNLOAD</a>	22-Aug-2005	22-Aug-2007	Morning	Regular	University of the Punjab, Lahore	Govt College Kahuta Distt Rawalpindi	Bachelor (14 Years) Degree	Main Department	Bachelor of Science
<a href="#">DOWNLOAD</a>	01-Sep-2007	01-Jun-2009	Morning	Regular	Quaid-i-Azam University, Islamabad	Quaid-i-Azam University, Islamabad	Master (16 Years) Degree	Institute of Information Technology	Master of Science in Information Technology

**Personal Details**

Item	Personal Details	Nadra Details
Full Name	Fasih Rehman	
Father Name	Rehman	
Date of Birth	12-Feb-1992	
Gender	Female	
Permanent Address	abcd, Karachi, Karachi Central, Pakistan	
Current Address	test address 1, Karachi, Karachi Central, Pakistan	

Please check if your NADRA details have been updated since you have created this account

PREVIOUS SAVE & CLOSE NEXT

15) Click on checkbox if NADRA details have been updated since the account has been created.

16) Click on Download button to download the documents

17) Click on “Previous” button to move back on the Attestation Details Tab.

18) Click on the “Save & close” button to move on the Dashboard.

19) Click on “Next” button to move to next tab i.e. undertaking tab

**Regional Center Details**

Select Regional Center From Where You Want To Get Attestation: Islamabad

It is hereby declared that:

- I have provided all of the information true to the best of my knowledge
- I have uploaded documents are eligible and in clear scanned format.

I understand that falsifying any information will lead to rejection of the application and may result in confiscation of degree and blacklisting which will make me ineligible to avail any service from HEC. The blacklisted profiles will be listed on public website.

PREVIOUS SAVE & CLOSE SUBMIT

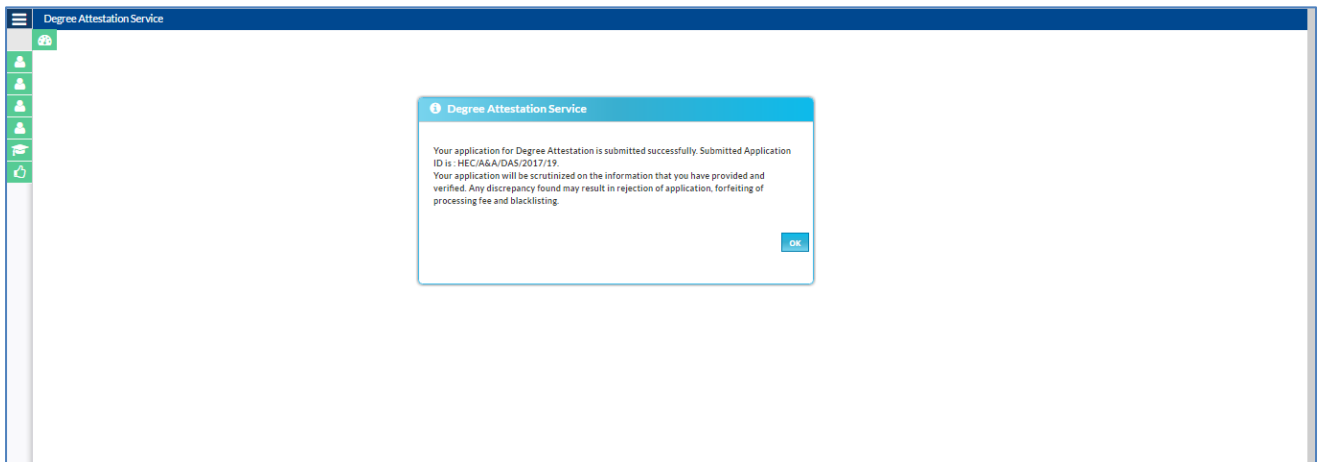
20) Select the Regional center from where you want to get Attestation

21) Select checkbox against the undertaking text.

22) Click on the “Save & close” button to move on the Dashboard.

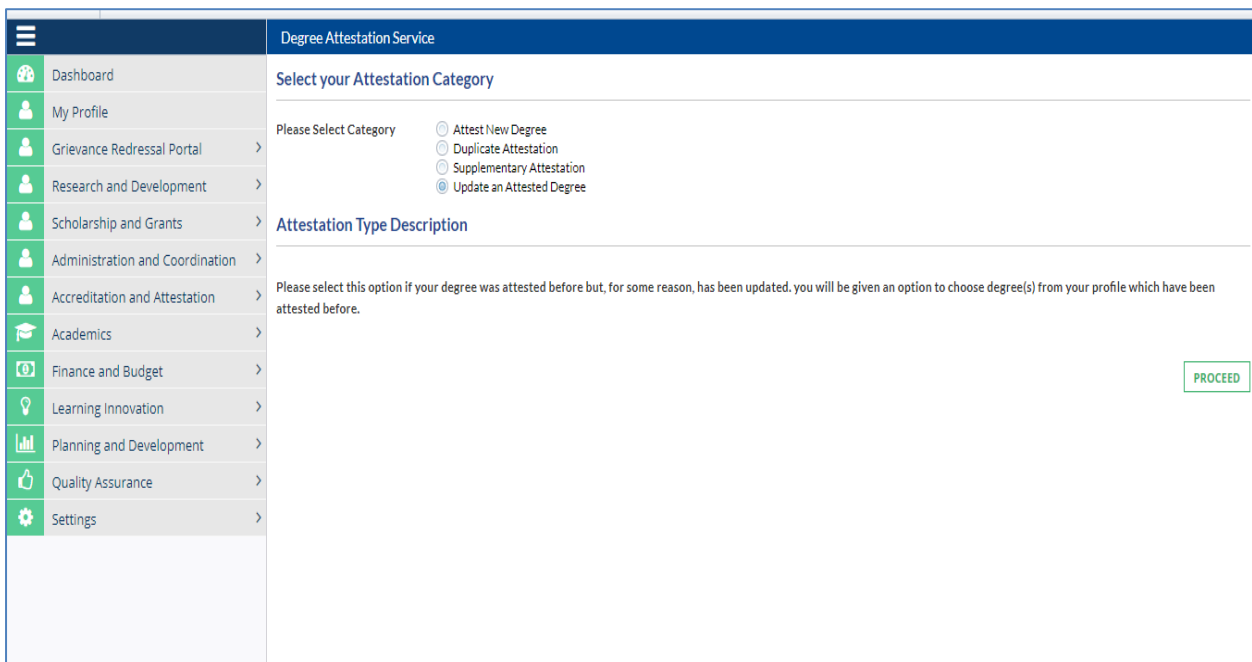
23) Click on “Previous” button to move back on the Details Verification Tab.

24) Click on “submit” button to submit the application.



25) Click on OK button in the submission pop-up to move back to the dashboard.

### 1.2 (B) DAS – APPLICATION FORM (HEC WEB PORTAL)



1. Select “Update an Attested Degree” and click on “Proceed”.

**50%**

**Degree Attestation Service**

Select Degree  Attestation Details  Details Verification  Undertaking

Scanned copy of original document is to be uploaded in My Profile, failure to comply will result in rejection of requested application.

**Select the documents which you want to get attested**

Your documents will be reviewed by HEC and the relevant university(ies) DAIs before Attestation

	Year of Passing	Qualification Level	Degree Program	Major	Name on Degree*
<input checked="" type="checkbox"/>	31-Dec-2002	Bachelor (16 Years) Degree	My new test	Agricultural Economics	test1
<input checked="" type="checkbox"/>	31-Dec-2009	Master/ MS (18 Years) Degree	test 3	Applied Psychology	Syeda Sehrish Naimat

SAVE & CLOSE NEXT

2. Click on the checkbox on the left to select degrees from the list. This list will contain all the degrees from common profile that are previously attested.
3. Click on “Next” button to move to next tab i.e. Attestation Details tab

**100%**

**Degree Attestation Service**

Select Degree  Attestation Details  Details Verification  Undertaking

**Update the Selected Degree**

id	Major	Name on Degree	University	Update Details
	Agricultural Economics	test1	National University of Computer and Emerging Sciences, Islamabad	UPDATE DETAILS
	Applied Psychology	Syeda Sehrish Naimat	Jamiat Al-Imam Mohamed Ibn Saud Al-Islamiah	UPDATE DETAILS

**Attestation Details**

Qualification Level	Degree Program	Document Type	Pages of Original Documents*	Pages of Photocopy Documents
Master/ MS (18 Years) Degree	test 3	Degree	0	0
Master/ MS (18 Years) Degree	test 3	Transcript	0	0
Master/ MS (18 Years) Degree	test 3	Provisional Certificate	0	0
Master/ MS (18 Years) Degree	test 3	Equivalence Certificate	0	0

4. In order to update Degree Info, Click on the “UPDATE DETAILS” Button.

**Update the Selected Degree**

Year of Passing	Qualification Level	Degree Program	Major	Name on Degree	Ur
31-Dec-2002	Bachelor (16 Years) Degree	My new test	Agricultural Economics	test1	N: En
31-Dec-2009	Master/ MS (18 Years) Degree	test 3	Applied Psychology	Syeda Sehrish Naimat	Ja Isl

**Update Degree Details**

Total CGPA\*

Obtained CGPA

Obtained Percentage\*

**Attestation Details**

Qualification Level	Degree Program	Document Type	Pages of Original Documents*	Pages of Photocopy Documer
---------------------	----------------	---------------	------------------------------	----------------------------

5. In order to commit the changes, Click on the “UPDATE” button.

**Attestation Details**

Qualification Level	Degree Program	Document Type	Pages of Original Documents*	Pages of Photocopy Documer
Master/ MS (18 Years) Degree	test 3	Degree	<input type="text" value="1"/>	<input type="text" value="0"/>
Master/ MS (18 Years) Degree	test 3	Transcript	<input type="text" value="1"/>	<input type="text" value="0"/>
Master/ MS (18 Years) Degree	test 3	Provisional Certificate	<input type="text" value="0"/>	<input type="text" value="0"/>
Master/ MS (18 Years) Degree	test 3	Equivalence Certificate	<input type="text" value="0"/>	<input type="text" value="0"/>

Grand Total Amount: 1600.00

6. Enter “Number of pages for original Documents” Or “Number of Pages of Photocopy Documents” for at least one document type.
7. Amount will be calculated on the basis of the no of pages and amount per page.
8. Grand Total will be displayed at the bottom of the grid.
9. Click on Next button to move to next tab i.e. Details Verification
10. Click on Previous button to move to next tab i.e. Select Degree tab
11. Click on Save and Close button to save the details and move to the dashboard

12. Click on checkbox if NADRA details have been updated since the account have been created.
13. Click on Download button to download the documents

14. Click on “Previous” button to move to previous tab i.e. Details Verification
15. Click on the “Save & close” button to move on the Dashboard.
16. Click on “Next” button to move to next tab i.e. undertaking tab

Dashboard

My Profile

Grievance Redressal Portal >

Research and Development >

Scholarship and Grants >

Administration and Coordination >

Accreditation and Attestation >

Academics >

Finance and Budget >

Learning Innovation >

Planning and Development >

Quality Assurance >

Settings >

Degree Attestation Service

Select Degree  Attestation Details  Details Verification  Undertaking

If you intend to send your application through Courier, Please select "Islamabad" as regional center otherwise your request will not be entertained.

Regional Center Details

Select Regional Center From  Where You Want To Get Attestation\*

It is hereby declared that:

- I have provided all of the information true to the best of my knowledge
- I have uploaded documents are eligible and in clear scanned format.

I understand that falsifying any information will lead to rejection of the application and may result in confiscation of degree and blacklisting which will make me ineligible to avail any service from HEC. The blacklisted profiles will be listed on public website.

PREVIOUS SAVE & CLOSE SUBMIT

17. Select the Regional center from where you want to get Attestation.
18. Select checkbox against the undertaking text.
19. Click on the "Save & close" button to move on the Dashboard.
20. Click on "Previous" button to move back on the Details Verification Tab.
21. Click on submit button to submit the application.

### 1.3 DAS – REVISE APPLICATION

The screenshot shows a dashboard with a left-hand navigation menu and a main content area. The main content area is divided into two sections: 'My Applications' and 'My Tasks'. The 'My Applications' section contains a table with columns for Application ID, Description, Status, and Date. The 'My Tasks' section contains a table with columns for Priority, Task ID, Description, Status, and Date. A red arrow points to the task 'DAS - Revise Application Form [HEC/A&A/DAS/2017/10642]' in the 'My Tasks' table.

Application ID	Description	Status	Date
10642	Degree Attestation Service	Revision Requested	12-May-2017
10658	Degree Attestation Service	Submitted	09-May-2017
10631	Degree Attestation Service	Submitted	03-May-2017
10604	Degree Attestation Service	Submitted	12-Apr-2017
10595	Degree Attestation Service	Under Scrutiny	11-Apr-2017
10592	Degree Attestation Service	Application Processing	11-Apr-2017
10555	Degree Attestation Service	Saved	07-Apr-2017
10554	Degree Attestation Service	Under Scrutiny	07-Apr-2017
10552	Degree Attestation Service	Revision Requested	07-Apr-2017
10542	Degree Attestation Service	Under Scrutiny	05-Apr-2017

Priority	Task ID	Description	Status	Date
	570087	DAS - Revise Application Form [HEC/A&A/DAS/2017/10642]	Open	12-May-2017

1. User can update the deficiencies pointed out by HEC person by accessing Revise application task from the dashboard in My Tasks section

- Dashboard
- My Profile
- Grievance Redressal Portal
- Research and Development
- Scholarship and Grants
- Administration and Coordination
- Accreditation and Attestation
  - Establishment of New University
  - Collaboration with Foreign Universities
  - Rating/Categorization of Universities/DAs
  - Degree Attestation
    - Application Form
    - Track Your Application
    - Foreign Embassy Admin Screen
  - Degree Equivalence
- Academics
- Finance and Budget
- Learning Innovation
- Planning and Development
- Quality Assurance
- Settings

Degree Attestation Service

Details Verification Updated Information

**Personal Details**

Application Reference Number	HEC/A&A/DAS/2017/10672	Date of Birth	31-May-1992
Application Submission Date	12-May-2017	Gender	Female
CNIC	422015557759	Permanent Address	A62/1/1 Block-14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan
Full Name	Syeda Sehrish abcdef Naimat	Current Address	A62/1/1 Block-14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan
Father Name	Syed Naimat Ullah		

**Nadra Details**

Item	Personal Details	Nadra Details	Decision	Comments
Full Name	Syeda Sehrish abcdef Naimat		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	
Father/Husband Name	Syed Naimat Ullah		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	
Date of Birth	31-May-1992		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	
Gender	Female		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	
Permanent Address	A62/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	
Current Address	A62/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan		<input checked="" type="radio"/> Approved <input type="radio"/> Rejected	

**Selected Degrees for Attestation**

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	National University of Computer and Emerging Sciences, Islamabad

**Qualification Details**

Qualification Level	Master/MS (18 Years) Degree	Education System	Semester
Program Start Date	01-Jan-2010	Total CGPA	4.00
Program End Date	31-Dec-2010	Obtained CGPA	3.00
Country	Pakistan	Obtained Percentage	%
City	Karachi		
University Name	National University of Computer and Emerging Sciences, Islamabad		
Campus	Campus 1		
Department	Department 1		
Degree Title	MBA (3.5 years)		
Discipline	Management Sciences & Business Education		
Field of Study			
Major	Banking		

**Credit Hours Transfer Details**

University	No. of Semesters	Start Date	End Date	Reason for Leaving Last Univer...
No content				

**My Profile Documents (Other than Educational)**

Title	Comments	Actions
dgwertwet - Copy of Cover Page/Synopsis		
Test RP 2 - Copy of Cover Page/Synopsis		
Copy of Domicile		
Copy of Passport/Travel Document		
Copy of CNIC		

Page: 1

REFRESH

**Comments History**

Comment By	Comment Date	Comment
das user2	12-May-2017	revise

1 - 1 of 1 item      5 | 10 | 50 | All      « 1 »

NEXT
CLOSE

Figure 3 Revise Application- Details Verification



2. User can view the previous details as Submitted on Details Verification tab.
3. Comments against NADRA details or Degrees can also be viewed on the same tab
4. User can download the documents by clicking on Download button in **My Profile Documents (Other than Educational)** section.
5. Clicking on Next button user will navigate to **Updated Information** tab
6. Clicking on Close button user will be redirected to Dashboard

Degree Attestation Service

Details Verification
Updated Information

### Personal Details

Application Reference Number: HEC/AGA/DAS/2017/10072	Date of Birth: 31-May-1992
Application Submission Date: 12-May-2017	Gender: Female
CNIC: 4220155557759	Permanent Address: A02/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan
Full Name: Syeda Sehrish abdef Naimat	Current Address: A02/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan
Father Name: Syed Naimat Ullah	

### Nadra Details

Item	Personal Details	Nadra Details
Full Name	Syeda Sehrish abdef Naimat	
Father/Husband Name	Syed Naimat Ullah	
Date of Birth	31-May-1992	
Gender	Female	
Permanent Address	A02/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan	
Current Address	A02/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan	

### Selected Degrees for Attestation

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	Name on Degree	Degree Attested Before?	Stamp Number	University
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	Syeda Sehrish abdef Naima	<input type="radio"/> Yes <input checked="" type="radio"/> No		National University of Computer and Emerging Sciences, Islamabad

### Qualification Details

Qualification Level: Master/ MS (18 Years) Degree	Education System	Semester
Program Start Date: 01-Jan-2010	Total CGPA	4.00
Program End Date: 31-Dec-2010	Obtained CGPA	3.00
Country: Pakistan	Obtained Percentage	%
City: Karachi		
University Name: National University of Computer and Emerging Sciences, Islamabad		
Campus: Campus 1		
Department: Department 1		
Degree Title: MBA (3.5 years)		
Discipline: Management Sciences & Business Education		
Field of Study:		
Major: Banking		

### Credit Hours Transfer Details

University	No. of Semesters	Start Date	End Date	Reason for Leaving Last University
No content				

### My Profile Documents (Other than Educational)

Title	Comments	Actions
dgwertwet - Copy of Cover Page/Synopsis		
Test RP 2 - Copy of Cover Page/Synopsis		
Copy of Domicile		
Copy of Passport/Travel Document		
Copy of CNIC		

Page : 1

REFRESH

### Comments History

Comment By	Comment Date	Comment
das user2	12-May-2017	revise

1 - 1 of 1 item 5 | 10 | 50 | All

### Comments

PREVIOUS
SUBMIT
CLOSE

**Figure 4 Revise Application - Updated Information**

1. User can update all the details in “MY PROFILE”
2. In order to view the updated details user can reopen the Revise task and see the updated details on Updated information tab.

3. User can also update the **Name on Degree OR Stamp Number** against the degrees in the “**Selected Degrees for Attestation**” section
4. Clicking on Previous button user will be redirected to Details Verification tab
5. Clicking on Close button user will be redirected to Dashboard
6. Clicking on Submit button task will be submitted.

### 1.4 DAS – APPLICATION SCHEDULING [APPLICATION ID]

My Tasks ↻

Priority	Task ID	Description	Status	Date
	570641	DAS - Application Scheduling [HEC/A&A/DAS/2017/10703]	Open	18-May-2017
	570549	DAS - Provide Feedback [HEC/A&A/DAS/2017/10694]	Open	17-May-2017
	570328	DAS - Provide Feedback [HEC/A&A/DAS/2017/10681]	Open	16-May-2017
	570271	DAS - Provide Feedback [HEC/A&A/DAS/2017/10679]	Open	15-May-2017
	570250	DAS - Revise Application Form [HEC/A&A/DAS/2017/10678]	Open	15-May-2017

1 - 5 of 5 items 10 | 20 | 100 | All ⏪ ⏩ 1 ⏪ ⏩

**Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Syeda Sehrish Naimat

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**Degree Attestation Service - Application Scheduling**

**Schedule Details**

**Selected Documents for Attestation**

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University	Campus	Qualification Level	Degree Name	Degree Attested Before?	Stamp Number	Download File
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	National University of Computer and Emerging Sciences, Islamabad	Campus 1	Master/MS (18 Years) Degree	MBA (3.5 years)	<input type="radio"/> Yes <input checked="" type="radio"/> No		<a href="#">DOWNLOAD</a>

---

**Payment Details**

Deposit Slip Number/ATM Transaction Code	HEC/A&A/DAS/2017/10672	Bank Name	Habib Bank Limited
Paid Amount	800.00	Branch Code (with Complete Address)	Habib Bank II Chundrigar Road

---

**Regional Center Details**

Selected Regional Center: Islamabad  
From Where You Want To Get Attestation

---

**Other Details**

Who is submitting the documents\* Through Courier

Your request will not be submitted until courier receipt is uploaded.

---

**Download Challan Form**

[PRINT CHALLAN FORM](#)

---

**Comments History**

Comment By	Comment Date	Comment
das user2	12-May-2017	revise


1 - 1 of 1 item 5 | 10 | 50 | All ⏪ ⏩ 1 ⏪ ⏩

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**Comments**

[PRINT APPLICATION FORM](#) [CLOSE](#) [SUBMIT](#)

Figure 5 - Application Scheduling - Through Courier



**Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Syeda Sehrish Naimat 

Degree Attestation Service - Application Scheduling

**Schedule Details**

**Selected Documents for Attestation**

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University	Campus	Qualification Level	Degree Name	Degree Attested Before?	Stamp Number	Download File
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	National University of Computer and Emerging Sciences, Islamabad	Campus 1	Master/MS (18 Years) Degree	MBA (3.5 years)	<input type="radio"/> Yes <input checked="" type="radio"/> No		<a href="#">Download File</a>

**Payment Details**

Deposit Slip Number/ATM Transaction Code HEC/A&A/DAS/2017/10072	Bank Name Habib Bank Limited
Paid Amount 800.00	Branch Code (with Complete Address) Habib Bank II Chundrigar Road

**Regional Center Details**

Selected Regional Center From Where You Want To Get Attestation: Islamabad

**Other Details**

Who is submitting the documents\*

**Online Appointment**

Appointment Date\*

Available Time Slots\*

**Comments History**


Comment By	Comment Date	Comment
das user2	12-May-2017	revise

1 - 1 of 1 item 5 | 10 | 50 | All


**Comments**

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**Figure 6 - Application Scheduling - Self Submission**



**Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Syeda Sehrish Naimat 

Degree Attestation Service - Application Scheduling

**Schedule Details**

**Selected Documents for Attestation**

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University	Campus	Qualification Level	Degree Name	Degree Attested Before?	Stamp Number	Download File
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	National University of Computer and Emerging Sciences, Islamabad	Campus 1	Master/MS (18 Years) Degree	MBA (3.5 years)	<input type="radio"/> Yes <input checked="" type="radio"/> No		<a href="#">Download File</a>

**Payment Details**

Deposit Slip Number/ATM Transaction Code: HEC/A&A/DAS/2017/10072 Paid Amount: 800.00	Bank Name: Habib Bank Limited Branch Code (with Complete Address): Habib Bank II Chundrigar Road
---	---

**Regional Center Details**

Selected Regional Center From Where You Want To Get Attestation: Islamabad

**Other Details**

Who is submitting the documents\*: Applying Through Authorized Person

**Authorized Person Details**

Name*: <span style="border: 1px solid #ccc; padding: 2px;">Abc</span> Identification Type*: <span style="border: 1px solid #ccc; padding: 2px;">CNIC</span> Cell Number*: <span style="border: 1px solid #ccc; padding: 2px;">Pakistan +92 1234567890</span> <small>e.g. +929999999999</small>	Address*: <span style="border: 1px solid #ccc; padding: 2px;">Xyz</span> CNIC Number*: <span style="border: 1px solid #ccc; padding: 2px;">1234567890110</span> <small>e.g. 1234512345670</small>
---	---

**Online Appointment**

Appointment Date\*: 25 September 2017      Available Time Slots\*: 08:30 - 09:30

**Comments History**

Comment By	Comment Date	Comment
das user2	12-May-2017	revise

1 - 1 of 1 item      5 | 10 | 50 | All

**Comments**

PRINT APPLICATION FORM
CLOSE
SUBMIT

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Figure 7 - Application Scheduling - Through Authorize Person

- 1) User can view all his Qualification related details in “**Selected Documents for Attestation**” section.
- 2) User can view all his Payment details and Regional Center details in their respective sections of **Payment Details** and **Regional Center Details** section
- 3) Select “Who is submitting the documents”.
- 4) “Online Appointment” section is displayed if “Self-Submission” is selected.
- 5) “Authorized Person Details” and “Online Appointment” sections are displayed if “Through Authorized Person” is selected.
- 6) Select Appointment Date and Available slot.
- 7) Enter following details if “Through authorized person” is selected in “Who is submitting documents.”
  - a) Enter Name, Address and Cell Number.
  - b) Select Identification Type and enter its number.
- 8) Click on “Print Application Form” button to download application form in pdf format.
- 9) User can also generate the Challan Form in PDF format if user selects “Through Courier”.
- 10) Click on Submit button to submit the task.
- 11) Clicking on close button system redirects user to the dashboard
- 12) If “Self-submission”/Applying through Authorized person is selected, process moves to task of “Receive Hard Copies”.
- 13) If “Courier” is selected, process will move to task of “Upload Courier Receipt”

## 1.5 DAS – APPLICATION RE-SCHEDULING [APPLICATION ID]

**Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Syeda Sehrish Naimat

**Degree Attestation Service - Application Re-Scheduling**

**Schedule Details**

**Selected Documents for Attestation**

Year of Enroll.	Year of Passing	Morning/Evening	Regular/Part Time	University	Campus	Qualification Level	Degree Name	Degree Attested Before?	Stamp Number	Download File
01-Jan-2010	31-Dec-2010	Afternoon	Distance Learning	National University of Computer and Emerging Sciences, Islamabad	Campus 1	Master (17 years) Degree	Master of International Management	<input type="radio"/> Yes <input checked="" type="radio"/> No		<a href="#">DOWNLOAD</a>

**Qualification Details**

Qualification Level	Master (17 years) Degree	Education System	Annual
Program Start Date	01-Jan-2010	Total CGPA	4.00
Program End Date	31-Dec-2010	Obtained CGPA	3.25
Country	Pakistan	Obtained Percentage	%
City	Karachi		
University Name	National University of Computer and Emerging Sciences, Islamabad		
Campus	Campus 1		
Department	Department 1		
Degree Title	Master of International Management		
Discipline	Agriculture		
Field of Study			
Major	Agriculture Education		

**Credit Hours Transfer Details**

University	No. of Semesters	Start Date	End Date	Reason for Leaving Last University
No content				

**Payment Details**

Deposit Slip Number/ATM Transaction Code	HEC/AGA/DAS/2017/10671	Bank Name	Habib Bank Limited
Paid Amount	800.00	Branch Code (with Complete Address)	Habib Bank II Chundrigar Road

**Regional Center Details**

Selected Regional Center	Karachi
From Where You Want To Get Attestation	

**Other Details**

Who is submitting the documents	Self Submission
---------------------------------	-----------------

**Online Appointment**

Appointment Date	12-Jun-2017	Available Time Slots	08:30 - 09:30
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**Download Challan Form**

[PRINT CHALLAN FORM](#)

**Comments History**

Comment By	Comment Date	Comment
0 item		

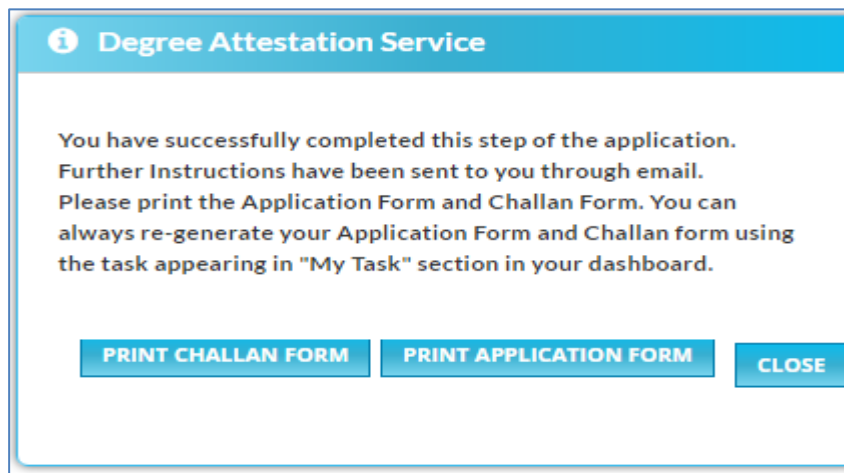
5 | 10 | 50 | All

[PRINT APPLICATION FORM](#) [CLOSE](#) [CANCEL APPOINTMENT](#)

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**Figure 8 - Application Re-Scheduling**

- 1) Click on Cancel Appointment button to cancel the scheduled appointment.
- 2) Click on “Print Application Form” button to download the application form in pdf format.
- 3) User can also generate the Challan Form in PDF format.
- 4) Clicking on close button system redirects user to the dashboard
- 5) User can reschedule Appointment by accessing “Application Rescheduling” task through dashboard in My Tasks section.



- 6) User can Print challan Form or Application form by clicking the buttons in the popup
- 7) User can click on Close button to Go back to the dashboard

### 1.6 DAS – UPLOAD COURIER RECEIPT [APPLICATION ID]

**My Tasks**

Priority	Task ID	Description	Status	Date
	570668	DAS - Upload Courier Receipt [HEC/A&A/DAS/2017/10703]	Open	20-May-2017
	570666	DAS - Application Scheduling [HEC/A&A/DAS/2017/10696]	Open	19-May-2017
	570549	DAS - Provide Feedback [HEC/A&A/DAS/2017/10694]	Open	17-May-2017
	570328	DAS - Provide Feedback [HEC/A&A/DAS/2017/10681]	Open	16-May-2017
	570271	DAS - Provide Feedback [HEC/A&A/DAS/2017/10679]	Open	15-May-2017
	570250	DAS - Revise Application Form [HEC/A&A/DAS/2017/10678]	Open	15-May-2017

1 - 6 of 6 items 10 | 20 | 100 | All

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**Degree Attestation Service - Upload Courier Receipt**

**Personal Details**

Application Reference Number	HEC/A&A/DAS/2016/10258	Date of Birth	12-Feb-1992
Application Submission Date	08-Dec-2016	Gender	Female
CNIC	422015558859	Permanent Address	A62/1/1 Block 14 Gulistan-e-Jauhar, Karachi, Karachi Central, Pakistan
Full Name	Syeda Sehrish b Naimat	Current Address	test current address, Karachi, Karachi West, Pakistan
Father Name	Syed Naimat Ullah		

**Courier Information**

Courier Number\*  Courier Company\*

Courier Receipt Date\*

**Upload Courier Receipt**

Title	Comments	Added By	Actions
Courier Upload	Courier Receipt	Syeda Sehrish Naimat	

Figure 9 - Upload Courier Receipt

- 1) User can open the Upload Courier receipt task from the dashboard in My Tasks section



- 2) Enter courier Number.
- 3) Select Courier Receipt Date and Courier Company.
- 4) Click on Upload Document button to upload the courier receipt.
- 5) Click on Submit button to submit the task.
- 6) Click on Close button to close the task. Task can be reopened again from My Tasks list on Dashboard

## 1.7 DAS – PROVIDE FEEDBACK [APPLICATION ID]

**My Tasks** ↻

Priority	Task ID	Description	Status	Date
	570668	DAS - Upload Courier Receipt [HEC/A&A/DAS/2017/10703]	Open	20-May-2017
	570666	DAS - Application Scheduling [HEC/A&A/DAS/2017/10694]	Open	19-May-2017
	570549	DAS - Provide Feedback [HEC/A&A/DAS/2017/10694]	Open	17-May-2017
	570328	DAS - Provide Feedback [HEC/A&A/DAS/2017/10681]	Open	16-May-2017
	570271	DAS - Provide Feedback [HEC/A&A/DAS/2017/10679]	Open	15-May-2017
	570250	DAS - Revise Application Form [HEC/A&A/DAS/2017/10678]	Open	15-May-2017

1 - 6 of 6 items 10 | 20 | 100 | All ⏪ ⏩ 1 ⏪ ⏩

**Degree Attestation Services - Provide Feedback**

Dear Applicant! Thank you for using our Degree Attestation Services.

Please provide your feedback\*

**Figure 10 - Provide Feedback**

- 1) User can open the Provide feedback task from the dashboard in My Tasks section
- 2) Enter feedback.
- 3) Click on submit to submit the feedback. Process will end.

## 1.8 TRACK YOUR APPLICATION

**Track Your Application**

**Applications**

Application Reference Number	Application Submitted Date	Application Status
<input type="radio"/> HEC/A&A/DAS/2016/10258	08-Dec-2016	Submitted
<input type="radio"/> HEC/A&A/DAS/2016/10257	08-Dec-2016	Submitted
<input type="radio"/> HEC/A&A/DAS/2016/10256	07-Dec-2016	Feedback Provided
<input type="radio"/> HEC/A&A/DAS/2016/10255	07-Dec-2016	Under Scrutiny Rejected
<input checked="" type="radio"/> HEC/A&A/DAS/2016/10252	07-Dec-2016	Hardcopies Returned

1 - 5 of 25 items      5 | 10 | 50 | All      < 1 2 3 4 5 >

[VIEW ATTESTATION DETAILS](#)   [VIEW APPLICATION DETAILS](#)

Figure 11 - Track Your Application

**Track Your Application**

**Applications**

Application Reference Number	Application Submitted Date	Application Status
<input type="radio"/> HEC/A&A/DAS/2016/10258	08-Dec-2016	Submitted
<input type="radio"/> HEC/A&A/DAS/2016/10257	08-Dec-2016	Submitted
<input type="radio"/> HEC/A&A/DAS/2016/10256	07-Dec-2016	Feedback Provided
<input type="radio"/> HEC/A&A/DAS/2016/10255	07-Dec-2016	Under Scrutiny Rejected
<input checked="" type="radio"/> HEC/A&A/DAS/2016/10252	07-Dec-2016	Hardcopies Returned

1 - 5 of 25 items      5 | 10 | 50 | All      < 1 2 3 4 5 >

[VIEW ATTESTATION DETAILS](#)   [VIEW APPLICATION DETAILS](#)

**View Attestation Details**

Enrollment	Year of Passing	University	Campus	Department	Qualification Level	Degree
01-Jan-2011	31-Dec-2011	National University of Computer and Emerging Sciences, Islamabad	Campus 1	Department 1	Master (16 Years) Degree	M.Sc (Forestry)
01-Jan-2012	31-Dec-2012	test other board	test campus	test dep	Master (17 years) Degree	test prog

Figure 12 - Track Your Application - View Attestation Details

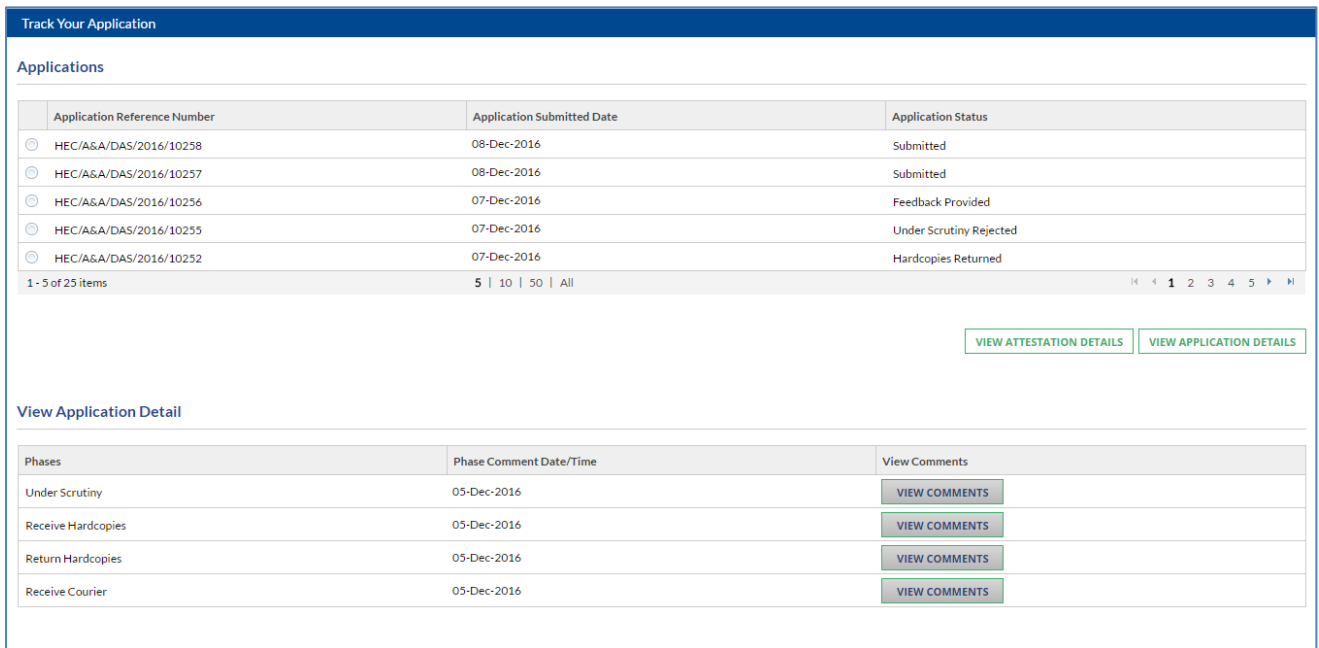


Figure 13 - Track your application - View Application Details

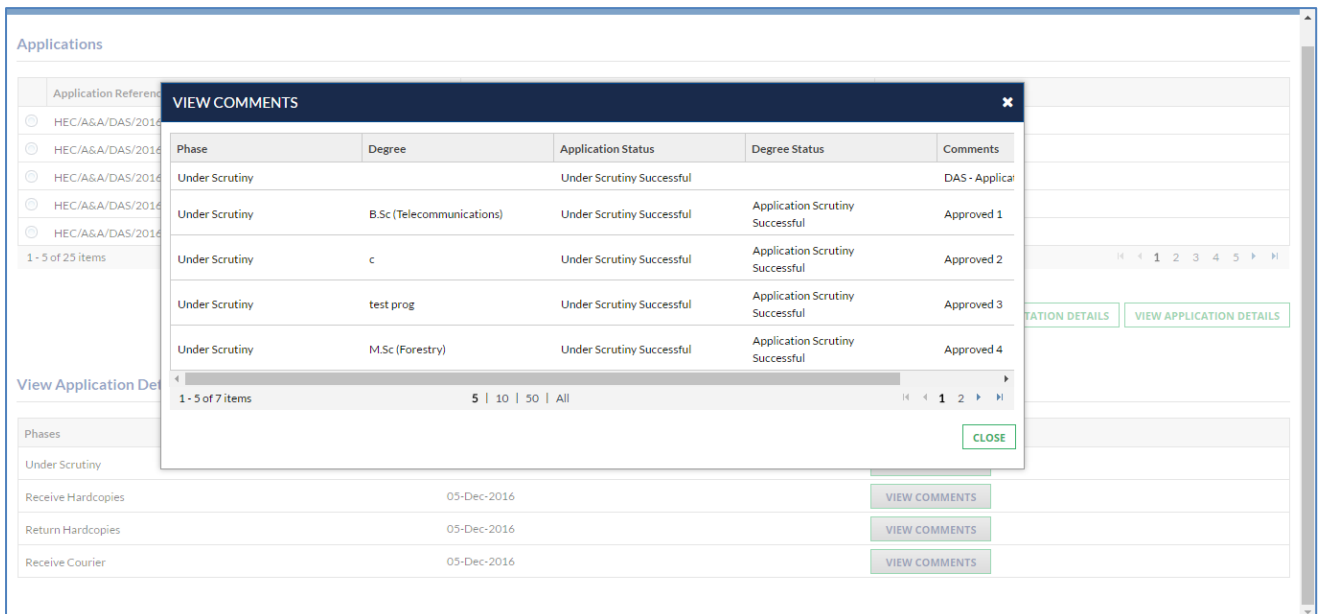


Figure 14 - Track Your Application - View Comments

- 1) Selects the application and click on either “View Attestation Details” or “View Application Details”.
- 2) On click of button, respective sections are opened.
- 3) Applicant can click on Download button to download the zip file of documents.
- 4) All the phases are displayed.
- 5) Applicant can click on View Comments to view the comments against the tasks of that particular phase.