



# BOARD OF INTERMEDIATE EDUCATION, KARACHI

Bakhtiar Youth Center, North Nazimabad, Karachi - 74700

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NO: BIE/ENROLMENT / 803/2024

DATED: 05-11-24.

The Principals of All Private  
Recognized / Affiliated Intermediate Colleges,  
& Higher Secondary Schools,  
Karachi Region,  
Karachi.

**NOTE: INCOMPLETE ENROLMENT FORMS WILL NOT BE ACCEPTABLE.**

**SUBJECT: COLLECTION OF ENROLMENT FORMS AND SUBMISSION OF FEE THERE OF FOR HSC PART-I ANNUAL EXAMINATIONS 2025.**

With reference to the subject noted above, it is to inform you that the Board has announced the schedule in connection for submission of Enrolment forms of the students of all Private affiliated institutions for the HSC Part-I, Annual Examinations 2025.

The Enrolment forms (faculty wise) along with prescribed Enrolment fee @ Rs.2,100/= per candidate in shape of consolidated Pay Order drawn in favor of the Secretary, Board of Intermediate Education, Karachi with complete list of students in quadruplet (four copies) admitted in first year, in which separately mention the other Boards admission cases & re-admission cases. One copy of the list must also be submitted in the Enrolment Section at the time of the submission of Enrolment Forms in the Accounts Section.

**THE SCHEDULE OF FEE FOR SUBMISSION OF ENROLMENT FORMS OF SCIENCE, COMMERCE, HUMANITIES, HOME ECONOMICS, DIPLOMA IN PHYSICAL EDUCATION, MEDICAL TECHNOLOGY & SPECIAL CANDIDATES.**

DESCRIPTION	FROM	TO
Submission of Enrolment Forms in the affiliated Institutions.	MONDAY 25-11-2024	MONDAY 30-12-2024
Submission of Enrolment Forms in the Board Office Accounts Section Room No.04 along with consolidated Pay Order duly prepared on or before 31.12.2024 (TUESDAY)	WEDNESDAY 01-01-2025	FRIDAY 03-01-2025

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## **INSTRUCTIONS FOR STUDENTS:**

1. Enrolment form is available now online at official website of the Board <https://www.biek.edu.pk>
2. Student have to follow the below procedure:
  - a. Click on Online Enrolment Web Portal system.
  - b. If you are new, then please register yourself first with Email and Password and remember for further corrections and changes.
  - c. When you register, please update your profile.
  - d. After completion of profile, please click on the enrolment button.
  - e. Enter your credentials/data in the required fields according to matriculation details.
  - f. Attach your picture (Passport size with blue background), S.S.C. (Matric) mark-sheet and college admission receipts and upload it.
  - g. If you are from Other Board then you must have to submit/upload Permission from the BIEK and also Migration Certificate form concerned Board.
  - h. If you are O-Level / International Student then you have to take the equivalency from IBCC and upload instead of Migration.
  - i. Finally the system will show one PDF file of Enrolment form, please download it and print it.
  - j. Kindly submit this Printed Enrolment form as Hardcopy at your concerned college.

## **INSTRUCTIONS FOR INSTITUTIONS:**

1. Please open the web portal <https://institute.biek.edu.pk>, which is specially designed for institutions.
2. It will ask the user id and password, please enter user id and password, which will provide you by our IT Section secretly.
3. When you logged in; please verify/approve the students, which enrolment forms that you have received and make sure that all students' pictures, S.S.C. (Matric) Data, Group/Faculty, and College name and other documents are according to the required format that have been attached by the students and they are genuine and verified. *(Incorrect format of pictures, selfies and other forge documents will not be entertain by the BIEK and deem to be cancelled).*
4. *As per the Board's schedule or announcement of dates of enrollment; the portal will be active, and the colleges must verify all the submitted enrolment forms and check all the credentials of their student.*
5. Institution must have to approve the form of each student on Enrolment Portal. The list of enrolment must be generated and download from the web portal with QR Code and complete in all respect and signed by concerned Principal/Head Master/Head Mistress in triplicate (*Accounts, Enrolment, IT*) submitted along with fee vouchers/slip (*if required*) in the account section of the Board.
6. Permission is required for Change of Board if S.S.C. is passed from Other than Board of Secondary Education, Karachi, Gap Permission is required if S.S.C. is passed before 2023, scanned Original Migration Certificate if S.S.C. is passed from Other than Board of Secondary Education Karachi, Equivalence Certificate from IBCC for those students who pass the G.C.E. (O'Level) Examination, accordingly and upload it.

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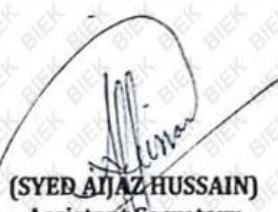
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7. Those candidates who ought to appear afresh again in H.S.C. Part-I in same faculty from same college shall not get new admission and enrolment again. Only Part-I repeat permission shall apply on prescribed form and fee. Form can be downloaded from official website.
8. The provisionally admitted students (if any) as permissible under the rules, should compulsorily be sent to the Board of Intermediate Education, Karachi clearly stating the reason for allowing their provisional admission. The Enrolment Forms should immediately be sent to the Board with eligibility certificate.
9. Those students who have passed Technical School Certificate Examination or those students who have passed their S.S.C. Examination with Computer Science are not eligible to take Admission in Pre-Medical Group.
10. No enrolment form shall be entertained from any institution without Affiliation from Board of Intermediate Education Karachi.

  
PROF. AMEER HUSSAIN QADRI  
(SECRETARY)

**Copy for information:**

1. P.S. to Principal Secretary to Chief Minister Sindh, Chief Minister's House, Karachi.
2. P.S to the Secretary, Universities & Boards Department, Govt. of Sindh, Karachi.
3. The Director Colleges, Karachi Region, Govt. of Sindh, Karachi.
4. The Director Schools, Karachi Region, Govt. of Sindh, Karachi.
5. The Director, Press Information Department, Block-95, Saddar, Karachi.
6. The News Editor of Local Dailies for favor of Publication as news item through their esteemed dailies.
7. The News Editor, Karachi Television, Karachi for Broadcast / Telecast over TV as a news item.
8. The In-Charge City Service Cell, Pakistan Broadcasting House, M.A Jinnah Road, Karachi for repeated announcement.
9. P.S to Chairman / A.S (Co-ordination), BIE, Karachi.
10. P.A to Secretary / Controller of Examination, BIE, Karachi.
11. All Officers / Sections, BIE, Karachi
12. The Deputy Director Information, BIE, Karachi.

  
(SYED AJAZ HUSSAIN)  
Assistant Secretary  
ENROLMENT SECTION