

**PAGE 1 – Provide Required Information on This Page)**

Name: \_\_\_\_\_ S/D/O \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

a. University Name (in which you are currently studying):

**Your Answer:** \_\_\_\_\_

b. Full Title of your Program of Study:

**Your Answer:** \_\_\_\_\_

c. Have you completed at-least First semester: Yes, or No (if No, then you are not eligible to apply for migration in IST)

**Your Answer:** \_\_\_\_\_

d. Your CGPA after the completion of \_\_\_\_\_ semester(s) is  $\geq 3.00$ : Yes, or No (if No, then you are not eligible to apply for migration in IST)

e. Your university is recognized by HEC: Yes, or No (if No, then you are not eligible to apply for migration in IST)

**Your Answer:** \_\_\_\_\_

f. Any disciplinary action taken against you: Yes, or No (if Yes then you are not eligible to apply for migration in IST)

**Your Answer:** \_\_\_\_\_

g. Are you academically suspended or dismissed student: Yes, or No (if Yes then you are not eligible to apply for migration in IST)

**Your Answer:** \_\_\_\_\_

h. For which Science Program of IST you are interested for migration:

**Your Answer:** \_\_\_\_\_

**UNDERTAKING**

I am agreed with Rules & Regulations/ Policies of IST related to Migration/ Transfer of Students. I also understand that providing false or incomplete information/ documents would result in my disqualification or dismissal from the program at any stage.

Applicants Signature \_\_\_\_\_ CNIC/ B-Form: \_\_\_\_\_

Father/ Guardian Signature \_\_\_\_\_ CNIC: \_\_\_\_\_

If requirements mentioned on Page 1 are completed/ fulfilled, then please attach the clearly visible photocopies of following documents with duly filled PAGE 1 and send at below address through registered courier service for further process.

**Admissions Office**  
 Institute of Space Technology  
 Near Rawat Toll Plaza, 1,  
 Islamabad Highway, Islamabad  
 Ph:- 051-9075100

Please confirm that following documents are attached with Form		Documents Attached YES / NO
Sr. No.	Documents Required for Transfer in BS Engineering Programs	
1	Copy of CNIC (applicant)	
2	Copy of CNIC Father / Guardian	
3	Matric Result Card <b>or</b> IBCC Equivalence Certificate	
4	FSc Part 1 Result Card (if applicable)	
5	FSc Part 2 Result Card (Pre-Engineering/ ICS) <b>or</b> IBCC Equivalence Certificate	
6	Valid NAT-IE/ICS Result Card or SAT-II Score	
7	Official Transcript Containing the CGPA & Grades of Courses studied at Previous University/ Institution	
8	Reason of Transfer with Valid Documentation (explaining reasons for transfer)	
9	No Objection Certificate from your University/ Institution	
10	Character Certificate/ Letter of Moral Conduct from your University/ Institution	
11	Detailed Courses Outlines of Courses already Studied	

**Notes:** Please provide all required information at Page 1. Also attach all required documents mentioned above. Incomplete applications will be rejected without any intimation.

**Migration Fee / Charges – For BS Programs**

<b>S. No.</b>	<b>Description</b>	<b>Amount (Rs.)</b>	<b>Remarks</b>
1	Application Processing Fee	10,000	Non-Refundable
2	Enrollment Fee	50,000	To be payable in case of admission
3	Semester Dues (excluding Hostel/Transport Charges)	As per prevailing fee structure	To be payable in case of admission in respective program

Note: Above mentioned charges are subject to change

## **Existing Rules & Regulation (can be changed by IST as and when required)**

- Student(s) who has completed at-least first semester with CGPA  $\geq 3.00$  of his/her UG degree program at HEC recognized and NCEAC/ PEC accredited institutions(s) will be eligible to apply for transfer only.
- Transfer request(s) by the student(s) of a non-Outcome Based Education (OBE) will not be considered for transfer.
- Transfer request(s) by the academically suspended or dismissed students will not be considered for transfer/admission.
- At undergraduate level courses completed with a minimum of B grade will be considered for transfers provided that requested transferable course(s) meet the program specific requirements.
- For transfer only those courses will be considered that are comparable to the courses being offered in a specific degree program of IST with at least 75% content similarity in terms of scope and depth.
- Acceptability of transfer credits towards a specific degree program will be determined by the concerned department(s). In this regard the members of the DBS of the concerned department will mainly be responsible to establish the course equivalency for the requested transfer courses in terms of scope, quality and rigor of content.
- Academic department(s) is authorized to accept/reject course credits for transfer considering the elapsed time since the transferable course was completed, as per degree completion timeline.
- A course completed at a lower tier of study program is nontransferable to a higher level degree program e.g., course done at bachelor/diploma level is nontransferable to master's degree program.
- For the award of degree, transferred undergraduate student(s) is required to complete 70 credit hours of course work including Final Year Project at IST.
- To qualify for the award of gold medal, transfer student(s) needs to complete at least 128 credit hours (UG) including final year project at IST.
- Transfer Students (BS Science Programs) will be required to complete their degree requirements within the maximum duration of degree program (as per IST/ HEC rules). In this regard the duration of degree completion will be determined by calculating the time period starting from student's initial registration in the degree program at the last/ex attended institution. Therefore, request(s) for extension will not be considered in this regard.
- All the accepted courses for transfer will not be reflected on student's transcripts issued by IST. Therefore, at the time of degree completion an additional transcript issued by student's last attended institution will be attached with IST transcript. Thus, grade(s) earned in transferred course(s) will not be counted towards calculation of student's CGPA at the time of degree completion.