

International Students  
Recruitment & Admission Guide  
MSc Program

**COMSATS Institute of Information Technology (CIIT)**



**International Students Affairs (ISA)**

**International Office, Principal Seat**

**Park Road, Tarlai Kalan, Islamabad, 45550 - Pakistan.**

[www.comsats.edu.pk](http://www.comsats.edu.pk), [ww3.comsats.edu.pk/internationalstudents](http://ww3.comsats.edu.pk/internationalstudents)

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# International Students Application Guidelines for Admissions in MS Programs

## 1. Procedures and Modalities

### 1.1 Eligibility Criteria

Applicants must possess 16 years degree in the relevant field from accredited international universities with CGPA 2.5/4 (semester system) or not less than 60% in annual system. For department and selection of program of studies, the applicant shall have to go through the Graduate Prospectus available at website: [www.comsats.edu.pk](http://www.comsats.edu.pk) or <http://www3.comsats.edu.pk/internationalstudents/default.aspx> and admission queries could be made on email; [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk).

### 1.2 Application procedure

**1.2.1 General route self-finance applicants may send their applications for admissions in MS programs directly to COMSATS Institute of Information Technology (CIIT) International Students Affairs (ISA) Park Road, Tarlai Kalan Islamabad Pakistan by mail and scanned copies on email address [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk).**

**1.2.2 CIIT Pakistan offers partial scholarships to support international students to secure higher education in reputable fields under master degree programs as per following details to utilize the appropriate source in different regions of the world.**

- a) **OIC nominees for scholarship** have to send their application with required documents to Organization of Islamic Cooperation, OIC General Secretariat P.O. Box No. 178 Jeddah 21411 Saudi Arabia and a copy to COMSATS Institute of Information Technology (CIIT) International Students Affairs (ISA) Park Road Islamabad Pakistan and **scanned copies on email address [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk)**
- b) **COMSATS nominees for scholarship** shall route their applications to COMSATS Headquarter Off Constitution Avenue, Sharah-e Jamhuriat, Sector G5/2 Islamabad Pakistan and a copy to COMSATS Institute of Information Technology (CIIT) International Students Affairs (ISA) Park Road Islamabad Pakistan and **scanned copies on email address [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk)**
- c) **ISESCO nominees for scholarship** shall route their applications to ISSESCO Headquarter, Avenue des F.A.R, Hay Ryad, PO Box 2275, PC Code 10104 - Rabat - Kingdom of Morocco. Ph: +212 (0) 6375 66053 – 53 and a copy to COMSATS Institute of Information Technology (CIIT) International Students Affairs (ISA) Park Road Islamabad Pakistan and **scanned copies on email address [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk)**

- d) **Consortium of Afghanistan universities nominees for scholarships** applicants shall route their applications through their universities.
- e) *Nominees of various Governments* shall route their applications through either Ministry of Education or direct to CIIT.

**Please note:** All such candidates applying for CIIT partial scholarship being a nominee as mentioned above may also send a copy of their applications to COMSATS Institute of Information Technology (CIIT) on the given address and scanned copies on email address [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk)

### 1.3 Documents Required

- a) Completed graduate admission application form (available at website [www.comsats.edu.pk](http://www.comsats.edu.pk) under International Student tab.
- b) Statement of purpose or Research plan
- c) Scans of degrees and transcript of all post-secondary degrees (with English translation where required).
- d) Latest passport size photographs with blue background.
- e) Scan of valid passport.
- f) Three copies of the Student Information Sheet available with application form .
- g) Evidence showing proficiency in English Language (IELTS minimum score 5.0 band or TOEFL minimum score 70) or English proficiency certificate from the last attended institution
- h) NOC ( No objection Certificate) / Letter from the respective Government office / Last attended educational institute regarding permission to study in Pakistan

### 1.4 Statement of purpose (Research Plan)

The statement of purpose is a critical part of the application process for graduate admission, which helps in ascertaining seriousness and aptitude of the applicant. It is the only part of the process that you have complete control over; you cannot change your Grades/GPA, but you can determine the finished product of your statement. It should demonstrate excellence in writing and clarity of thinking. It is a chance to introduce yourself and describe who you are; what your background is; and what is important to you. More importantly, the statement of purpose is an opportunity for an applicant to describe their purpose in pursuing graduate study; why CIIT and a specific program is your preferred choice; what are your reasons for graduate study, what is your plan in pursuing this degree, etc. It should state how well you know CIIT and justify your reason for studying at CIIT.

**Please note that the CIIT shall not accept applications where the personal statement has been written by anyone else other than applicant or has been copied from any internet source.**

## 1.5 Visa Requirements

International students who wish to study in Pakistan need to obtain a Student Visa before traveling to Pakistan. Once you have been issued a provisional admission letter, you should immediately apply for a student visa for Pakistan by sending copies of admission letter, passport and other relevant documents to the nearest Pakistani High Commission in your country of residence or a neighboring Commonwealth country. .

## 2. NTS-GAT Requirement

NTS-GAT is compulsory for getting admission in Master's program in Pakistan, as per rules of Higher Education Commission (HEC) Pakistan. International students who do not have NTS - GAT result are required to appear for NTS -GAT during the first semester of their studies at CIIT Islamabad Pakistan.

## 3. Letter of Reference

Two reference letters typed in double space may accompany your application dossier. Ideally one letter may be from a faculty member of your alma mater, while the second one may be from an employer. Both letters may bring out clearly your suitability for the selected program. Alternatively, both letters could be from your former teachers .

## 4. Data protection

International students, who apply to the COMSATS Institute of Information Technology (CIIT), may have friends or family in Pakistan who sometimes contact us on your behalf. The Institute cannot divulge any personal information relating to an application to any third party without the applicant's written consent. If you wish to authorize a friend or family member to request and receive information on your behalf, please contact [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk) for the procedure.

## 5. English Language Test Requirements

CIIT accepts the following evidence as satisfying the English Language requirements for entry to a Master's degree program;

- IELTS minimum 5.0 band or
- TOEFL Internet-based test - overall minimum score 70
- English proficiency certificate from the last attended institution

***Please note that your score may not be more than two years old.***

## 6. Sponsored Students

If applicant's fees are being paid by an employer, the applicant will need to bring a letter signed by an appropriately authorized sponsored agency on letter headed paper, containing the following information:

- a) *Applicants name*
- b) *Year of study*
- c) *The amount or percentage of the fee being paid*
- d) *Invoice address, if different*

The sponsoring agency have to pay directly one year fee & charges in favor of COMSATS Institute of Information Technology Islamabad Pakistan in the form of Bank draft or direct transaction in CIIT account as mentioned at Serial No. 7.1

## 7. Fee Structure Per Semester

International Students Fee Structure (USD \$)		
<b>One Time Charges</b>	<b>Graduate programs</b>	<b>Undergraduate programs</b>
Admission Fee	250	200
Graduation Fee	250	200
Security (Refundable)	100	100
Other ( library, Id card, document verification)	100	50
<b>Total</b>	<b>700</b>	<b>550</b>
<b>Semester Tuition Fee</b>		
Tuition Fee (including user charges & registration Fee)	<b>1,500</b>	<b>2,000</b>
<i>Room, Board, utilities &amp; transportation between hostel and campus*</i>	<b>1,200</b> (single room) <b>900</b> (twin sharing)	<b>1,200</b> (single room) <b>900</b> (twin sharing)
<i>Health Facilities</i>	<b>150</b>	<b>150</b>

*\*(there is 10% -15% anticipated annual increase in Room, Board, utilities and transportation)*

### 7.1 Fee Structure for scholarships based Programs

CIIT Pakistan offers partial scholarships to support International Students. For information about Fee for scholarships based programs please contact us at [int.admissions@comsats.edu.pk](mailto:int.admissions@comsats.edu.pk)

**Please note that the above mentioned fee &charges are subject to change and do not include airfares, incidentals and any other item, which is not listed . For up to date fee information please visit our website <http://ww3.comsats.edu.pk/internationalstudents/default.aspx>**

## 8. Duration of MS Program

The duration of studies for Master's degree program is not less than two years. The typical academic year comprises of two semesters as follows:

<b>Fall Semester:</b>	September to January (18 weeks)
<b>Spring Semester:</b>	February to June (18 weeks)
<b>Summer Break:</b>	July – August (8 – 10 weeks)

## 9. Accommodation

Accommodation would be provided by CIIT to international students. This will provide an opportunity to interact, live and study with students from different backgrounds and many of whom will become friends for life. CIIT offers conducive living and studying environment for the students.

## 10. Orientation and Registration

Orientation is your chance to learn about the University, ask questions, register your courses, get to know your fellow classmates, meet with an academic advisor/faculty member and begin your adventure as a new student.

A formal orientation program is designed to welcome and introduce International students to CIIT and to help them adjust to life at CIIT before the official start date of classes. There will be social events where students will have the opportunity to make new friends, meet CIIT faculty & staff. It is essential for all new international students to attend the orientation, as they will need to register with the CIIT Medical Center and fulfill other requirements as well.



**For Admission Inquiries & Further Information Please Contact Us:**

**In Charge**  
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