International Students Application
Guidelines for Admissions in Masters Programs

1. Procedures and Modalities

1.1 How to apply

The eligible 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 or http://ww3.comsats.edu.pk/internationalstudents/default.aspx and admission queries could be made on email; 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) Office of International Students Affairs (OISA) Park Road Islamabad Pakistan by mail and scanned copies on email address 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) Office of International Students Affairs (OISA) Park Road Islamabad Pakistan.

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) Office of International Students Affairs (OISA) Park Road Islamabad Pakistan.

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) Office of International Students Affairs (OISA) Park Road Islamabad Pakistan.

d) Consortium of Afghanistan universities nominees for scholarships applicants shall route their applications through their universities. Pakistan.
e) **Mauritius Government nominees for scholarships** applicants shall route their applications through Ministry of Education and Human Resources, MITD House, Pond Fer, Phoenix. Mauritius Ph: (+230) 686 0722 email: scholarships@mail.gov.mu


h) **Maldives Government nominees for scholarships** applicants shall route their applications through Department of Education, Republic of Maldives, Velaanaage, 8th Floor, Ameer Ahmed Magu Male’, Republic of Maldives. [www.dhe.gov.mv](http://www.dhe.gov.mv) email: admin@dhe.gov.mv


*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

### 1.3 Documents Required

- **a)** Two copies of the filled in graduate admission application form (available at website [www.comsats.edu.pk](http://www.comsats.edu.pk) under International Student tab (properly filled and signed by the applicant).
- **b)** Statement of purpose or Research plan (at least 2 pages)
- **c)** Copies of academic degrees and transcript last ascertained.
- **d)** Four latest passport size photographs with blue background.
- **e)** One copy of valid passport showing all details. (First thee pages)
- **f)** Three copies of the Student Information Sheet available with application form and also available at website: [www.hec.gov.pk](http://www.hec.gov.pk)
- **g)** Copy of the certificate showing proficiency of English (IELTS minimum score 5.0 band or TOEFL minimum score 70) or NTS-GAT score 50 (refer to website; [www.nts.org.pk](http://www.nts.org.pk) (validity not more than 02 years)
- **h)** NOC from the respective Government

### 1.4 Personal Statement

The personal statement must be the part of admission application of candidates own work in order to know about applicants personal experiences and appropriateness for entry on the chosen course of study at CIIT Islamabad Pakistan.
The personal statement write-up should include;

- The reasons to study the course which has been chosen
- Applicants leisure time activities and personal interests
- Information about any part-time or full-time jobs performed and details of work experience.
- Explanations of any gaps in education of applicant & employment history

*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 Submission of Scanned Applications

The above documents mentioned at serial number 1.3 above could be scanned and transmit with all relevant documents at email; int.admissions@comsats.edu.pk, The CIIT shall process such admission case within stipulated time frame and issue provisional admission offer that shall be confirmed on student’s arrival for registration & payment of required fee at COMSATS Institute of Information Technology (CIIT), Islamabad Pakistan before the start of semester during registration & orientation week.

### 1.6 Visa Requirements

International students who wish to study in Pakistan need to obtain a Student Visa before traveling to Pakistan. Once he/she has been issued a provisional offer letter to study at CIIT, Islamabad (Pakistan), he/she should immediately apply for his/her student visa for Pakistan by sending copies of admission offer letter, passport and other relevant documents to the nearest Pakistani Embassy or High Commission for visa issuance. Further information is available at website link of Higher Education Commission; http://www.hec.gov.pk/insideHEC/divisions/AECA

### 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. References and copies of certificates

The completed application form to be sent on the address stated on the form or send scanned copies on email; int.admissions@comsats.edu.pk along with:

- Photocopies of all your educational certificates (with translated copies where necessary).
Two written or typed references from an academic tutor or employer who can recommend your suitability as a student. We kindly ask that these references be provided on the headed paper of the relevant institution.

NTS-GAT/ IELTS/ TOEFL score card.

4. **Data protection**

Many of the international students who apply to the COMSATS Institute of Information Technology, Pakistan may have friends or family in the Pakistan who contact us on the student's behalf. The Institute may not 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 to ask for a Permission Form.

5. **English language Test Requirements**

The COMSATS Institute of Information Technology, Pakistan accepts the following qualifications 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

*Please note that the result may not be more than two year 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

<table>
<thead>
<tr>
<th>Fee Structure MS Program CIIT Pakistan in US$</th>
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</thead>
<tbody>
<tr>
<td><strong>One Time Charges</strong></td>
</tr>
<tr>
<td><strong>Admission Fee</strong></td>
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<tr>
<td><strong>Graduation Fee</strong></td>
</tr>
<tr>
<td><strong>Caution Money (Refundable)</strong></td>
</tr>
<tr>
<td><strong>Semester Fee</strong></td>
</tr>
<tr>
<td><strong>Tuition Fee (including user charges</strong></td>
</tr>
<tr>
<td><strong>&amp; registration Fee)</strong></td>
</tr>
<tr>
<td><strong>Boarding Lodging &amp;</strong></td>
</tr>
<tr>
<td><strong>transportation (from hostel to campus and</strong></td>
</tr>
<tr>
<td><strong>hostel only)</strong></td>
</tr>
</tbody>
</table>

- Above mentioned charges do not include airfares/other travel cost, incidentals and any other item, which is not listed above and applicant has to arrange by their own.
- MS program comprises of four (04) semesters.

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

*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*

**Mode of Fee payment:**

Bank draft or cashier cheques or wire transaction to be made in favor of COMSATS Institute of Information Technology, Islamabad Pakistan, or directly at CIIT account well in time after the receipt of admission offer or at the time of registration. No travelling cost is included in the fee structure; it will be borne by the applicant from his/her home to host and from host to home country. Bank and Account details are as under:

<table>
<thead>
<tr>
<th>Account Title:</th>
<th>CIIT-FOREIGN CURRENCY ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account NO:</td>
<td>0082-01800031</td>
</tr>
<tr>
<td>SWIT Code:</td>
<td>ALFHPKKA082</td>
</tr>
<tr>
<td>Bank:</td>
<td>Bank Alfalah Limited</td>
</tr>
<tr>
<td>Branch:</td>
<td>I-10 Markaz Branch (0082), Islamabad Pakistan</td>
</tr>
</tbody>
</table>
8. Details of MS Degree Program

CIIT offers MS degree in following programs:

- Master of Science in Computer Science (Including Health Informatics)
- Master of Science in Management Science
- Master of Science in Electrical Engineering
- Master of Science in Biosciences
- Master of Science in Mathematics
- Master of Science in Physics
- Master of Science in Meteorology

For updated MS programs list please check our website
http://www3.comsats.edu.pk/internationalstudents/default.aspx

Duration of MS Program

The duration of studies for MS degree shall not be less than two year. The details are as under:

- Duration of each semester is four and half months (18 weeks)
- There are two semester in each academic year
- Fall and Spring semester are continues with 2 weeks break between Fall and spring semester
- There is summer break of about 8 -10 weeks after spring semester

9. Accommodation for International Students

CIIT accommodation will be given to applicants international students. It will provide an opportunity once-in-a-lifetime to interact, live and study with students from many different backgrounds and many of whom will become friends for life. CIIT at all campuses shall offer a quieter living and studying environment.

10. Orientation and induction program

The orientation and induction program is to help international students adjust to new life at the COMSATS Institute of Information Technology, Pakistan. One week Program has been designed to welcome and introduce new International students to the CIIT. It will be organized for one week 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 also essential for all new international students to attend international induction week, as they will need to register with the CIIT medical center and with the police (if required). It is also the best time to open a
bank account because representatives from banks will be on hand to provide assistance and advice.

11. Registration

Before the start of the academic year, there are a number of introductory events being designed to give more information about studying and student life at CIIT Pakistan.

A number of these events will take place during the year in academic departments and will provide a better chance to find out more about:

- What is expected of you as a student
- How to register with the CIIT,
- Payment of fees
- How to select your classes for study
- More information about the classes
- Assignments and study for the coming year

12. International Student Support Program

- CIIT Pakistan shall welcome, guide and support for undertaking your studies in Pakistani education system.
- The OISA shall continue to help and support you during your time with us and shall also provide assistance for visa and immigrations requisites and also invite you to attend and participate in a wide range of social and cultural events.
- Attending such cultural events is also an opportunity to share your experiences, expending social network and make friendships with fellow multi-cultural students of different countries.

For Admission Inquiries & Further Information Please Contact Us:

Office of International Students Affairs (OISA)
International Office, Principal Seat
COMSATS Institute of Information Technology (CIIT)
Park Road Islamabad, Pakistan.
Tel: +92 51 9247 001-3, +92 51 8318 471-99, +92 51 9049 5195
int.admissions@comsats.edu.pk, Skype ID: ciit.int.admissions
www.comsats.edu.pk