International Students Application Guidelines
Undergraduate Programs

1. Procedures & Modalities

1.1 How to apply

The candidate seeking admissions in undergraduate 04 years degree programs at COMSATS Institute of Information Technology (CIIT) Pakistan must possess Intermediate or equivalent higher secondary school certificates showing 12 years education from accredited international institution with 60% cumulative marks for engineering degree programs and not less than 50% for non-engineering degree programs. For department and selection of academic program of studies, the applicant shall have to go through the Undergraduate Prospectus available at CIIT Official website; www.comsats.edu.pk or http://ww2.ciit-isb.edu.pk/internationalstudents/ and admission queries could be made through email; int.admissions@comsats.edu.pk

1.2 Application procedure

Candidates applying for admissions could send their applications for undergraduate degree programs to COMSATS Institute of Information Technology (CIIT) by mail on the given address and can also send us scanned copies of application form and relevant documents through email: int.admissions@comsats.edu.pk

1.3 Documents Requirement

i. Two copies of the filled in undergraduate admission application form (available at website www.comsats.edu.pk under the tab of International Students downloads.

ii. One set of copies of educational certificates and transcripts last ascertained.

iii. Six latest passport size photographs with blue background.

iv. One copy of valid passport.

v. Two copies of the Student Information Sheet available with application form and also available at Higher Education Commission (HEC) Pakistan website; www.hec.gov.pk

vi. Copy of the certificate showing proficiency of English from last attended institution OR IELTS minimum score 5.0 band OR TOFEL minimum score 70).

1.4 Submission of Scanned Copies of Applications

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

### 1.5 Visa Requirements

International students who wish to study in CIIT Pakistan need to obtain a Student Visa before traveling to Pakistan. Once he/she has been issued a provisional admission offer letter to study at CIIT 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 Consulate General for visa issuance. Further information is available at website link of Higher Education Commission; [http://www.hec.gov.pk/insideHEC/divisions/AECA](http://www.hec.gov.pk/insideHEC/divisions/AECA)

### 2. English language Test Requirements

The COMSATS Institute of Information Technology, Pakistan accepts the following qualifications as satisfying the English Language requirements for entry to an undergraduate academic degree program;

- English Proficiency Certificate from the Last attended Institution **OR**
- IELTS minimum 5.0 band **OR**
- TOEFL Internet-based test - overall minimum score 70

### 3. Fee & Allied Expenditures to be Met by the Applicant

<table>
<thead>
<tr>
<th>One Time Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>500</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>500</td>
</tr>
<tr>
<td>Caution money (Refundable)</td>
<td>500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Semester Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee (including user charges &amp; registration fee)</td>
<td>3,000</td>
</tr>
<tr>
<td>Boarding Lodging &amp; transportation as per need basis (from hostel to campus and hostel only)</td>
<td>2,000</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.
- BS program comprises of eight (08) semesters.

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://www2.ciit-isb.edu.pk/internationalstudents/](http://www2.ciit-isb.edu.pk/internationalstudents/)
3.1 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. 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. All such transactions to be made on the given Bank Account;

<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 Name</td>
<td>Bank Alfalah Limited</td>
</tr>
<tr>
<td>Bank Address</td>
<td>I-10 Markaz Branch (0082), Islamabad Pakistan</td>
</tr>
</tbody>
</table>

4. Details of Undergraduate Degree Program

Please see our undergraduate prospectus at CIIT official website; www.comsats.edu.pk or http://ww2.ciit-isb.edu.pk/internationalstudents for programs selection & information.

4.1 Duration of Undergraduate Degree Program

Undergraduate degree program comprises of eight (08) semesters 04 years,

- 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

5. Accommodation for International Students

CIIT hostel accommodation is available for international students. It will provide an opportunity to interact, live and study with students from many different backgrounds and many of whom will become friends for life. CIIT Pakistan provides a quieter living and studying environment.

6. 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 Islamabad Pakistan.
A number of events are arranged by the societies and student clubs during the year in academic departments that 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

7. **International Student Support Program**

- CIIT Pakistan shall welcome, guide and support for undertaking your studies in Pakistani education system.
- The Office of International Students Affairs (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 and Further Details 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, Extensions 5059, 5195  
Email: int.admissions@comsats.edu.pk, Skype Id: ciit.int.admissions  
Website: www.comsats.edu.pk