

# **STUDENTS FACILITATION SYSTEM**

**USER GUIDE**

**Version 2.0**



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## 1 Introduction:

The Students Facilitation System has been created to enable students to submit all their applications to the IBA administration by using an Online System. By using this System, students can now submit their various applications which include those related to routine academic issues (e.g. Makeup Exam, Attendance) and those related to exchange programs (Information Session, Visa Letter, NOC, Summer Program, Credits Transfer, Welfare Funding) and any other Academic issues. Its user friendly interface allows students to submit and track their applications, and Administrators to review the applications and update the Application Status along with their comments which can also be viewed by students. This system is also integrated with PeopleSoft ERP to retrieve student information in order to eliminate data discrepancy.

## 2 Overview

- **Makeup Exam:** This module allows students to apply for a makeup exam to the Academic Committee/Controller of Exams, for either Mid Term or Final Exams.
- **Attendance:** This is for submitting applications for extra absences. It is only for those cases where there is a genuine reason for getting extra absences and which are allowed as per IBA policy (i.e. for representing IBA at external approved events). It requires students to provide attachments with approvals of concerned Patrons if they went via a society or club else the approval of the Manager (External Linkages & IRC) is required. Full details of the request including dates of the missed classes and dates of travel must be provided.
- **Credits Transfer:** This is for students who went on an exchange semester to some other university, or are seeking a transfer from another university or from one program to another program at IBA, and want the course credits to be transferred. Full details of the courses must be provided.
- **International Summer Programs:** This allows students to apply for international summer programs.
- **Information sessions for international opportunities:** Students must submit this application if they want to attend an information session being organized.

- **Students Welfare Fund:** If students are attending an event outside their city/country or are going for an exchange semester and they need financial assistance from IBA, they must submit this application.
- **Visa Letters:** This allows students to submit an application for Visa Facilitation Letter if they need to attend an event abroad.
- **NOC for USEFP UGRAD Programs:** This allows students who have been accepted for USEFP UGRAD Exchange Program to apply for a No Objection Certificate.
- **Exchange Programs:** This allows the students to apply for an exchange program.
- **Other Academic Issues:** This allows students to apply for any other academic issue they may be facing.

### 3 Application URL:

This application can be accessed by typing the following URL in your browser.

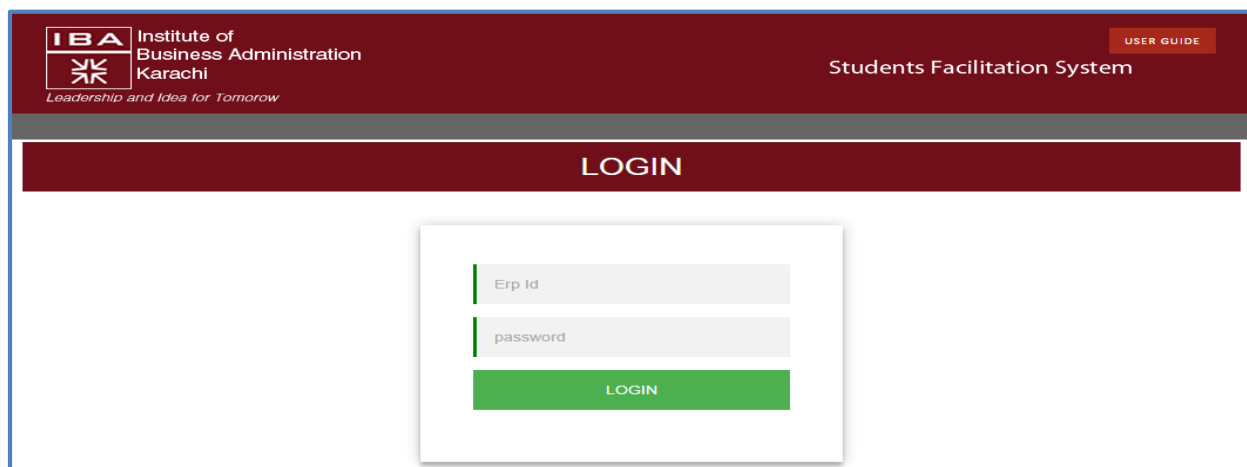
<http://webapps.iba.edu.pk/sfs>

### 4 Steps to Use:

Following are the steps which can be followed to submit applications for different sections using Students Facilitation System.

#### 4.1 Login with User Credentials:

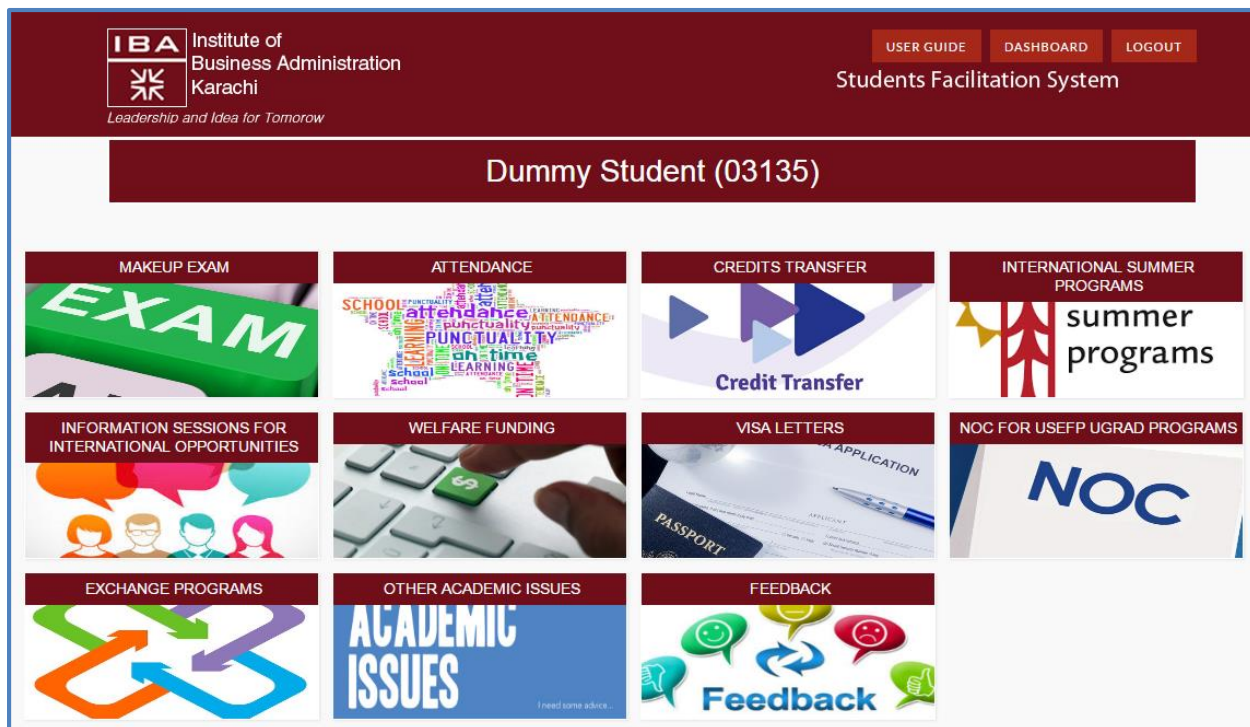
Browse the link in your browser and login with your credentials as shown in the image below.



The screenshot shows the login interface for the IBA Students Facilitation System. At the top left, the IBA logo is displayed with the text 'Institute of Business Administration Karachi' and the tagline 'Leadership and Idea for Tomorrow'. At the top right, there is a 'USER GUIDE' link and the text 'Students Facilitation System'. The main heading is 'LOGIN'. Below this, there is a login form with two input fields: 'Erp Id' and 'password'. A green 'LOGIN' button is positioned below the password field.

## 4.2 Applying for Makeup Exam

Once you are successfully logged in to the system, you will be able to see **Makeup Exam** icon on the Dashboard. Click on the icon to select Makeup Exam application as shown in the image below.



### 4.2.1 Data Entry

Clicking on the **Makeup Exam** icon will lead to the following page:

Makeup Exam								
Apply Now						Search: <input type="text"/>		
Case#	Name	Exam Type	Reason	Course Name	Applied On	Attachment	Status/Comments	Extra Document
1	Dummy student	First Term	REASON	COURSES NAMES	15/08/16		PENDING	Upload
2	Dummy student	First Term	REASON	COURSES NAMES	19/09/16		PENDING	Upload

Showing 1 to 2 of 2 entries

Previous 1 Next



### 4.2.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, CGPA etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

Apply for Makeup Exam

NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.

<b>Name:</b>	<input type="text" value="Dummy Student"/>
<b>ERP ID:</b>	<input type="text" value="03135"/>
<b>Email Address:</b>	<input type="text" value="mkhatr@iba.edu.pk"/>
<b>Phone:</b>	<input type="text" value="0333323342"/>
<b>Examination Type:</b>	<input type="text" value="Select"/>
<b>Courses</b>	<input type="button" value="SELECT COURSES"/>
<b>Reason:</b>	<input type="text" value="Select"/>
<b>Description:</b>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
<b>Documents:</b>	<input type="button" value="Choose Files"/> No file chosen <small>Multiple files can be selected</small>

### 4.2.3 Selecting Examination Type

Clicking the **Select** option beside the Examination Type will show a drop down menu. The menu contains four options.

- First Term
- Second Term
- Mid Term
- Final Term

Select First Term for first hourly, Second Term for second hourly and Final Term for Final Exam. If you are a graduate student, then select Mid Term for midterm and Final Term for final term exam.

#### 4.2.4 Selecting Courses

After selecting the Examination Type, select the course you want to take a makeup exam for. Clicking on **Select Courses** will display all the courses you have taken or are taking now.

SELECT COURSES			
<input checked="" type="checkbox"/>	PRINCIPLES OF MICROECONOMICS(5748) (SARAH NASIR)	<input type="checkbox"/>	PHILOSOPHY LOGIC AND ETHICS(5781)(Dr. Babar Ahmed)
<input type="checkbox"/>	INTRO. TO COMP. APPLICATION(5758)(Furqan Hussain)	<input type="checkbox"/>	CALCULUS-I WITH APPLICATIONS(5789) (ZULFIQUAR KHAN)
<input type="checkbox"/>	ENG. GRAM. & COMP.(5773)(Sarah Mazhar)	<input type="checkbox"/>	FOUND. OF HUMAN BEHAVIOUR(5788)(Dr. Zeenat Ismail)

Select the courses you want to give the makeup exam for.

#### 4.2.5 Selecting Reason

After choosing the courses, select the Reason. Clicking on the **Select** button will show a drop down menu. The menu contains three options.

- **Self/Relative Medical issue**  
Choose this option if you or a close relative of yours were going through a medical problem.
- **Out of Station**  
Choose this option if you were out of city or country.
- **Other**  
Choose this option in case of any other issue.

#### 4.2.6 Adding Description

After choosing the reason, enter your application. Briefly explain why you missed your exam.

#### 4.2.7 Submitting Supporting Documents

After adding description, attach the relevant/supporting documents for your application.

- In case of a Medical Issue, attach the scanned copies of your medical tests and medical certificate.
- In case of Death of a relative, attach the scanned copy Death Certificate of the relative.
- If you were out of city, attach the scanned copies of relative travelling documents.
- If you were out of country, attach the scanned copy of your passport as well.





#### 4.2.8 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

#### 4.2.9 Viewing Application Status

All the submitted applications will be displayed in your account under Makeup Exam section. You can view the Status of your application in the status column as shown in the image below.

Makeup Exam									
Apply Now <span style="float: right;">Search: <input type="text"/></span>									
Case# ▲	Name ⇅	Exam Type ⇅	Reason ⇅	Course Name ⇅	Applied On ⇅	Attachment ⇅	Status/Comments ⇅	Extra Document ⇅	
1	Dummy student	First Term	REASON	COURSES NAMES	15/08/16	  	PENDING	Upload	
2	Dummy student	First Term	REASON	COURSES NAMES	19/09/16		PENDING	Upload	

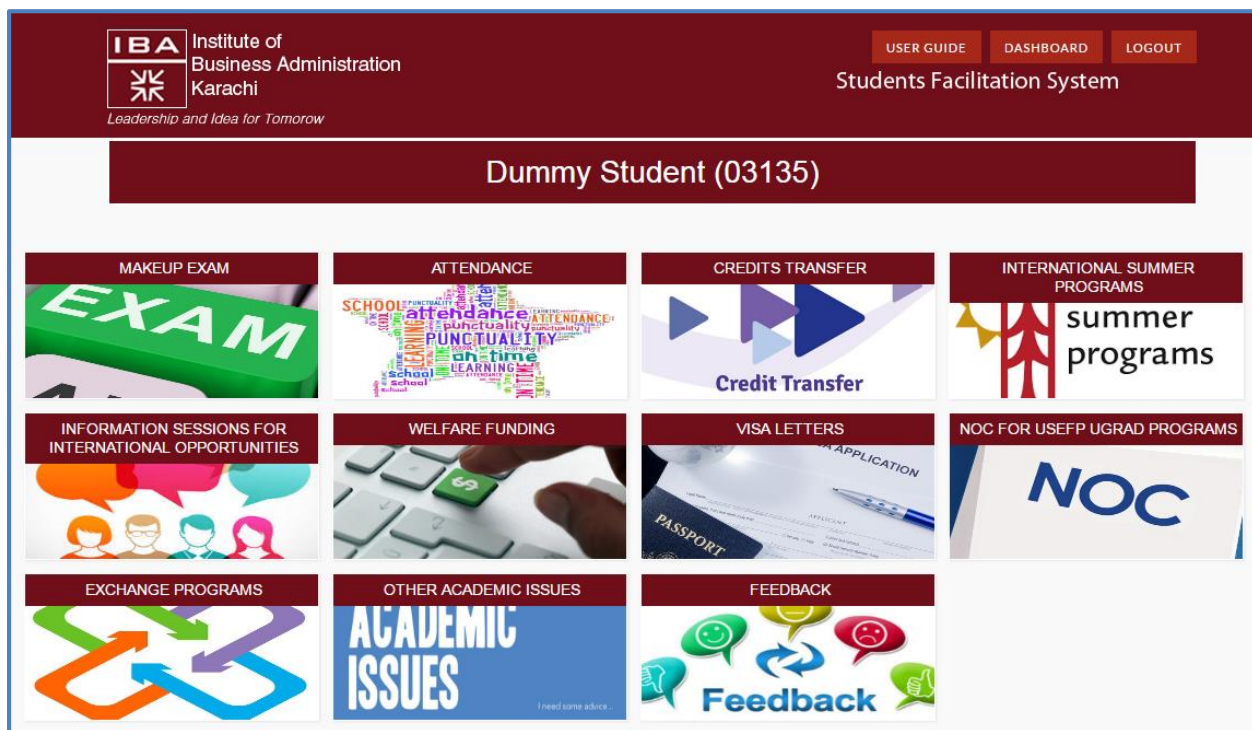
Showing 1 to 2 of 2 entries Previous  Next

#### 4.2.10 Submitting Additional Documents

If you need to provide any additional documents pertaining to your existing application, as may be indicated by the status of your application (Further Information Required), you may upload them by using the upload option given on the right most corner of your application.

### 4.3 Applying for Attendance Issue

Once you are successfully logged in to the system, you will be able to see **Attendance** icon on the Dashboard. Click the icon to select Attendance application as shown in the image below.



### 4.3.1 Data Entry

Clicking on the **Attendance** icon will lead to the following page:

Attendance								
<input type="button" value="Apply Now"/>								Search: <input type="text"/>
Case#	Name	Number of absences	Courses	Description	Applied On	Attachment	Status	Extra Document
7	Dummy student	3	6113,	<b>DESCRIPTION</b>	27/10/16		<b>PENDING</b>	

Showing 1 to 1 of 1 entries

Previous  Next

### 4.3.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, CGPA etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

**Note: You need to submit this application before going to the event.**

**Application for Attendance**

NOTE: If you want to change any personal details, please go to ERP, make the required change(s) then please refresh this page before proceeding.

Name:

ERP ID:

Email Address:

Phone:

Program of Enrollment:

Courses:

Request Type:  Increase in total no. of absences  
 Transfer of attendance

Reason:  International/Partner Institution Exposure  
 Other (Please give details in description box below)

Total No. of Absences:

Reason/Description:

Invitation/Acceptance Letter:  No file chosen

### 4.3.3 Selecting Courses

After verifying your details, you need to select the courses you have an attendance issue in. Clicking on **Select Courses** will display all the courses you have taken or are taking now.

**SELECT COURSES**

<input checked="" type="checkbox"/> PRINCIPLES OF MICROECONOMICS(5748) (SARAH NASIR)	<input type="checkbox"/> PHILOSOPHY LOGIC AND ETHICS(5781)(Dr. Babar Ahmed)
<input type="checkbox"/> INTRO. TO COMP. APPLICATION(5758)(Furqan Hussain)	<input type="checkbox"/> CALCULUS-I WITH APPLICATIONS(5789) (ZULFIQUAR KHAN)
<input type="checkbox"/> ENG. GRAM. & COMP.(5773)(Sarah Mazhar)	<input type="checkbox"/> FOUND. OF HUMAN BEHAVIOUR(5786)(Dr. Zeenat Ismail)

Select the courses you have an attendance issue in.

### 4.3.4 Choosing Request Type

- If you plan to go on an external event (to represent IBA) and want an increase in the total no. of absences in the courses you have selected above, select **Increase in total no. of absences**.
- If you want your attendance to be transferred from one course to another, select **Transfer of attendance**.

#### 4.3.5 Choosing Reason

Select the reason of your request.

#### 4.3.6 Entering Total No. of Absences

Enter the total no. of absences you have in the selected course, as shown in your ERP.

#### 4.3.7 Adding Description

Briefly explain the reason of your application. Add the necessary details that may support your application.

#### 4.3.8 Attaching Documents

Provide attachments with approvals of concerned Patrons if you went to an event via a society or club else the approval of the Manager (External Linkages & IRC) is required.

- Attach the invitation/acceptance letter of the event/program you attended.
- Once you have returned from the event, attach the scanned copy of the boarding pass/ticket.
- In case of Transfer of Attendance, attach the approval of the concerned faculty member.

#### 4.3.9 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

#### 4.3.10 Viewing Application Status

All the submitted applications will be displayed in your account under Attendance section. You can view the Status of your application in the status column as shown in the image below.

Attendance										
Apply Now										
Search: <input type="text"/>										
Case#	Name	Number of absences	Courses	Description	Applied On	Attachment	Status	Extra Document		
7	Dummy student	3	6113,	DESCRIPTION	27/10/16		PENDING			
Showing 1 to 1 of 1 entries										
								Previous	1	Next

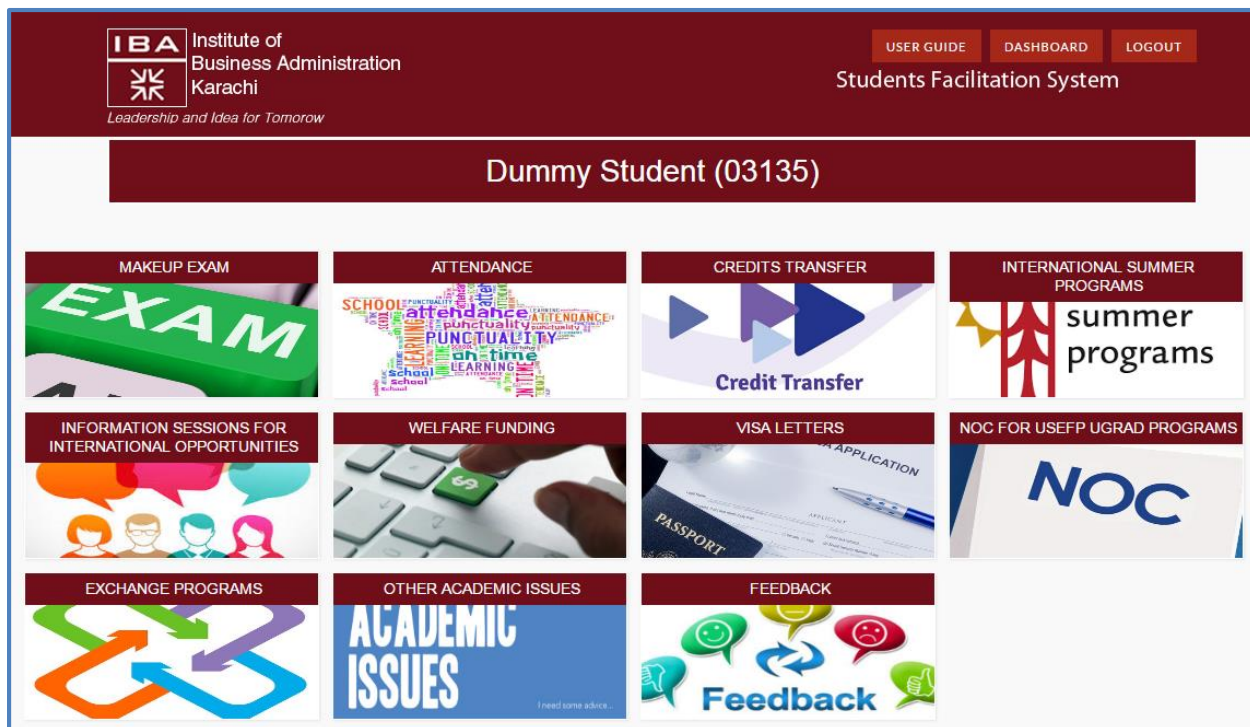
#### 4.3.11 Submitting Boarding Pass/Ticket

Once you have returned from the event/program attach the scanned copy of the boarding pass/ticket in the Extra Document field.

**Note: The 'Extra Document' field will be enabled once your application has been approved.**

#### 4.4 Applying for Credits Transfer Issue

Once you are successfully logged in to the system, you will be able to see **Credits Transfer** icon on the Dashboard. Click the icon to select Credit Transfer application as shown in the image below.



##### 4.4.1 Data Entry

Clicking on the **Credit Transfer** icon will lead to the following page:

Case#	Name	University Type	Website	# of Courses to waiver	Description	Courses Details	Transcript	Status
5	Dummy student	abc		2	DESCRIPTION			FURTHER INFORMATION REQUIRED
6	Dummy student	karachi university		1	DESCRIPTION			PENDING

Showing 1 to 2 of 2 entries

##### 4.4.2 Verifying Profile Details

Clicking on **Apply Now** button will display your profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

Application for Credit Transfer

NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.

Name:	<input type="text" value="Dummy Student"/>
ERP ID:	<input type="text" value="03135"/>
Email Address:	<input type="text" value="mkhatr@iba.edu.pk"/>
Phone:	<input type="text" value="0333323342"/>
University Name:	<input type="text"/>
Website:	<input type="text"/>
Transcript:	<input type="text" value="Choose File   No file chosen"/>
No. of Courses for Waiver/Transfer:	<input type="text" value="Select Course #"/>
Reason/Description:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

#### 4.4.3 Entering University Name

Enter the name of the university you want to transfer credits from.

#### 4.4.4 Entering Website

Enter the URL of the official website of the university.

#### 4.4.5 Attaching Transcript

Attach the Transcript you received from the university.

#### 4.4.6 Choosing No. of Courses

Clicking on **Select Course #** will open a drop down menu which will display numbers from 1 to 24. Select the no. of courses you want to be transferred. Once you have selected the no. of courses, you will be required to enter the details of those courses.

Courses Details 1	<input type="text" value="Course Name"/>	<input type="text" value="Course Hours"/>	<input type="text" value="Choose File   No f...sen"/>	<input type="text" value="Equi. to IBA Course"/>	<input type="text" value="Equi. IBA Hours"/>
-------------------	--	---	---	--	--

#### 4.4.7 Entering Details of the Courses

- In the first field, enter the name of the course you took outside IBA, that you want to serve as a replacement for an IBA course.
- In the second field enter the course credit hours.
- The third field requires you to submit the course outline of the course you took outside IBA.
- In the fourth field enter the name of the course IBA offers, which is equivalent to the course you took outside IBA.
- In the fifth field, enter the credit hours of the course you mentioned in the fourth field.



#### 4.4.8 Adding Description

Explain briefly the reason of your application. Enter the relevant details that may support your application.

#### 4.4.9 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**


#### 4.4.10 Viewing Application Status

All the submitted applications will be displayed in your account under Credits Transfer section. You can view the Status of your application in the status column as shown in the image below.

Credits Transfer								
Apply Now	Search: <input type="text"/>							
Case#	Name	University Type	Website	# of Courses to waiver	Description	Courses Details	Transcript	Status
5	Dummy student	abc		2	DESCRIPTION			FURTHER INFORMATIN REQUIRED
6	Dummy student	karachi university		1	DESCRIPTION			PENDING

### 4.5 Applying for International Summer Programs

Once you are successfully logged in to the system, you will be able to see **International Summer Programs** icon on the Dashboard. Click the icon to select International Summer Programs application as shown in the image below.




**Institute of Business Administration Karachi**  
*Leadership and Idea for Tomorrow*

USER GUIDE DASHBOARD LOGOUT


Students Facilitation System

### Dummy Student (03135)


MAKEUP EXAM




ATTENDANCE




CREDITS TRANSFER




INTERNATIONAL SUMMER PROGRAMS




INFORMATION SESSIONS FOR INTERNATIONAL OPPORTUNITIES




WELFARE FUNDING




VISA LETTERS




NOC FOR USEFP UGRAD PROGRAMS




EXCHANGE PROGRAMS



OTHER ACADEMIC ISSUES



FEEDBACK



### 4.5.1 Data Entry

Clicking on the **International Summer Programs** icon will lead to the following page:

Summer Program

Apply Now

Search:

Case#	Name	Applied for	Program of Enrollment	CGPA	CV	Status
No data available in table						

Showing 0 to 0 of 0 entries
Previous    Next

### 4.5.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account

### 4.5.3 Adding Details

Mention if you have obtained your parents' and employers' consent. In case not applicable, choose the N/A option.

Application for Warwick Economics Summer School Program 2016

NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.

<b>Name:</b>	<input style="width: 90%;" type="text" value="Dummy Student"/>
<b>ERP ID:</b>	<input style="width: 90%;" type="text" value="03135"/>
<b>Email Address:</b>	<input style="width: 90%;" type="text" value="mkhatri@iba.edu.pk"/>
<b>Phone:</b>	<input style="width: 90%;" type="text" value="03333323342"/>
<b>Program of Enrollment:</b>	<input style="width: 90%;" type="text" value="MBA-E"/>
<b>Present Semester of Enrollment:</b>	<input style="width: 90%;" type="text" value="Select Term"/>
<b>Term of Admission:</b>	<input style="width: 90%;" type="text" value="Fall 2010"/>
<b>CGPA</b>	<input style="width: 90%;" type="text" value="0"/>
<b>Parents' Consent Obtained?</b>	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A
<b>Employer's Consent Obtained?</b>	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A

Availing any Merit or Need Based Scholarship or Assistance at IBA?

- Yes  
 No

If yes, please mention Name of Scholarship and Percentage

Scholarship Name  %

Documents(CV):

No file chosen

Please upload your CV

Please mention the functional area of your interest and any remarkable achievements made so far.

Describe your reasons for applying to the Warwick Economics Summer School Program 2016. What do you hope to gain from this experience? How do you plan to apply your learnings once you have completed the program? (600 words or less).

Describe a challenge you faced in one of the leadership roles you listed, and how you overcame it. (200 words or less).

#### 4.5.4 Scholarship Details

If you are availing any scholarship at IBA, mention the name and percentage of that scholarship.

#### 4.5.5 Uploading CV

Upload your revised CV.

#### 4.5.6 Areas of Interest

Mention the functional area of your interest and any remarkable achievements made so far.

#### 4.5.7 Adding Reason

Describe your reason for applying to the Summer School Program available in 600 words or less.

#### 4.5.8 Details of Challenges Faced

Describe a challenge you faced in one of the leadership roles you listed, and how you overcame it in 200 words or less.

#### 4.5.9 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

#### 4.5.10 Viewing Application Status

All the submitted applications will be displayed in your account under International Summer Programs section. You can view the Status of your application in the status column as shown in the image below.

Summer Program						
Apply Now		Search: <input type="text"/>				
Case#	Name	Applied for	Program of Enrollment	CGPA	CV	Status
2	Apply for Warwick Economics Summer School Program 2016		BSCS	3.86		PENDING
Showing 1 to 1 of 1 entries						Previous 1 Next

#### 4.6 Applying for Information Sessions for International Opportunities

Once you are successfully logged in to the system, you will be able to see **Information Sessions for International Opportunities** icon on the Dashboard. Click the icon to select **Information Sessions for International Opportunities Programs** application as shown in the image below.

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##### 4.6.1 Data Entry

Clicking on the **Information Sessions for International Opportunities** icon will lead to the following page:

Application for Information Session						
Case#	Student Name	Program	Term	Campus	Contact	Status
149	Dummy student	MBA-E	Fall 2010	City	03333323342	PENDING

Showing 1 to 1 of 1 entries

Previous 1 Next

#### 4.6.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

Information Session about Erasmus+ Programs and scholarships	
NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.	
Name:	Dummy Student
ERP ID:	03135
Email Address:	mkhatri@iba.edu.pk
Phone:	03333323342
Program of Enrollment:	MBA-E
Term of Admission:	Fall 2010
Present Semester of Enrollment:	Select Term
Preferred Date:	<input checked="" type="radio"/> Friday 28th October 2016 03:00 PM To 04:00 PM
Preference for Campus of Participation:	<input checked="" type="radio"/> City Campus <input type="radio"/> Main Campus
Reason/Description:	<div style="border: 1px solid #ccc; height: 40px;"></div>
<input type="button" value="APPLY"/>	

#### 4.6.3 Selecting Term

Select the term you are currently enrolled in.

#### 4.6.4 Selecting Date

Select the date you want to attend the information session on.

#### 4.6.5 Selecting Campus

Select the campus you want to attend the information session at.

#### 4.6.6 Adding Description

State the reason you want to attend the information session for.

#### 4.6.7 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**


#### 4.6.8 Viewing Application Status

All the submitted applications will be displayed in your account under **Information Sessions for International Opportunities** section. You can view the Status of your application in the status column as shown in the image below.

Application for Information Session							
Apply Now		Search: <input type="text"/>					
Case#	Student Name	Program	Term	Campus	Contact	Status	
149	Dummy student	MBA-E	Fall 2010	City	0333323342	PENDING	
Showing 1 to 1 of 1 entries						Previous	1 Next

#### 4.7 Applying for Welfare Funding

Once you are successfully logged in to the system, you will be able to see **Welfare Funding** icon on the Dashboard. Click the icon to select Welfare Funding application as shown in the image below.




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### 4.7.1 Data Entry

Clicking on the **Welfare Funding** icon will lead to the following page:

### 4.7.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

### 4.7.3 Selecting Term

Select the term you are currently enrolled in.

### 4.7.4 Entering CGPA

Enter your CGPA as show in your ERP. If you are in your first semester, enter '00'.



#### 4.7.5 Scholarship Details

If you are availing any scholarship at IBA, mention the name and percentage of that scholarship.

#### 4.7.6 Event Details

Mention the name of the event and the city/country the event is supposed to take place in. Also mention the starting as well as ending date of the event.

#### 4.7.7 Total Cost

Mention the total cost of attending the event. Mention the program fee, accommodation expenses, air ticket and visa fee separately.

#### 4.7.8 Applicant Requested Amount

Enter the amount you are requesting.

#### 4.7.9 Previous Achievements

Mention the achievements you have made up till now.

#### 4.7.10 Outcome of the Program

Mention the expected outcome of the program/event and how it may benefit you.

#### 4.7.11 Impact on IBA

Mention what do you think will be the impact on IBA if you attend the event.

#### 4.7.12 Financial Background

Mention the job details (i.e. profession, designation, organization, income per month) of your father, mother, spouse and siblings. Mention the details of any other source of income you or your family has.

#### 4.7.13 Residence

If you are residing in a rented house/apartment, select 'Rent'. Otherwise select 'Own'.

#### 4.7.14 Physical Address

Enter your physical address.

#### 4.7.15 Other Details

Add any other details that may support your application.

#### 4.7.16 Attaching Documents

Attach the scanned copy of the salary slip of your parents/spouse. Attach the bank statement for the last six months and the acceptance letter for the program you will be attending.

#### 4.7.17 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.



**Note: After clicking Submit button you will not be able to edit/change any information.**

#### 4.7.18 Viewing Application Status

All the submitted applications will be displayed in your account under **Welfare Funding** section. You can view the Status of your application in the status column as shown in the image below.


APPLICATIONS FOR STUDENTS WELFARE FUND							
Apply Now							Search: <input type="text"/>
Case#	Name	Program	Term	Event Date	Total Cost of Attending Event	Attachments	Status
11	Dummy student	MBA-E	Fall 2010	29/11/2016	sd		PENDING

Showing 1 to 1 of 1 entries

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#### 4.8 Applying for Visa Letters

Once you are successfully logged in to the system, you will be able to see **Visa Letters** icon on the Dashboard. Click the icon to select **Visa Letters** application as shown in the image below.




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##### 4.8.1 Data Entry

Clicking on the **Visa Letters** icon will lead to the following page:

Visa Letters							
<a href="#">Apply Now</a>	Student Name Dummy student	Program MBA-E	Term Fall 2010	Sponsor asdf	Attachment 	Status <b>PENDING</b>	<a href="#">Download File</a>

#### 4.8.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

Application for Visa Facilitation Letter from IBA	
NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.	
ERP Name:	<input type="text" value="Dummy Student"/>
Full Name (as it appears on your passport):	<input type="text"/>
ERP ID:	<input type="text" value="03135"/>
Email Address:	<input type="text" value="mkhatri@iba.edu.pk"/>
Phone:	<input type="text" value="0333323342"/>
Program of Enrollment:	<input type="text" value="MBA-E"/>
Term of Admission:	<input type="text" value="Fall 2010"/>
Present Semester of Enrollment:	<input type="text" value="Select Term"/>
CNIC Number:	<input type="text"/>
Passport Number:	<input type="text"/>
Event Name:	<input type="text" value="Name of program,Place of Program, City,Country etc"/>
Event City:	<input type="text"/>
Event Country:	<input type="text"/>
Event Dates:	<input type="text"/> to <input type="text"/>

#### 4.8.3 Entering Details

Enter your full name as it appears on your passport. Enter your current semester of enrollment, CNIC Number and Passport Number.

#### 4.8.4 Entering Event Details

Enter the event name, name of the city and country the event is supposed to take place in, and dates of the event.

Program Expenses Sponsor (mention the cost head such as registration fee, airfare, etc and amount; also mention the sponsor such as father, uncle, etc.)  
Please also mention who's bank statement shall you attach with the visa application:

Other Details:

Acceptance Letter from the Event Organizer:

Proof of Registration:

Itinerary:

Accommodation Confirmation:

#### 4.8.5 Adding Program Expenses Sponsor

Mention the cost head such as registration fee, airfare, etc. and amount. Also mention the sponsor such as father, uncle, etc. Please also mention whose bank statement you shall attach with the visa application.

#### 4.8.6 Adding Documents

Attach the scanned copies of Acceptance Letter from the Event Organizer, Proof of Registration, Itinerary and Accommodation Confirmation.

#### 4.8.7 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

#### 4.8.8 Viewing Application Status

All the submitted applications will be displayed in your account under **Visa Letters** section. You can view the Status of your application in the status column as shown in the image below.

Visa Letters						
<input type="button" value="Apply Now"/>	Search: <input type="text"/>					
Student Name	Program	Term	Sponsor	Attachment	Status	Download File
Dummy student	MBA-E	Fall 2010	.....		<span style="background-color: #c00; color: white; padding: 2px;">PENDING</span>	
Dummy student	MBA-E	Fall 2010	asdf		<span style="background-color: #c00; color: white; padding: 2px;">PENDING</span>	

Showing 1 to 2 of 2 entries Previous  Next

## 4.9 Applying for NOC for USEFP UGRAD Programs

Once you are successfully logged in the system, you will be able to see **NOC for USEFP UGRAD PROGRAMS** icon on the Dashboard. Click the icon to select NOC for USEFP UGRAD PROGRAMS application as shown in the image below.

The screenshot shows the IBA Institute of Business Administration Karachi Students Facilitation System dashboard. At the top, there are navigation links for USER GUIDE, DASHBOARD, and LOGOUT. The user is identified as 'Dummy Student (03135)'. The dashboard contains a grid of 12 service icons. The 'NOC FOR USEFP UGRAD PROGRAMS' icon is highlighted in the bottom right of the grid.

### 4.9.1 Data Entry

Clicking on the **NOC for USEFP UGRAD PROGRAMS** icon will lead to the following page:

The screenshot shows the 'NOC' application page. It includes an 'Apply Now' button and a search field. Below these is a table with the following columns: Case#, Student Name, Passport Name, Avail any scholarship, program, Term, Term Noc, Attachment, and Status. The table is currently empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and navigation links for 'Previous' and 'Next'.

### 4.9.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

**Application for UGrad Exchange NOC**

NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.

Name:	<input type="text" value="Dummy Student"/>		
Full Name (as it appears on the passport):	<input type="text"/>		
ERP ID:	<input type="text" value="03135"/>		
Email Address:	<input type="text" value="mkhatri@iba.edu.pk"/>		
Phone:	<input type="text" value="0333323342"/>		
Availing any Merit or Need Based Scholarship or Assistance at IBA?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	
If Yes, then please provide the name and assistance percentage received	<input type="text" value="Name of scholarship"/>	<input style="width: 50px;" type="text" value="%"/>	
Program of Enrollment at IBA:	<input type="text" value="MBA-E"/>		
Term of Admission:	<input type="text" value="Fall 2010"/>		
Present Semester of Enrollment:	<input type="text" value="Select Term"/>		
NOC for Semester (Proposed semester of exchange):	<input type="text" value="Select Term"/>		
Attachment:	<input type="text" value="Choose File   No file chosen"/>		

Please attach the acceptance letter or screen shot of the acceptance email received.

#### 4.9.3 Full Name

Enter your full name as it appears on your passport

#### 4.9.4 Scholarship Details

If you are availing any scholarship at IBA, mention the name and percentage of that scholarship.

#### 4.9.5 Semester of Enrollment

Enter your current semester of enrollment.

#### 4.9.6 NOC for Semester

Mention the semester you are going to go on an exchange program in.

#### 4.9.7 Adding Documents

Attach the acceptance letter or screen shot of the acceptance email received.

#### 4.9.8 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

### 4.9.9 Viewing Application Status

All the submitted applications will be displayed in your account under **NOC for USEFP UGRAD PROGRAMS** section. You can view the Status of your application in the status column as shown in the image below.

NOC									
Case#	Student Name	Passport Name	Avail any scholarship	program	Term	Term Noc	Attachment	Status	
32	Dummy student	Dummy Student	No	MBA-E	Fall 2010	Spring 2017		PENDING	

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### 4.10 Applying for Exchange Program

Once you are successfully logged in to the system, you will be able to see Exchange Program icon on the Dashboard. Click the icon to select exchange program application as shown in the image below.

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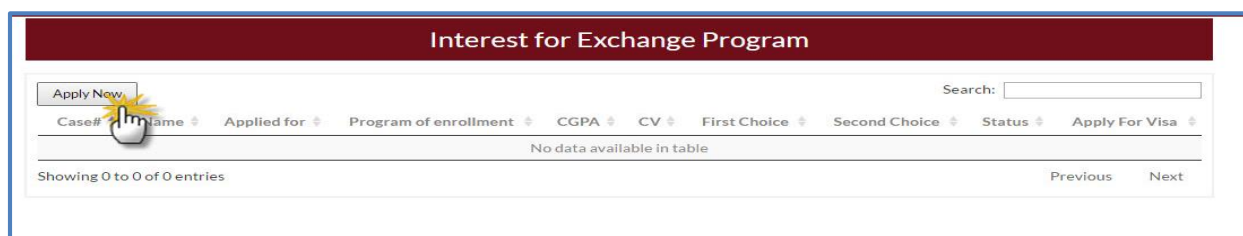
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#### 4.10.1 Selecting Exchange Program

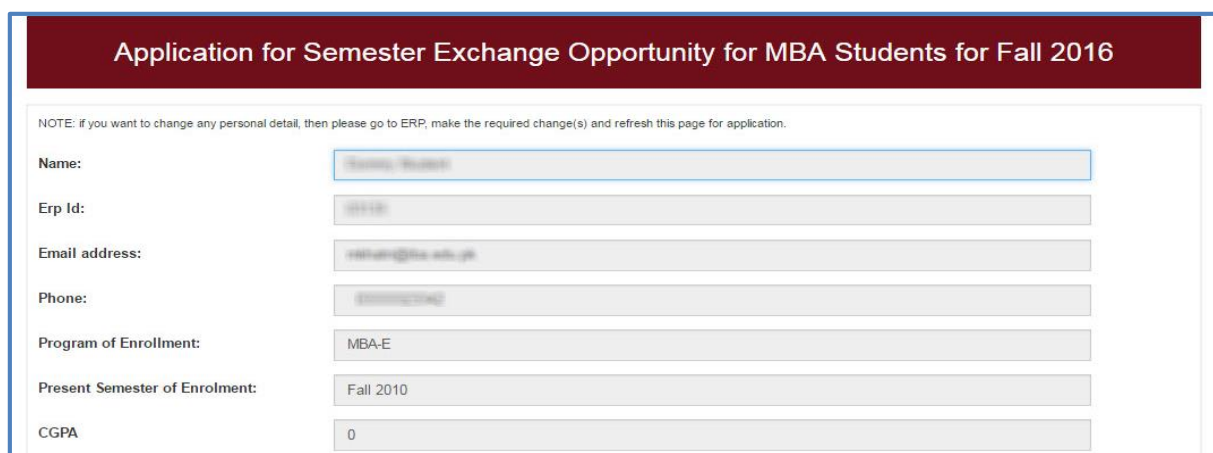
Clicking on the Exchange program icon will show you all the available Exchange Programs Applications. Select your desired program and then click the Apply button to fill the application form as shown in the images below.





#### 4.10.2 Verifying Profile Details

Clicking on Apply Now button will display your Profile data which includes your Name, ERP ID, Email, Phone number, CGPA etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.



#### 4.10.3 Application related Details and Uploading CV

Here you will have to provide select Yes or No options for the consent obtained from your Parents' or Employer. Also you need to provide details if you have obtained any scholarship from any other source. After providing details you have to upload your CV by clicking the **Choose file** button as shown in the image below.

Parents' Consent Obtained?  No  
 Yes  
 N/A

Employer's Consent Obtained?  No  
 Yes  
 N/A

(Please ensure that you have the actual consent; students withdrawing later due to consent issue shall be prepared to bear a hefty penalty)

Availing any Merit or Need Based Scholarship or Assistance at IBA?  No  
 Yes

If Yes, then please provide the name and assistance percentage received

Documents(CV):  No file chosen

#### 4.10.4 Selecting Universities

Here you will have to select two preferred universities from the available list for your exchange semester as shown in the image below.

Please rank the universities in order of your preference for exchange semester :

Choice 1 :

- Bilkent University (Ankara Turkey)
- SILC Business School Shanghai University (Shanghai China)
- International University of Business Agriculture and Technology (Dhaka Bangladesh)
- Institute of Business Administration (Dhaka Bangladesh)
- Institute of Management Technology (Ghaziabad India)
- IAE Aix Marseille Graduate School of Management (Aix-en-Provence France)
- University of Malaya (Kuala Lumpur Malaysia)
- Kozminski University (Warsaw Poland)
- Sabanci University (Istanbul Turkey)

Choice 2:

- Bilkent University (Ankara Turkey)
- SILC Business School Shanghai University (Shanghai China)
- International University of Business Agriculture and Technology (Dhaka Bangladesh)
- Institute of Business Administration (Dhaka Bangladesh)
- Institute of Management Technology (Ghaziabad India)
- IAE Aix Marseille Graduate School of Management (Aix-en-Provence France)
- University of Malaya (Kuala Lumpur Malaysia)
- Kozminski University (Warsaw Poland)
- Sabanci University (Istanbul Turkey)

#### 4.10.5 Statement of Purpose

In this section, you will have to enter details about your personal interests, achievements and primary objectives that may help you in getting selected for the exchange semester as shown in the image below.



Please mention the functional area of your interest and any remarkable achievements made so far. Also list your two primary objectives for exchange semester. Tell us why should we select you for the program

[SUBMIT](#)

#### 4.10.6 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

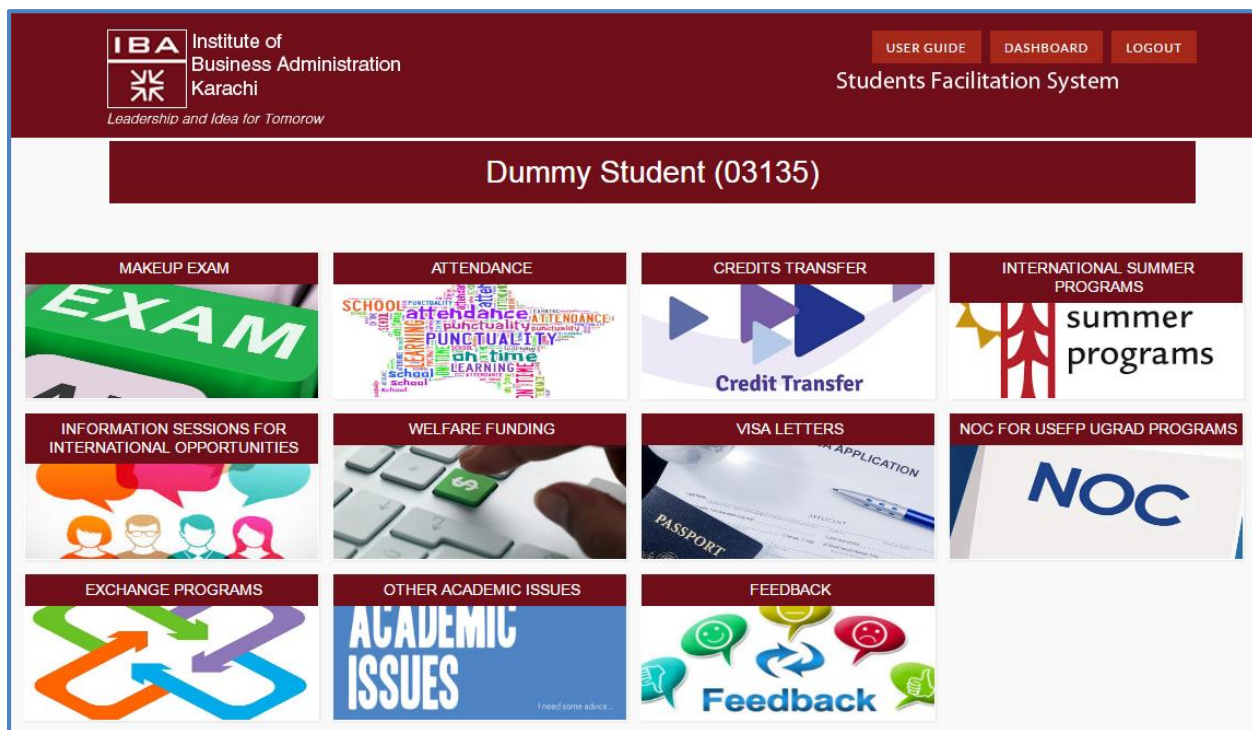
#### 4.10.7 Viewing Application Status

All the submitted applications will be displayed in your account under exchange program section. You can view the Status of your application in the status column as shown in the image below.

Interest for Exchange Program									
Case#	Name	Applied for	Program of enrollment	CGPA	CV	First Choice	Second Choice	Status	Apply For Visa
18	Dummy student	Semester Exchange Opportunity for MBA Students for Fall 2016				Bilkent University (Ankara Turkey)	Institute of Business Administration (Dhaka Bangladesh)	<b>PENDING</b>	

#### 4.11 Applying for Other Academic Issues

Once you are successfully logged in to the system, you will be able to see **Academic Issues** icon on the Dashboard. Click the icon to select Academic Issue application as shown in the image below.



#### 4.11.1 Data Entry

Clicking on the **Academic Issues** icon will lead to the following page.

Case#	Student Name	Subject	Description	Attachment	Status
1	Dummy student	asdfsad	DESCRIPTION		PENDING
2	Dummy student	test	DESCRIPTION		PENDING
7	Dummy student	test	DESCRIPTION		PENDING

Showing 1 to 3 of 3 entries

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#### 4.11.2 Verifying Profile Details

Clicking on **Apply Now** button will display your Profile data which includes your Name, ERP ID, Email, Phone number, etc. This data is retrieved from your ERP account. Here you need to verify this already filled data as shown in the image below. In case you need to edit/change your profile information, you will first have to update your ERP account.

Application for Other Academic Issues

NOTE: If you want to change any personal detail, then please go to ERP, make the required change(s) and refresh this page for application.

Name:

ERP ID:

Email Address:

Phone:

Subject:

Reason/Description:

Attachment:  No file chosen

### 4.11.3 Adding Subject

Enter the subject of your application in the text field beside **Subject**.

### 4.11.4 Adding Description

Briefly explain the reason/description of your application. Add any relevant details that may support your application.

### 4.11.5 Attaching Documents

Attach any relevant documents that may support your application.




### 4.11.6 Submitting Your Application

After providing all the details you will have to click the **Submit** button to submit this application.

**Note: After clicking Submit button you will not be able to edit/change any information.**

### 4.11.7 Viewing Application Status

All the submitted applications will be displayed in your account under Academic Issues section. You can view the Status of your application in the status column as shown in the image below.

Other Academic Issues						
<input type="button" value="Apply Now"/>						Search: <input type="text"/>
Case#	Student Name	Subject	Description	Attachment	Status	
1	Dummy student	asdfsad	DESCRIPTION		PENDING	
2	Dummy student	test	DESCRIPTION		PENDING	
7	Dummy student	test	DESCRIPTION		PENDING	

Showing 1 to 3 of 3 entries Previous  Next

## 4.12 Feedback

If you are facing any issues pertaining to the Students Facilitation System, you may give us your feedback by submitting the Feedback Form.

### Feedback Form

NOTE: If you want to change any personal details, please go to ERP, make the required change(s) then please refresh this page before proceeding.

<b>Name:</b>	<input type="text" value="Dummy Student"/>
<b>ERP ID:</b>	<input type="text" value="03135"/>
<b>Email Address:</b>	<input type="text" value="mkhatri@iba.edu.pk"/>
<b>Phone:</b>	<input type="text" value="03333323342"/>
<b>Subject:</b>	<input type="text"/>
<b>Description/Feedback:</b>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>