

 Institute of Business Administration Karachi <i>Leadership and Ideas for Tomorrow</i>		
RULES & REGULATIONS Office of International Student Engagement (OISE)		
Title: IBA Incoming Student Exchange Program		
Written by:	Office of International Student Engagement (OISE)	Issue Date: June 10, 2025
Reviewed by:	Dean Student Affairs and International Student Engagement	Supersedes: June 10, 2025
Approved by:	Executive Director IBA Karachi	Effective Date: June 13, 2025

1. Scope

To partner with recognized international universities and promote student exchange.

2. Introduction

The Office of International Student Engagement (OISE) operating under the Office of Student Affairs (OSA) enhances students' academic journey by providing opportunities to extend their learning and international exposure. Through partnerships with global universities, the OISE facilitates semester and summer exchange programs and courses that immerse students in diverse classroom environments, develop transferable skills, and expand cultural and professional networks.

Additionally, the OISE offers a range of services to facilitate and support students in going abroad, for exchange, conferences, seminars, competitions, and more. It also welcomes students and professionals from various fields to engage in IBA Karachi's student research initiatives. Committed to global academic excellence, the OISE strengthens transnational education, fosters student and research exchange, and drives student entrepreneurial collaborations.

THE STUDY ABROAD ADVANTAGE

The infographic consists of three blue vertical panels. The first panel is titled 'ACADEMIC' and features a graduation cap icon. The second panel is titled 'PROFESSIONAL' and features an icon of two business people. The third panel is titled 'GLOBAL' and features a globe icon. Each panel contains a list of bullet points detailing the benefits of that category.

Category	Advantages
ACADEMIC	<ul style="list-style-type: none">• Broader and varied academic environment.• Diverse forms of teaching and learning.• Connect with students and professors from diverse backgrounds.• Engage in enriching discussions.• Develop your academic profile and skills.• Different styles of learning through electives, research projects or core courses.
PROFESSIONAL	<ul style="list-style-type: none">• Exposure to global businesses, interconnected economies, and international experience.• Gain transferable employability skills.• Stay competitive through an understanding of the global marketplace.• Hiring managers prefer employees who have cross-cultural knowledge.
GLOBAL	<ul style="list-style-type: none">• Develop skills to navigate and succeed in today's interconnected world.• Appreciate diversity of people, places, and culture.• Connect and work with people from diverse backgrounds.• Live out of your comfort zone - you will become more independent and self-confident.

Gain exposure to diverse cultures and perspectives, and connect with global networks!

3. Types of Exchange Programs

The exchange programs at IBA are broadly categorized as:

- a) Outbound Exchange Program
- b) Inbound Exchange Program

a) Inbound Exchange Program

Students from outside Pakistan who would like visit IBA Karachi as a semester exchange student may do so through the IBA OISE. International Exchange is designed for undergraduates from our partner universities who wish to spend a period of time studying in Pakistan, and earn credits to transfer back to their home university. These students will learn in the regular undergraduate, graduate programs, or short courses in the summer, and study alongside Pakistan-based home students.

Courses are available in all three Schools and across most Programs at the IBA. For more information on the IBA schools and their programs, please visit: <https://www.iba.edu.pk/schools.php>

We would like to invite students from Home University to study at the Institute of Business Administration (IBA) Karachi and become part of an engaging and diverse student experience at IBA.

ELIGIBILITY CRITERIA

English Language Proficiency

- If the exchange/visiting student is applying from a home country/university where English is not the official language or medium of instruction, the student must submit evidence of English Language Proficiency.
- To verify that the medium of instruction is English, the home university can issue an English Proficiency Certificate on its official letterhead. Students are required to provide details of the Program and University applied for, and City and Country of the university.

Academic Criteria

- All exchange/visiting applicants must be current students at an overseas university or college of higher education.
- **Undergraduate students must have completed at least one year (two semesters) of study at their home university when they visit IBA. Students enrolled in their last year of the degree program would not be eligible to apply for the semester exchange program. However, they can apply for the Short Course.**
- **Graduate students must have completed at least one semester of study at their home university when they visit IBA. If the graduate degree is more than two years, then students enrolled in their last year of the degree program would not be eligible to apply for the semester exchange program. However, they can apply for the Short Course.**
- **The minimum academic CGPA requirement is 3.0.**

HOW TO APPLY

Once a student has been nominated by the home university, the home university representative must complete the Online Exchange Nomination Form:

<https://ibaapps.iba.edu.pk/osaexchange/acp/login> A manual will be shared on the email with student along with the login details to use the application portal for clarity.

Before applying for an online application form, students need to make sure that the following documents are ready:

- A scanned copy of the student's most recent official transcript
- A scanned copy of the English Proficiency Certificate/Letter
- A letter from the home university confirming the student's nomination
- A scanned copy of the passport (Valid for at least 18 months)
- Computerized National Identity Card
- A high-resolution photograph

Students will have to submit the required documentations and courses details into the portal. OISE team will reach out to the candidate for further coordination.

Please Note: Only complete applications will be considered.

It is the student's responsibility to ensure that their online application is complete. Any delays due to missing/incorrect supporting documents may result in IBA being unable to process the application and provide an offer.

If students want to avail the hostel and transport facility at the IBA Karachi, then they must share their interest with OISE Team. OISE team will connect the students with hostel and then students can follow up for their application. OISE will provide students with the UMS and email ID which can be used for applying for the hostel facility.

Students will be given an ID card with the validity of the Semester Exchange Program.

VISA REQUIREMENTS

To apply for a student visa for Pakistan, please visit the official Pakistan Embassy NADRA pages for all details and documentation.

For more information about the exchange/visiting students visa process, please visit: <https://visa.nadra.gov.pk/student-visa/>

ACCOMMODATION

Accommodation and transport charges for a semester (Semester exchange), for 6 weeks (summer exchange), and for a short stay (short courses) for the exchange student will be decided as per the MoU between both host and parent university, till the duration that the course/semester lasts.

At IBA, we foster a culture of diversity and inclusivity - Our accommodations and facilities ensure that the student feels at home and is part of a safe, welcoming, and sociable community.

TUITION FEE

International exchange students are exempt from paying any tuition fees to IBA Karachi provided there is a current exchange agreement in place between IBA Karachi and the home university.

TERMS AND CONDITIONS OF THE EXCHANGE OFFER

- **Every semester, each School shares the number of students they can accommodate in each program. The list of programs can be accessed here: <https://www.iba.edu.pk/schools.php>**
- Most exchange students can select a range of courses of their choice at IBA, provided they get prior approval from their Home University. They can check the program-wise list of courses provided by the IBA Karachi in the following link: <https://www.iba.edu.pk/News/pa-2025-26.pdf> . Moreover, the list of courses offered in the said semester would be shared with the nominated students, separately.
- Exchange students may choose a combination of courses for which their credits will be transferred, or courses that will not be eligible for credit transfer – the choice is theirs. However, it is advised

that the majority of courses taken should be equivalent to their home academic school/program, but students can also choose courses from other schools/departments.

- Students must be formally nominated to study at IBA by their Home University. The students can be shortlisted by Home University based on their interview process or other criteria.
- International exchange students are exempt from paying any tuition fees to IBA Karachi - they will study at the IBA Karachi without paying any tuition fee.
- Airfare, travel insurance, visa fee, and stipend will be borne by the student coming for the Semester Exchange Program.
- The visiting students will have access to all the Centers at IBA. Following is the list of Centers:
 - AMAN Center for Entrepreneurial Development (CED): <https://ced.iba.edu.pk/>
 - Center for Excellence in Journalism (CEJ): <https://cej.iba.edu.pk/>
 - Centre for Excellence in Islamic Finance (CEIF): <https://ceif.iba.edu.pk/>
 - Karachi Urban Lab (KUL): <http://karachiurbanlab.com/>
 - Center for information and Communication Technology (CICT): <https://cict.iba.edu.pk/>
- Academic and advisory services to the exchange students will be provided by IBA (meetings with Academic Counselors, Faculty, and others).
- Exchange students will have access to the Student Center and all sports facilities.
- Karachi City Tours will be organized for all exchange students.

For details, please reach out to IBA OISE: OISE@iba.edu.pk