

## OFFICE OF STUDENT AFFAIRS (OSA)

### POLICY FOR STUDENT GUESTS / VISITORS

Students' guests are allowed to visit IBA Campuses from **Monday to Saturday 09:00am to 06:00pm**. All visitors will have to abide by the following rules and guidelines:

1. Students should fill out the **Student Visitor Form AT LEAST 24 WORKING HOURS PRIOR** to the planned visit. (Link to the form: <https://forms.gle/u9TRDsXfpuZcqk9T8>)
2. The form is automatically approved, and you can bring in your guests after 24 hours of filling the form.
3. Please make sure that your **guests/visitors bring their original CNIC/Passport** with them. Without their original documents, they will not be allowed to enter the campus.
4. **All guests/visitors must sign-in and sign-out upon entering and leaving** IBA premises.
5. Guests/Visitors are only allowed to visit the campus when accompanied by the student, who will give them a tour of the campus.
6. All visitors **must** leave IBA premises latest by **06:00 pm**.
7. Students are strictly **not** allowed to bring in their guests for events that are specifically held for IBA students. Any violation of visitor policy will be considered as the violation of code of conduct, and necessary action will be taken against the student.

### GUEST / VISITOR MISCONDUCT

IBA students are responsible for the behavior of their guests when within IBA premises. They need to ensure that their guests do not violate the security rules, regulations, and behavioral norms of the Institute. Any unpleasant or undesirable incident occurring because of the behavior of the guest can lead to disciplinary action against the IBA student who invited them.