

DOCUMENT VERIFICATION POLICY FOR EXTERNAL ORGANIZATIONS

Objective:

The purpose of this policy is to establish clear guidelines and procedures for verification of records / academic reference check / background check. verification at ILMA University, ensuring accuracy, transparency, and efficiency in the verification process for both domestic and international institutions.

1. Verification Charges:

Pakistani Institutions: The verification fee per document is set at PKR 8,000.
International Institutions: The verification fee per document is \$50.

2. Student Information Updation & External Verification Consent:

The university adheres to the policy of secrecy, privacy and disclosure of records which requires the student's explicit consent to be obtained through Student eInfo Portal online before the disclosure of any information to any institution. This policy aims to respect the privacy rights and maintain confidentiality of records. (Necessary guidelines for students are available at <https://ilmauniversity.edu.pk/step>)

3. Payment Procedure:

Payment is required to be made via online transfer to the designated bank account of ILMA University, details for online transfer mentioned below or via payorder in the name of **ILMA University** to be sent to **Korangi Campus**, Main Ibrahim Hydri Road, Korangi Creek, Karachi-75190, Pakistan.

- Account Title: ILMA University
- IBAN: PK10DUIB00000000460627001
- Account Number: 460627001
- Bank Name: Dubai Islamic Bank
- Branch: Urdu Bazar, Karachi
- Swift Code: DUIBPKKA

4. Verification Duration:

Following the receipt of funds transfer, the verification process will typically be completed within 5 working days.

5. Submission of Evidence:

After completing the online transfer, the institution must provide evidence via email along with the following details to facilitate tracking and funds verification:

- Account Title
- Transaction Date
- Account Number
- Sent Amount
- Sender Name

6. Non-Refundable Policy:

Verification charges are non-refundable, regardless of the outcome of the verification process.

7. Confidentiality:

ILMA University ensures the confidentiality of all documents submitted for verification / reference check and will not disclose any information to any third parties without adhering to the policies of the university.

8. Compliance:

All stakeholders, including staff members responsible for processing verification / reference check requests, must adhere strictly to this policy to maintain consistency and integrity in the verification process.

9. Amendment of Policy:

Any amendments or updates to this policy can be made without any prior notice / intimation including processes, fees or any other pertinent item.

Conclusion:

The document verification / reference check policy outlined above serves to standardize and streamline the verification process at ILMA University. By adhering to these guidelines, we aim to provide reliable and efficient verification / reference check services to institutions and individuals alike.