

## **INSTRUCTIONS FOR SCANNING**

It is highly advised to follow below Instructions precisely while sending your document.

- Make sure that all of your documents particularly Degrees and Transcripts are attested from IBCC & HEC.
- Scan your documents using Scanner.
- DO NOT use Cam Scanner.
- Scan both sides of each document I.e., Front and Back. (Even if it's blank) ● Name each document clearly i.e., Matric Mark sheet Front.
- Avoid Making Single pdf of all of your Academic Documents.
- Passport must have Maximum one year of validity make sure your Passport & CNIC is not expired.
- Resume should be in Doc Format.