

HEC CORRECTION PROCEDURE (ISB)

1. FILL OUT THE HEC CORRECTION [FORM](#)
2. SCAN ALL YOUR EDUCATIONAL DOCUMENTS (front and back)
3. SEND AN E-MAIL TO Muhammad Faisal Idrees AT mfidrees@hec.gov.pk WITH SCAN COPIES and Correction form.

Sample E-MAIL DRAFT

Dear Respected Sir,

Hope my email will find you in best of your health. I got my MBBS and MBA degree attested from HEC in October 2016. Now I need to send these documents to Saudi culture bureau and Saudi embassy. For this purpose the title of the degree must appear same online as in the actual attested degree.

My MBA degree is not appearing with complete title as informed by the local HEC office in Karachi. I have already submitted the correction form last week. According to them, it may take two weeks for the online correction but I need it on urgent basis to send to the Saudi culture bureau for attestation.

The correction in my MBA degree with the complete title is "Master of business administration (health and hospital management)

I would be thankful if you expedite the process and give it to me back in couple of days so that i would be able to submit documents in Saudi culture bureau as soon as possible.

FULL NAME: NASEEM ZEHRA

NIC # 3333-3333333-3

Best regards