



### **CORRECTION FORM PROCEDURE**

- Q: How can I make correction in my "Name"?
- Q: How can I make correction in my "Father's Name"?
- Q: How can I make correction in my "Date of Birth"?
- Q: How can I make correction in my "Mark sheet"?

**Correction Form can be used for the correction in:**

1. Correction in Name,
2. Correction in Father's Name,
3. Correction in Marks,
4. Correction in Date of Birth.

**Steps to be followed:**

1. Log-in to [www.zueb.edu.pk](http://www.zueb.edu.pk)
2. Go to "Quick Links",
3. Download "Correction Form"
4. Fill it, attach relevant documents and submit at Help Desk – ZUEB,
5. Correction Fees,  
Rs. 500 (Normal, Issuance in 4 days),  
Rs. 1000 (Urgent, Issuance in 1 day)
6. Once the applicant submits fees with Correction Form and Relevant Documents, Help Desk Assistant will issue a receipt.
7. The receipt can be later submitted for the receiving of the documents (after correction).

**NOTE:**

All required documents must be collected within 30 days of the issuance date, after that these documents will be discarded & candidate will have to submit a new form(s). Regular Students should apply through their Institutions, however, Private Students can submit the forms at Help Desk – ZUEB, following the complete guidelines.