

MEMORANDUM

To : All Students
From : HoD Students Academic Affairs
Subject : Course Registration and Tuition Fee (Summer Session 2026)
Date : Monday, June 8, 2026

Registration Guidelines for Summer Session 2026:

Undergraduate Programs:

Students are allowed to repeat courses, but they should not exceed a maximum of 6 credit hours (2 courses).

- 1) If a course is offered for remedial purposes, new students can opt for that course.
- 2) Students should enroll in the courses as per the catalog and in consultation with their program coordinators.
- 3) Students who dropped a course with penalty and received a "W" grade in any semester can register for the same course in Summer session of 2026

Graduate Programs:

Students can only take remedial courses with a maximum of 6 credit hours (2 courses).

- 1) Students are not allowed to take new courses.
 - 2) Students who dropped a course with penalty and received a "W" grade in any semester can register for the same course in Summer session of 2026.
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Summer Session 2026 is commencing on Saturday, June 27, 2026. Students are requested to register (Add/ Drop) their courses through **SELF SERVICE** system available at CMS System i.e. "myIoBM". Students are required to follow the schedule mentioned below for registration:

Monday, June 15, 2025 (from 10:00 AM onwards)

- All Bachelors Programs who left with 12 or less courses (36 or less credit hours)

Monday, June 15, 2025 (from 3:00 PM onwards)

- All Bachelors Programs who left with 13 to 24 courses (37 to 72 credit hours)

Tuesday, June 16, 2026 (from 10:00 AM onwards)

- All Bachelors Programs who left with 25 to 36 courses (73 to 108 credit hours)

Tuesday, June 16, 2026 (from 3:00 PM onwards)

- All Bachelors Programs who left with 37 or more courses (109 or more credit hours)
- All Masters with only 'F' and 'W' grade (6 credit hours)

Registration will remain open till Monday, July 6, 2026 11:45 PM

Fee Payment

- Tuesday, June 9, 2026 to Thursday, June 25, 2026

	Registration Fee	Tuition Fee (per Credit Hour)	Tuition Fee (Per Course)	Tuition Fee Full Load	Total Fee (Full Load)
All Bachelor's Programs	3,500.00*	9,800.00	29,400.00	58,800.00	62,300.00*
All Master's (Regular) Programs	3,500.00*	10,600.00	31,800.00	63,600.00	67,100.00*
All Master's (Weekend / Evening) Programs	3,500.00*	10,600.00	31,800.00	63,600.00	67,100.00*

* For two courses

Commencement of Classes:

Saturday, June 27, 2026

LATE REGISTRATION FEE OF RS. 2000/- (FOR ALL PROGRAMS) WILL BE CHARGED FROM FRIDAY, JUNE 26, 2026 TO MONDAY, JULY 6, 2026

LAST DATE TO DROP COURSES WITHOUT PENALTY THROUGH STUDENT SELF SERVICE ONLY THURSDAY, JULY 30, 2026

LAST DATE TO DROP COURSES WITH PENALTY THROUGH STUDENT SELF SERVICE ONLY WEDNESDAY, AUGUST 12, 2026*

* 'W' grade will appear in your transcript for Summer session

GUIDELINES ON PAYMENT OF FEES THROUGH FAYSAL BANK USING 24 DIGIT IBAN WITH REAL TIME UPDATE OF FEES IN STUDENT LEDGER IN myIoBM

MOST IMPORTANT

PLEASE DO NOT PAY FEE USING VIRTUAL ACCOUNT IN STANDARD CHARTERED BANK

1. How to Locate Your Faysal Bank IBAN

1. Log in to the myIoBM Portal.
2. Navigate to the top menu and click on Fees > Student Ledger.
3. Your Faysal Bank (24 chars) IBAN will be displayed at the top section of the ledger screen.
4. This IBAN is unique to you. Use it exactly as shown for all future fee payments.

2. How to Submit Your Fee

- You can submit your fee using any of the following methods:
- Mobile Banking App
- Internet Banking
- ATM Transfer
- Over-the-Counter (OTC) deposit at any Branch of Faysal Bank

3. Steps to Pay:

1. Open your preferred banking channel.
2. Select "Bank Transfer" and choose Faysal Bank as the receiving bank.
3. Enter your IBAN exactly as shown in myIoBM.
4. Enter the amount you want to transfer.
5. Complete the transaction.
6. Payment will reflect in your ledger within 1–2 minutes.

4. Verifying Your Payment in myIoBM

1. Return to the myIoBM portal.
2. Go to Finance > Student Ledger.
3. Your most recent payment will appear as the first transaction in the ledger (sorted by date descending).
4. Ensure that the amount and date are correct.

5. PAYMENT OVER THE COUNTER

- Fee can be paid in cash / cheque / pay order at any branch of Faysal Bank using IBAN number as provided in the student ledger
- Beneficiary bank would be Faysal Bank
- Beneficiary account in the DEPOSIT SLIP and account title will be STUDENT NAME C/O IOBM

Fee Installment

A penalty of Rs.100 per day will be applicable on delayed payment of installments as per due date.

Enrollment Instructions:

- 1. Manual Enrollment/Registration cannot be performed; students will enroll / register / add / drop their courses through SELF-SERVICE only on myIoBM.**
2. Students cannot enroll in advance course if he/she has not appeared or taken pre-requisite course.
3. If a student completes his/her program earlier than the required duration, HEC may not accept/attest his/her educational documents.
4. All students are advised to complete their degree program in **required duration**. Students who do not meet the **minimum years and semesters criteria**, will be required to re-register in at least one course to complete the duration. Students who do not meet the **maximum year's criteria**, will be required to take **re-admission** to meet the requirement.

5. During online registration, if you face any of the following issue, please contact on given emails:

Issues	Contact Person / Department	CC to
<ul style="list-style-type: none"> For 7 courses - last semester Change of Status from Bachelor to Master Program Students with blocked IDs indicator (below CGPA) For Semester freeze request 	humayun.baig@iobm.edu.pk	
<ul style="list-style-type: none"> Pre-Requisite Course Schedule and Timings 	academics@iobm.edu.pk	rabia.sabri@iobm.edu.pk
Fee Installment / deferment	masood.hassan@iobm.edu.pk ammar.anwar@iobm.edu.pk muhammad.jamal@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.asim@iobm.edu.pk	aslam.ali@iobm.edu.pk
Insufficient balance	masood.hassan@iobm.edu.pk ammar.anwar@iobm.edu.pk najam.siddiqui@iobm.edu.pk muhammad.jamal@iobm.edu.pk	aslam.ali@iobm.edu.pk
Financial Assistance / Scholarship	mhsayeed@iobm.edu.pk	
For official internship request	abdul.khaliq@iobm.edu.pk	
Any other issue regarding Registration	asim.yousfi@iobm.edu.pk	
<ul style="list-style-type: none"> ID or login problem on myIoBM Any other issue regarding myIoBM 	cmshelpdesk@iobm.edu.pk	zoheb.ali@iobm.edu.pk zafar.siddique@iobm.edu.pk

NOTE:

1. Please **DO NOT** send emails regarding registration to Vice President, FHE & Chief Advisor, IoBM, Mrs. Sabina Mohsin or to the President, IoBM, Mr. Talib S. Karim,
2. Send email **ONLY** to the concerned Staff or Department as mentioned above so that **your issues are resolved promptly.**