**Check List for SSC and HSSC Affiliation**

1. **Visit the FBISE Website**
	1. Access the official FBISE website (<https://portal.fbise.edu.pk/inst_login/>) to find the latest information on affiliation procedures.
2. **Prepare Documentation**
	1. Gather all necessary documents in PDF form, including:
		1. **School/College registration documents** (from PEIRA, Islamabad, PSRA, KPK, PSRA-AJK, PSRA-Baluchistan Registering Education Authority)
		2. **NOC from concerned educational authorities** (for Semi Government institutions)
		3. **Adequate infrastructure details.** (Science Lab(s), Computer Lab, Library, Class rooms, Examination hall and open area)
		4. **Teaching staff details** (Credentials of Teaching faculty at SSC/HSSC level)
		5. **Map of Building**
		6. **Lease Agreement / Dead of Ownership**
3. **Generate the Token**
	1. Create an account on the FBISE online affiliation portal by using link <https://portal.fbise.edu.pk/inst_login/> and Generate / get the Token.
4. **Login to the Portal:**
	1. Log in to the FBISE online affiliation portal using Token Number which will be provided on screen.
5. **Select Fresh Affiliation request**
	1. Choose the type of affiliation you are applying for (SSC or HSSC).
6. **Fill Application Form:**
	1. Complete the online application form accurately. Provide all necessary details (Infrastructure details and upload required documents (registration Certificate, Map of Building, Lease agreement / Deed of Ownership and MoU from Hospital (in case of opting Medical Technology group at HSSC level).
7. **Payment of Fees:**
	1. Pay the affiliation fees through online Bank Challan by downloading from <https://portal.fbise.edu.pk/challan_inst/> as per the prescribed fee structure.