

Instruction Manual for Online Admission

(Online Admission Form Filling Procedure)

University of the Punjab

Lahore, Pakistan

Go to the Online Admission Portal of University of the Punjab <http://admissions.pu.edu.pk> or <http://111.68.103.22/admissions> (for Online Admission).

Before starting to fill the online admission form, please read the following instructions carefully. These will be shown on the above-mentioned link.

Instructions for Online Admission Form

CLOSE X

- **Admission Form is divided into following steps (Tabs):**
 - Personal Information (For Biographical Details).
 - Educational Information (For Academic Qualification Details).
 - Experiences / Publications (For Working Experience & Publication Details).
 - Apply (For final submission of above information & Admission Program Applications).
- **Applying Procedure for Offered Admission Programs:**
 - Add Personal, Educational, Experiences & Publications Information.
(Note: You can skip Experience & Publication if not Applicable)
 - Do Final Submission.
(Note: After Final Submission you will not be able to edit your entered information)
 - Choose your desired admission program(s) from Offered Programs list one by one.
 - Fee Challan will be generated for each program application separately. Take printout using **Print Challan** & deposit fee in any branch of HBL or UBL bank.
 - After depositing fee, you will Edit your Application by clicking the menu **View/Edit Application**, there you will enter your CNIC/Form-B.
 - Then you need to **Generate Application** for each applied program application respectively.
 - **Take printout of each application & attach original fee challan and copies of CNIC, Educational documents & all other required documents and finally dispatch to respective departmental address that will be printed on last page of Application Form.**
- **Special Notes:**
 - While filling the form, You can move to Previous Tabs (Steps) by clicking on desired tab (e.g. Personal Info.), if needed to Change/Update/View any information but before Final Submission.
 - You can Logout by clicking the menu **Logout & Close Admission Form** at any stage if you want to fill form later on.
 - To Edit or View your Application click the menu **View/Edit Application**.
 - Application from Foreign applicants should be routed through his/her home country's embassy and pakistan mission abroad office (in-case of overseas pakistani), These applications should reach "Office of Chairman Admission Committee, 2nd Floor, Centre for Undergraduate Studies, University of the Punjab, Lahore." before closing date.
 - **Please check your eligibility before applying in any offered program, Admission Regulations / Merit Calculator**
 - **Students applying for reserved seats needs to refer regulation book before applying in particular category, Admission Regulations**
 - **If you need to change any information about your application after "Final Submission", you can correct it with pen on the printed application form, before dispatching it to the concerned department.**

Note: University of the Punjab reserves the right to cancel the Application at any stage, in-case of In-Eligibility, False Information or Missing/Incomplete information/document(s) etc. without any intimation.

OK, I have read above instructions

Instructions to read before starting online application procedure

Admission Form is divided into following steps (Tabs):

- Personal Information (*For Biographical Details*).
- Educational Information (*For Academic Qualification Details*).
- Experiences / Publications (*For Working Experience & Publication Details*).
- Apply (*For final submission of above information & Admission Program Applications*).

The brief procedure for submitting an application is given below:

1. Personal Info.

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. The navigation tabs are 'Offered Programs', 'Fill Application', 'Edit/View Application(s)', and 'Contact/Query'. The current step is '1. Personal Info.', with other tabs being '2. Educational Info.', '3. Experience/Publications', and '4. Apply'. The form contains several mandatory fields marked with an asterisk (*):

- *CNIC / Form-B No. (Mandatory Field):** A text input field with a 'ReType CNIC / Form-B No.:' label and a 'ReType Your CNIC / Form-B No. here' input field.
- *Name:** A text input field labeled 'Your Name here'.
- *Father Name:** A text input field labeled 'Your Father Name here'.
- Father/Guardian Occupation:** A text input field labeled 'Father's Occupation'.
- *Gender:** A dropdown menu with '--- Select Gender ---'.
- *Religion:** A dropdown menu with 'Islam' selected.
- *Blood Group:** A dropdown menu with '--- Select Blood Group ---'.
- *Photograph (Max. Allowed Filesize 200KB):** A 'Choose File' button, a 'Browse' button, and a 'no' icon.
- Father CNIC (XXXXX-XXXXXX-X):** A text input field labeled 'Father CNIC here'.
- *Family Monthly Income:** A text input field labeled 'Father's Monthly Income'.
- *Date of Birth (DD/MM/YYYY):** A text input field labeled 'Your Date of Birth here'.
- *Hafiz-e-Quran:** A dropdown menu with '--- Select ---'.
- *Marital Status:** A dropdown menu with '--- Select Marital Status ---'.

Important Instructions on the right side include:

- Edit Application:** If you want to View, Edit or Complete (pending) admission application then click *View/Edit Application* to login and proceed. (Note: For this you need to enter CNIC or Form-B No.)
- Applying Procedure:** Add Personal, Educational, Experiences & Publications Information. (Note: You can skip Experience & Publication if not Applicable) Do Final Submission. (Note: After Final Submission you will not be able to edit your entered information) Choose your desired admission program(s) from Offered Programs list one by one. Fee Challan will be generated for each program application separately, Take printout using *Print Challan* & deposit fee in any branch of HBL or UBL bank. After depositing fee, you will Edit your Application by clicking the menu *View/Edit Application*, there you will enter your CNIC/Form-B. Then you need to *Generate Application* for

First step, tab for personal information is shown. * sign is showing the fields which are mandatory to fill, **otherwise you cannot proceed to the next tab**. Latest photograph (size 200kb maximum) is required. You can reduce the size of image by formatting in Microsoft Paint/Microsoft Office Picture manager or by using any other software.

This section contains three checkboxes for additional information:

- Check this box, if you have ever been removed or expelled from any institution, if yes, fill in details.
Expelled / Removed Details (Maximum 250 Characters):
Expelled / Removed Details here
- Check this box, if you have ever been convicted, if yes, fill in details.
Convicted Details (Maximum 250 Characters):
Convicted Details here
- Check this box, if you ever admitted in any department of Punjab University, if yes, fill in below details.
Admitted Department: Admitted Department Name here
Admitted Program: Admitted Program Name here
Admitted Session: Admitted Session here
Admitted Roll No: Admitted Roll No. here

Save & Proceed

After filling all the information in the Personal Information tab, click the button **Save & Proceed** (as shown in above image) to proceed to the next step.

2. Educational Info.

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. The top navigation bar includes 'Offered Programs', 'Fill Application', 'Edit/View Application(s)', 'Logout & Close Admission Form', and 'Contact/Query'. A green success message at the top states 'Personal Information saved successfully.'. The main navigation tabs are '1. Personal Info.', '2. Educational Info.', '3. Experience/Publications', and '4. Apply'. The '2. Educational Info.' tab is active. Below the tabs, there are instructions: '* Fields are Required.', 'Enter all of your Educational Records one by one starting from Degree Level Matriculation / A Level.', and 'Proceed to Next Step button will appear automatically once you have entered Matriculation & Intermediate Level Education.'. A section titled 'Your Added Educational Record(s) are below:' shows 'No Record Found' and an 'Add More Education' button. The 'Educational Details' section contains several form fields: '*Degree Level:' (dropdown), '*Degree Title:' (text), '*Exam Type:' (dropdown), '*Passing Year:' (text), '*Roll No.:' (text), '*Registration No.:' (text), and '*Grading System:' (dropdown). A right-hand sidebar titled 'Important Instructions' lists steps for editing applications and applying, including notes about CNIC/Form-B and final submission.

In this tab, **all educational information** need to be added starting from Matriculation (or equivalent) onward. After filling **all educational information**, click **Proceed to Next Step (Experience/Publications)** button shown after qualification list.

3. Experience/Publications

(Note: You can skip Experience/Publications if not applicable)

In this tab, all the Job Experiences and Publications (if any), should be added.

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. The top navigation bar is the same as in the previous screenshot. A blue success message at the top states 'Educational Record(s) saved successfully.'. The main navigation tabs are '1. Personal Info.', '2. Educational Info.', '3. Experience/Publications', and '4. Apply'. The '3. Experience/Publications' tab is active. Below the tabs, there are instructions: 'Enter your Job Experiences one by one.'. A section titled 'Your Added Experience(s) are below:' shows 'No Record Found' and a table with columns: 'Job Type', 'Job Title', 'Organization', 'From Date', 'To Date', and 'Actions'. The 'Experience' section contains several form fields: '*Job Type:' (dropdown), '*Job Title / Designation:' (text), '*Organization:' (text), '*From (DD/MM/YYYY):' (text), '*To (Choose Yes if Job is in-progress)' (dropdown), and '*To (DD/MM/YYYY):' (text). At the bottom of the form are two buttons: 'Save & Add More Experience' and 'Skip (In-Case of no Job Experience)'. A right-hand sidebar titled 'Important Instructions' lists steps for editing applications and applying, including notes about CNIC/Form-B and final submission.

After adding job experience(s), all publications (if any) should be added in the same tab.

UNIVERSITY OF THE PUNJAB
ONLINE ADMISSIONS

Offered Programs Fill Application Edit/View Application(s) Logout & Close Admission Form Contact/Query

You Skipped the Experience.

1. Personal Info. | 2. Educational Info. | **3. Experience/Publications** | 4. Apply

Your Added Experience(s) are below: [Add More Experience](#)

Job Type	Job Title	Organization	From Date	To Date	Actions
You skipped the Experiences, Click here to Add Experience					

• Enter your Publications one by one.

Your Added Publication(s) are below: [Add More Publication](#)

Paper Title	Journal	Vol/Page	Year	Actions
No Record Found				

Publication (Only HEC Approved & ISI Web of Science Impact Factor Journals)

*Paper Title: *Journal (HEC Approved & ISI Impact Factor):

*Volume & Page No.: *Year:

[Save & Add More Publication](#) [Skip \(In-Case of no Publication\)](#)

Important Instructions

- Edit Application:**
 - If you want to View, Edit or Complete (pending) admission application then click [View/Edit Application](#) to login and proceed. *(Note: For this you need to enter CNIC or Form-B No.)*
- Applying Procedure:**
 - Add Personal, Educational, Experiences & Publications Information. *(Note: You can skip Experience & Publication if not Applicable)*
 - Do Final Submission. *(Note: After Final Submission you will not be able to edit your entered information)*
 - Choose your desired admission program(s) from Offered Programs list one by one.
 - Fee Challan will be generated for each program application separately, Take printout using [Print Challan](#) & deposit fee in any branch of HBL or UBL bank.
 - After depositing fee, you will Edit your Application by clicking the menu [View/Edit Application](#), there you will enter your CNIC/Form-B.
 - Then you need to [Generate Application](#) for each applied program application respectively.

After adding the Experience & Publications (if applicable), click **Proceed to Next Step (Apply)** button.

UNIVERSITY OF THE PUNJAB
ONLINE ADMISSIONS

Offered Programs Fill Application Edit/View Application(s) Logout & Close Admission Form Contact/Query

You Skipped the Publication.

1. Personal Info. | 2. Educational Info. | **3. Experience/Publications** | 4. Apply

Your Added Experience(s) are below: [Add More Experience](#)

Job Type	Job Title	Organization	From Date	To Date	Actions
You skipped the Experiences, Click here to Add Experience					

Your Added Publication(s) are below: [Add More Publication](#)

Paper Title	Journal	Vol/Page	Year	Actions
You skipped the Publications, Click here to Add Publication				

[Proceed to Next Step \(Apply\)](#)

Important Instructions

- Edit Application:**
 - If you want to View, Edit or Complete (pending) admission application then click [View/Edit Application](#) to login and proceed. *(Note: For this you need to enter CNIC or Form-B No.)*
- Applying Procedure:**
 - Add Personal, Educational, Experiences & Publications Information. *(Note: You can skip Experience & Publication if not Applicable)*
 - Do Final Submission. *(Note: After Final Submission you will not be able to edit your entered information)*
 - Choose your desired admission program(s) from Offered Programs list one by one.

4. Apply

(Note: After Final Submission you will not be able to edit your entered information)

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. At the top, there are navigation buttons: 'Offered Programs', 'Fill Application', 'Edit/View Application(s)', 'Logout & Close Admission Form', and 'Contact/Query'. A blue notification bar at the top left says 'Experiences & Publications saved successfully.' Below this is a progress bar with four steps: '1. Personal Info.', '2. Educational Info.', '3. Experience/Publications', and '4. Apply'. The '4. Apply' step is highlighted in yellow. Below the progress bar, there are instructions: 'You must do Final Submission of your entered information before applying for admission in offered program(s).', 'You will not be able to edit any entered information after final submission.', and 'Click Following Button to do Review/Final Submission.' A green button labeled 'Do Final Submission' is circled in red. To the right, there is a section titled 'Important Instructions' with two main bullet points: 'Edit Application' and 'Applying Procedure'. The 'Edit Application' point states that users can view, edit, or complete a pending application by clicking 'View/Edit Application' to login and proceed, with a note that CNIC or Form-B No. is required. The 'Applying Procedure' point lists steps: 'Add Personal, Educational, Experiences & Publications Information' (with a note that experience and publication can be skipped if not applicable) and 'Do Final Submission' (with a note that after final submission, information cannot be edited).

Upon clicking the **Do Final Submission** button, all the saved details in previous tabs will be shown for review. If there is a need to change any information in previous tabs, then click on **Back to Form for Editing** button.

The screenshot shows the 'I, undertake to:' section of the admission form. It contains 12 numbered terms and conditions, including abiding by university statutes, accepting the authority of the university, consent from parents/guardians, and agreeing to the university's rules and regulations. Below the terms, there is a checkbox labeled 'CHECK THIS BOX, IF YOU AGREE WITH ALL ABOVE & WANT TO CONTINUE FINAL SUBMISSION.' A red note below the checkbox states: 'Note: You will not be able to edit your information, once you have done final submission.' At the bottom, there are two buttons: 'Submit Information as Final' and 'Back to Form for Editing', with the latter button circled in red.

Then, you can go to any tab and change the relevant information. After making the necessary changes, click on the **Apply** tab, and then click **Do Final Submission** button. Now, check the checkbox showing your willingness to agree with mentioned terms and conditions.

I, undertake to:

1. Abide by the Statutes, regulations (including the Code of Honour of Students, of University Calendar 1990 Vol. 1) and rules etc. framed by the University of the Department/Institute/Centre/College/School from time to time and shall be liable to any penalty including rustication/expulsion, in case of violation on my part.
2. I accept as a condition of my admission the authority of the University that a student can be required to withdraw his name from the rolls, if in the opinion of the Vice-Chancellor/Director/Chairman/Principal of the Department/Centre/College, his stay is not conducive to the welfare, either of himself or others in the Department/Institute/Centre/College/School. Should I fail to withdraw my name immediately after being called upon to do so, it may be struck off the rolls of the Department/Institute/Centre/College/School without any further notice to me.
3. I am joining this class with the express consent of my father / guardian, who agrees to be responsible for my good conduct and has appended his signature below in token thereof.
4. Not to "indulge in politics", and in case, I violate this undertaking an "indulge in politics" after my admission by the University, I shall be liable of expulsion without any notice under the order of the Vice-Chancellor which order shall be final and can be questioned only before the Supreme Court of Pakistan vide judgment/order of the Supreme Court of Pakistan dated 01 July 1992.
5. I accept as binding on me as long as I am a student, all rules and regulations in force at the time of joining an which might be framed subsequently.
6. Show good behaviour.
7. Devote whole-heartedly to my studies and maintain the dignity and prestige of the University both in and outside the Campuses.
8. Pay in time all dues and fine, if any.
9. I will notify the new address to Admission Committee (in-case of Graduate & Master level degree program) & Assistant Registrar, DPCC (in-case of MS/M.Phil & Ph.D level degree program), if there is any change in my contact address/phone number.
10. I undertake to take examination unconditionally notified by the Department/Institute/Centre/College/School.
11. Errors and Omissions excepted (E&OE) and University of the Punjab is not liable to respond any legal or court proceedings.
12. I have read the relevant rules and regulations concerning admission before submitting/signing this application.

CHECK THIS BOX, IF YOU AGREE WITH ALL ABOVE & WANT TO CONTINUE FINAL SUBMISSION.

Note: You will not be able to edit your information, once you have done final submission.

Submit Information as Final

Back to Form for Editing

Now select the following options (in the screen shown above):

- i) Degree Level (either Graduate or Masters)
- ii) Department (Institute of Administrative Sciences, Department of Zoology, Hailey College of Commerce etc.). This field is optional.
- iii) Offered program (by searching its name/title).

1. Personal Info. | 2. Educational Info. | 3. Experience/Publications | 4. Apply

View Profile

- Apply for your desired program(s) from below given Dropdown list, one by one.
- You can apply in as many programs as desired (If Eligible), each application will be listed in below table.
- For each application of program, a separate fee challan will be generated, for which you will deposit fee in any branch of respective bank.
- After depositing fee challan, you need to click button "Generate Application" to finalize your Admission Application for each applied program separately.
- Once you get the printout of final application, send it to respective departmental address along with required academic/personal documents & original deposited fee challan.

Record will not be shown until and unless you apply for any discipline.

Actions	Status	Program	Apply Date	Department	Campus
No Record Found					

- Choose Degree Level & Offered Program from below form and press "Submit Application / Generate Challan" button.
- Departments dropdown is optional and available to filter Offered Programs with respect to selected department. Choose only if you know the respective department.

*Degree Level:

Departments (Optional Field):

*Offered Programs:

If the department has conducted any entry test for admission, then the candidates who have appeared in the test, are eligible to apply and should mention the test marks in the online form.

Candidates who wish to apply on reserved seats, should check their eligibility from [Admission Regulation rules 2019-20](#).

ENTRY TEST RESULT DETAILS:

***Entry Test Roll No.:**

***Entry Test Marks:**

RESERVED QUOTA CATEGORIES:

- Choose desired choices from below list only in-case you are applying for reserved seats.
- Students applying for *Reserved Quota* must refer [Admission Regulations](#) book before applying.

PU Teacher
 PU Employee
 Disabled
 Army Nominated
 Overseas Pakistani
 Co-curricular

Now submit the application and generate challan by clicking **Submit Application / Generate Challan** button.

The application will be shown in the list as shown below:

Below are your Applications:

Actions	Status	Program	Apply Date	Department	Cam
<input type="button" value="Print Challan"/> <input type="button" value="Print Application"/>	Applied	B.Com Hons. (4 Years) (Morning Program)	06/09/2018 09:41 AM	Hailey College of Commerce	Qua
<input type="button" value="Print Challan"/> <input type="button" value="Generate Application"/>	Pending	BS (4 Years) Economics (Morning)	06/09/2018 09:45 AM	Department of Economics	Qua

- Choose Degree Level & Offered Program from below form and press "Submit Application / Generate Challan" button.
- Departments dropdown is optional and available to filter Offered Programs with respect to selected department. Choose only if you know the respective department.

***Degree Level:**

Departments (Optional Field):

***Offered Programs:**

Click on **Print Challan** link for the respective application to print challan and then deposit the fee in any branch of HBL or UBL bank.

After submission of challan fee in the bank, click **Generate Application** link (after login) for the respective application and enter the fee information and click **Finalize/Generate Application** button. The status of the respective application will be changed from **Pending** to **Applied**. A confirmation email will also be sent at your email address about submission of application.

Similarly, apply for other programs and submit their challan fee separately in the bank (Rs. 500/- for each online application for each program).

The final mandatory step is to take hard copy/print of application form by clicking the **Print Application** link for the respective application, and then send through postal/courier service to respective department (address mentioned in application) before the last date. By hand submission of application form is not acceptable.

Editing the Application (before Final Submission)

You may Log Out of the portal at any time and Log In again by clicking the **Edit/View Application(s)** link (as shown in below image). Your Personal Information, Educational Information and Experience/Publications can be edited before final submission.

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. At the top, there are four buttons: 'Offered Programs', 'Fill Application', 'Edit/View Application(s)' (highlighted with a red circle), and 'Contact/Query'. Below the buttons, a blue message box states: 'Your Session has been closed Safely, Remember to Complete your Online Admission Form Process.' The main content area has a progress bar with four steps: '1. Personal Info.', '2. Educational Info.', '3. Experience/Publications', and '4. Apply'. Below the progress bar, there are several form fields with red asterisks indicating required fields. The fields include: '*CNIC / Form-B No. (Mandatory Field)', '*ReType CNIC / Form-B No.:', '*Name:', '*Photograph (Max. Allowed Filesize 200KB):', '*Father Name:', and 'Father CNIC (XXXXX-XXXXXXX-X):'. To the right, there is a section titled 'Important Instructions' with two main bullet points: 'Edit Application:' and 'Applying Procedure:'. The 'Edit Application:' section includes instructions on how to view, edit, or complete a pending application. The 'Applying Procedure:' section includes instructions on adding personal, educational, and experience information, and finally submitting the application.

The following screen will be shown:

The screenshot shows the 'UNIVERSITY OF THE PUNJAB ONLINE ADMISSIONS' portal. At the top, there are four buttons: 'Offered Programs', 'Fill Application', 'Edit/View Application(s)', and 'Contact/Query'. Below the buttons, a yellow box highlights the 'View/Edit Profile/Application(s)' button. Below this button, there is a form field for 'CNIC or Form-B No. (Mandatory Field)' and a 'Proceed' button. To the right, there is a section titled 'Important Instructions' with two main bullet points: 'Edit Application:' and 'Applying Procedure:'. The 'Edit Application:' section includes instructions on how to view, edit, or complete a pending application. The 'Applying Procedure:' section includes instructions on adding personal, educational, and experience information, and finally submitting the application.

Insert your CINC/B-Form (registered during personal information procedure) and press **Proceed** button (as shown below). Your profile will be loaded and you can edit your details if **Final Submission** has not been done. If you have already done final submission, then you cannot change your profile and you can only apply for offered programs.

Important Instructions:

- i. By hand submission of application form is not acceptable.
- ii. Incomplete application form in any respect will not be entertained.
- iii. Candidates applying for other than main campus (other campuses include Jhelum and Gujranwala Campus) should select their degrees in the respective campuses.
- iv. Candidate can apply in as many programs as desired. He/She has to submit his/her challan fee separately in bank for each program.
- v. The challan amount may be deposited by the candidates in the following Habib Bank Limited (HBL) or United Bank Limited (UBL) accounts.
Habib Bank Account No. 0042-7900-0843-03
United Bank Account No. 2255-9255-1 (MCA)
- vi. You will receive email confirmation after the status of application is changed from Pending to Applied.
- vii. In case department is holding any entry test, bring the printout of confirmation email and first page of application form on the test date.
- viii. Application forms received after last date will not be entertained.
- ix. Admissions for the degrees of **Punjab University College of Information Technology (PUCIT)** and **Institute of Business and Information Technology (IBIT)** are being conducted on the following websites:
<http://admissions.pucit.edu.pk> (Online URL for PUCIT)
<http://ibitpu.edu.pk/admissions> (Online URL for IBIT)
- x. For online admission queries,
Helpline #: 0314-4044661, 0330-4063864, 0330-4063866, 0308-0467798,
0308-0467800
Note: Help line will remain open from 08:00 AM to 10:00 PM
- xi. Queries related to subject or degree can be asked by contacting to relevant department/institute/college. Contact number details of all departments are given on the link given below:
<http://pu.edu.pk/downloads/Departmental-Contacts.pdf>