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://admissions.

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

- 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.
 - $\circ~$ To Edit or View your Application click the menu $\emph{View/Edit Application}.$
 - 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 I 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

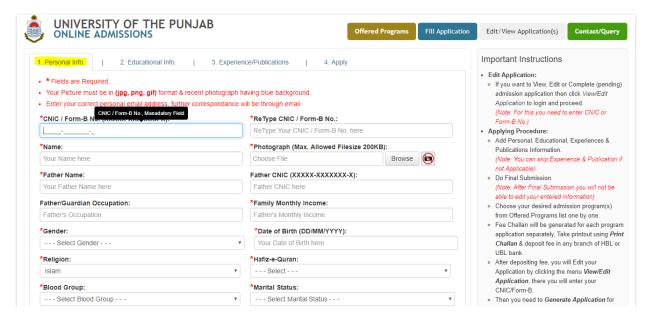
CLOSE X

Admission Form is divided into following steps (Tabs):

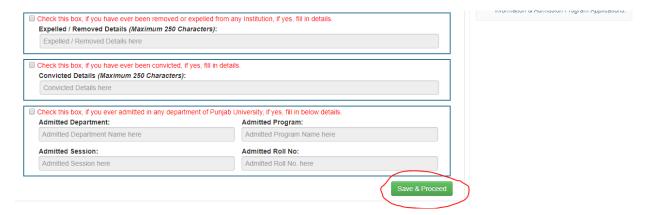
- o Personal Information (For Biographical Details).
- o Educational Information (For Academic Qualification Details).
- o Experiences / Publications (For Working Experience & Publication Details).
- o Apply (For final submission of above information & Admission Program Applications).

The brief procedure for submitting an application is given below:

1. Personal Info.

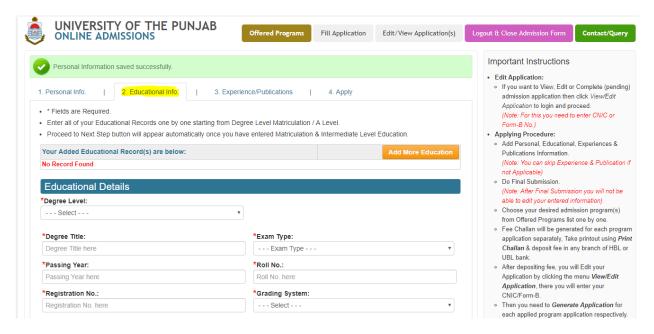


First step, tab for personal information is shown. * sign is showing the fields which are mandatory to fill, **otherwise you cannot proceed to the next tab**. Latest photograph (size 200kb maximum) is required. You can reduce the size of image by formatting in Microsoft Paint/Microsoft Office Picture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



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.

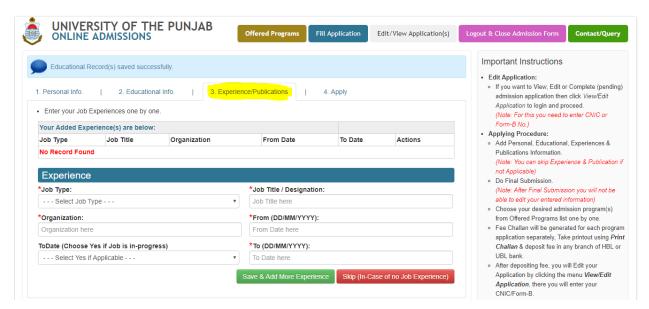
2. Educational Info.



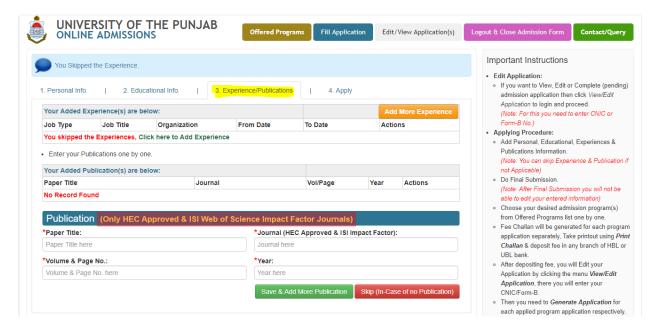
In this tab, all educational information need to be added starting from Matriculation (or equivalent) onward. After filling all educational information, click **Proceed to Next Step** (Experience/Publications) button shown after qualification list.

3. Experience/Publications

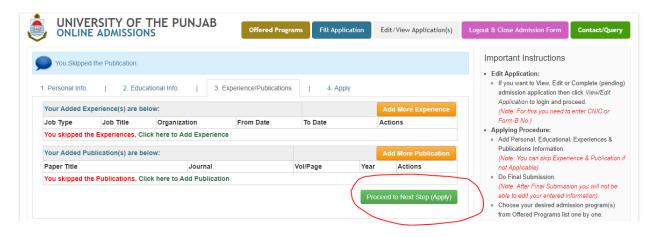
(Note: You can skip Experience/Publications if not applicable)
In this tab, all the Job Experiences and Publications (if any), should be added.



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

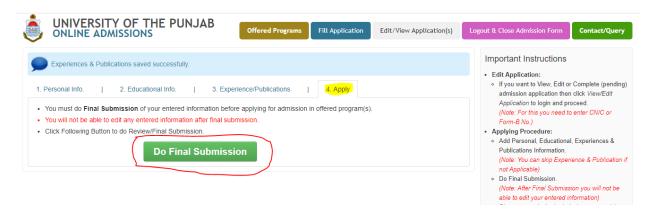


After adding the Experience & Publications (if applicable), click **Proceed to Next Step (Apply)** button.

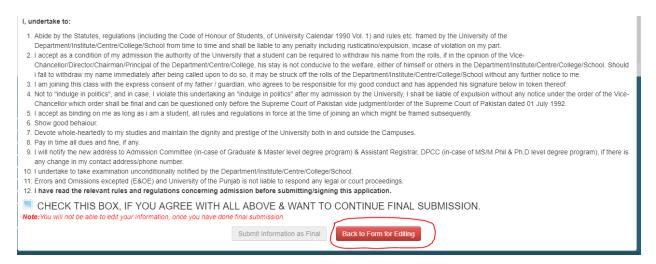


4. Apply

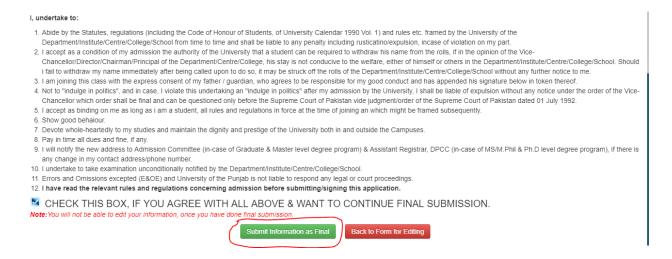
(Note: After Final Submission you will not be able to edit your entered information)



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.

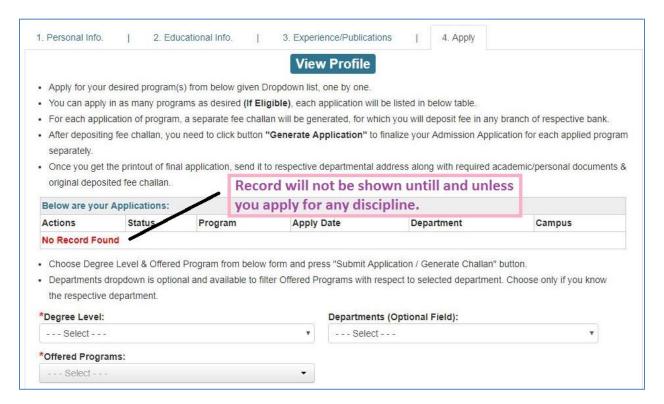


Then, you can go to any tab and change the relevant information. After making the necessary changes, click on the **Apply** tab, and then click **Do Final Submission** button. Now, check the checkbox showing your willingness to agree with mentioned terms and conditions.



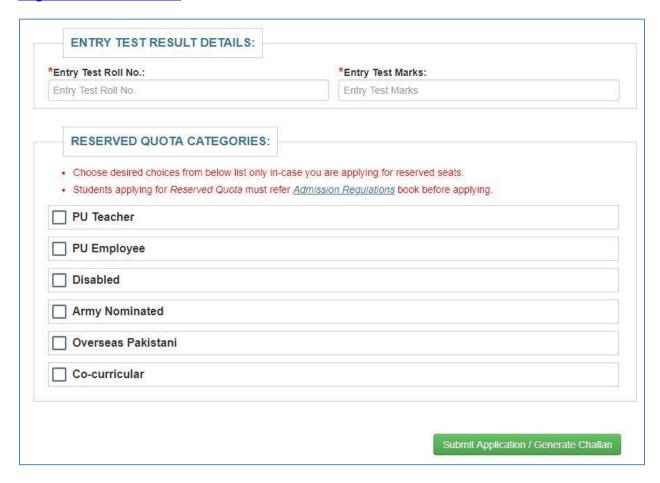
Now select the following options (in the screen shown above):

- 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).



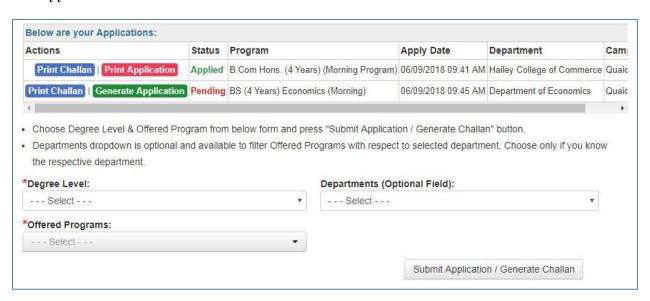
If the department has conducted any entry test for admission, then the candidates who have appeared in the test, are eligible to apply and should mention the test marks in the online form.

Candidates who wish to apply on reserved seats, should check their eligibility from <u>Admission</u> Regulation rules 2019-20.



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:



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).

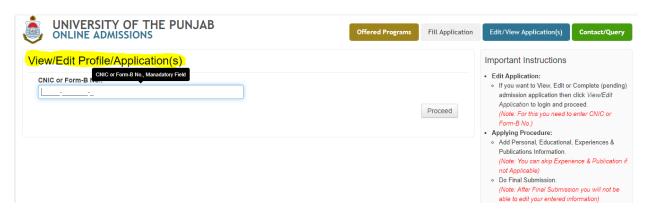
The final mandatory step is to take hard copy/print of application form by clicking the **Print Application** link for the respective application, and then send through postal/courier service to respective department (address mentioned in application) before the last date. By hand submission of application 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 following screen will be shown:



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