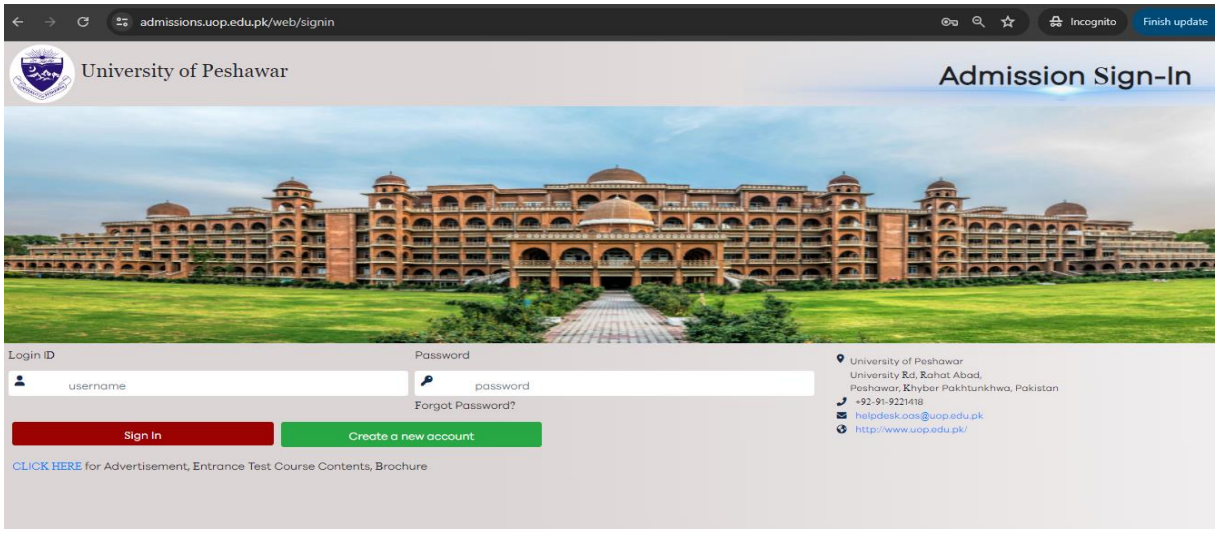
UNDERGRADUATE ONLINE ADMISSIONS TUTORIAL, FALL 2024

(Version 1.0.0)

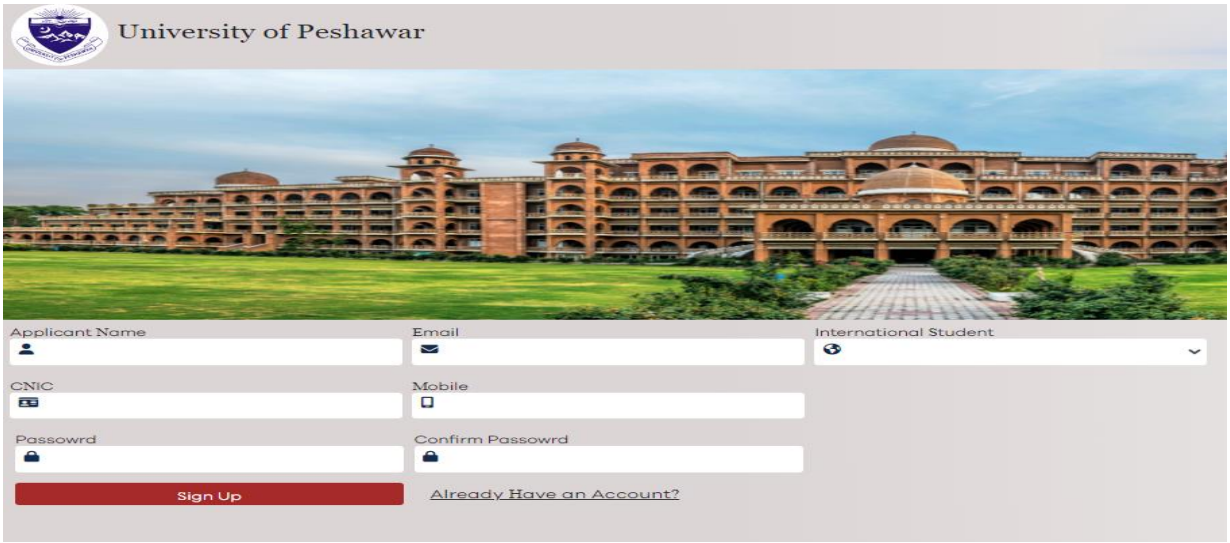
Admission URL: https://admissions.uop.edu.pk

- Go to Admission's Title Page by visiting above-mentioned URL.

- Click on **"Create a New Account"** button (Green Color) as shown Below:



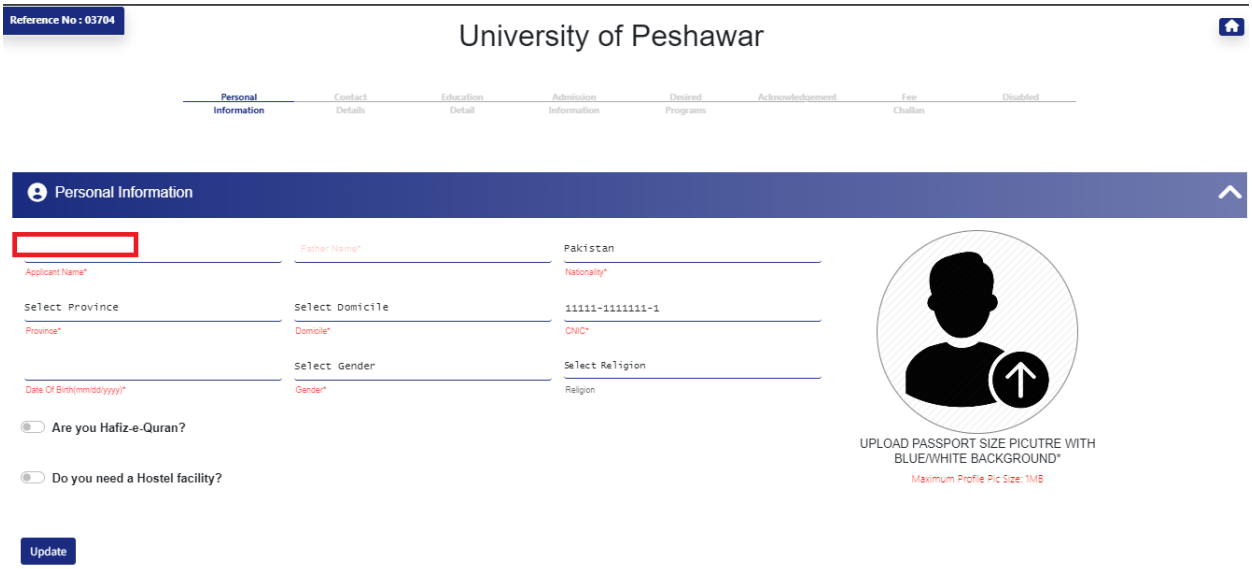
- Enter your Name, Email, CNIC, Mobile No, Password and International Student Status (YES/NO) as shown below:



*** IMPORTANT NOTE: Provide correct Mobile No and Email Address because ALL FUTURE CORRESPONDENCE will be provided on them**

- Once your account is created, a system generated acknowledgement SMS will be sent to you containing your Username and Password.

- Login via your username and password. You will be directed to **“<u>Personal Information</u>”** page as shown below:

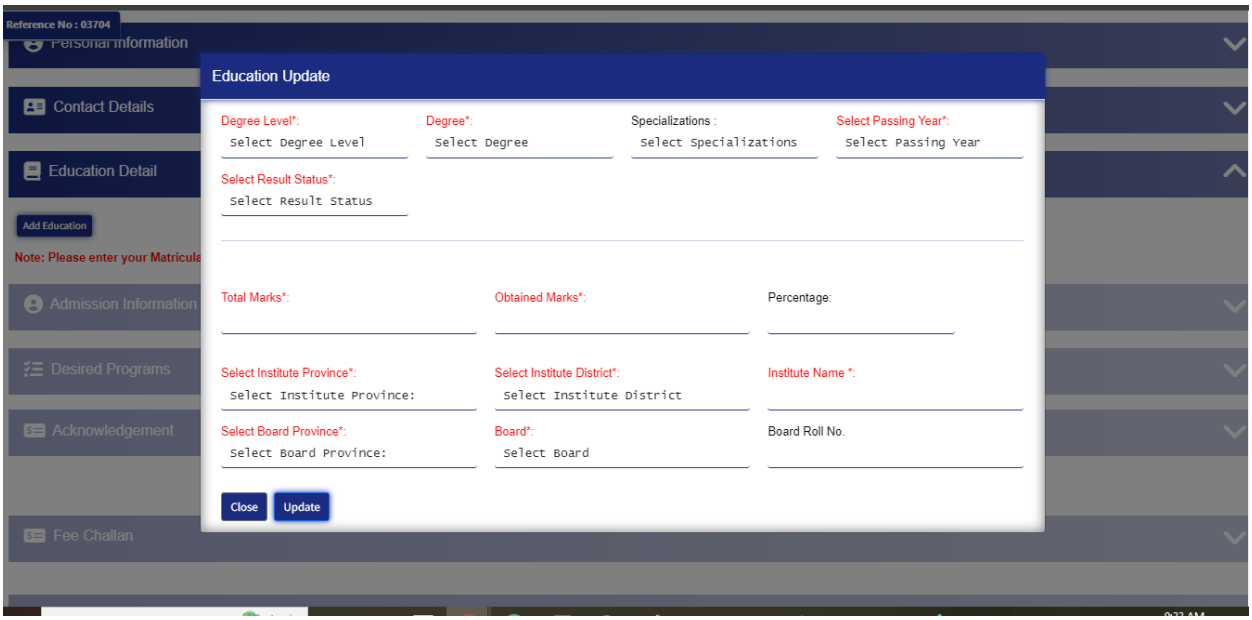


- Enter your Profile Information and Click on “Update” button to move to Next Step.

- Next, the following **“Contact Details”** page will be displayed:

- Enter your contact details and click on “Update”.

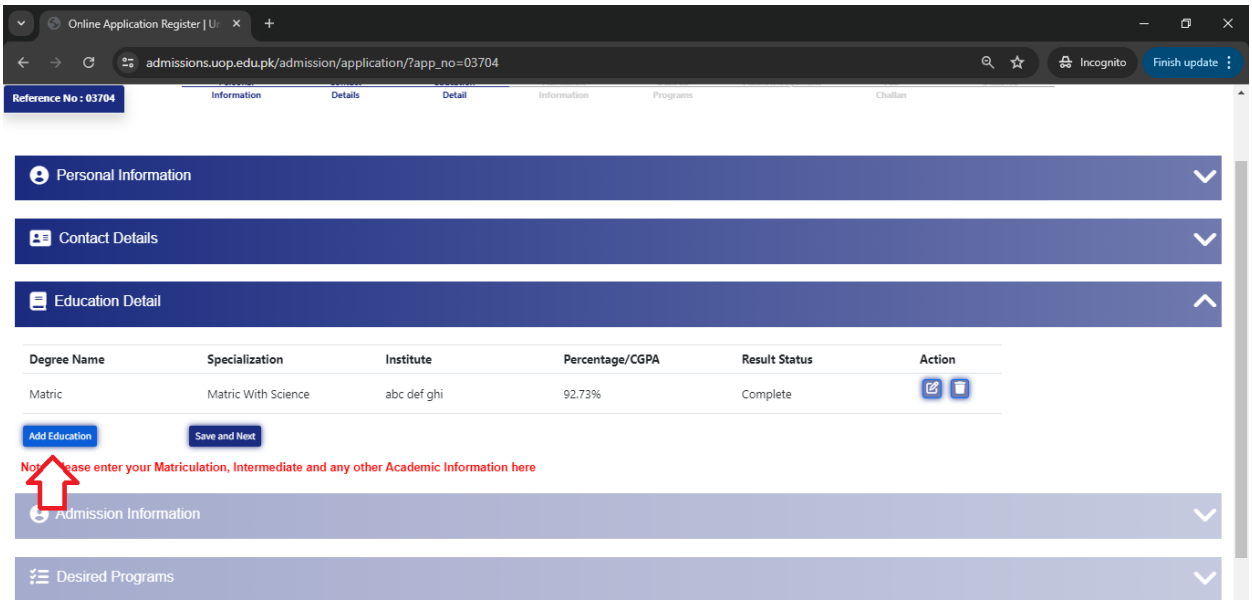
- Next, the following "**Education Detail**" page will be displayed:
- Click "**Add Education button**". A Popup window (**Education Update**) will be displayed:



- **Step-I**
- Select "Degree Level" from dropdown for your Secondary School Certificate (SSC) to enter the Matriculation details.
- Select "Degree", "Specialization" and "Passing Year" from dropdown menu.
- Select "Result Status", whether your result is declared or not.
- Enter Total Marks and Obtained Marks.
- Select "Province of Institute", "Institute District", and write "Institute Name".
- Select "Province of Board", write "Board Name" and "Roll No. of SSC examination.
- Finally, click "Update" button to save the Matriculation details.

Step-II

- Click again on “Add Education” to provide your HSSC/ F.A/ F.Sc details as shown below:

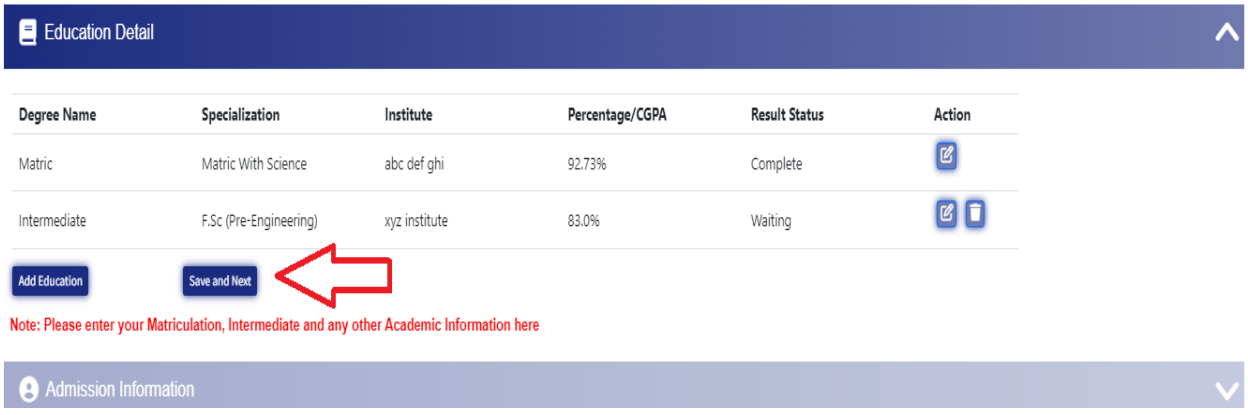


- Provide the HSSC/FA/FSc academic information accordingly.

STEPS ARE SAME AS MENTIONED-ABOVE

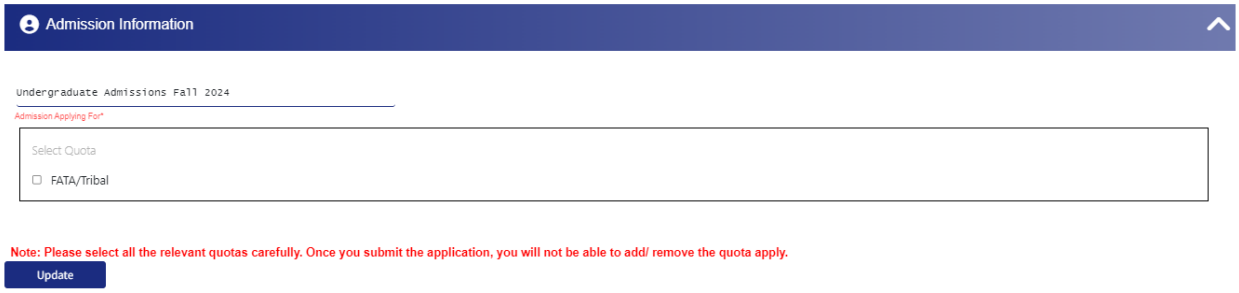
NOTE: If your FA/ F.Sc result is not yet declared, you need to select “Result awaiting” from drop down and enter the “First Year Total marks” and “First Year obtained marks”.

- Once you enter details, click on “Update” to save it.
- After entering the education Details, click on “Save and Next” button to go to next section as shown below:



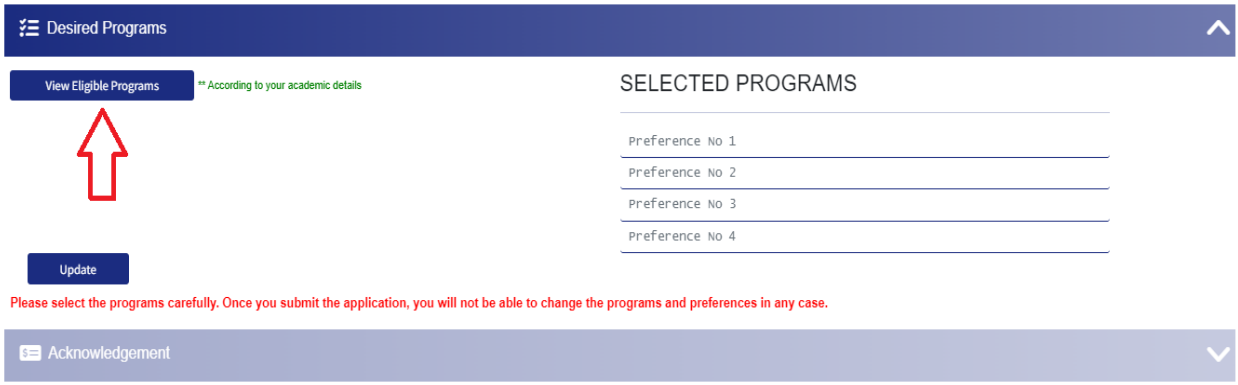
- In "**Admission Information**" section, SELECT the advertisement for which you are eligible. For example, Undergraduate Admissions Fall 2024.

- Next, Select Admission Quota for which you are eligible to apply:

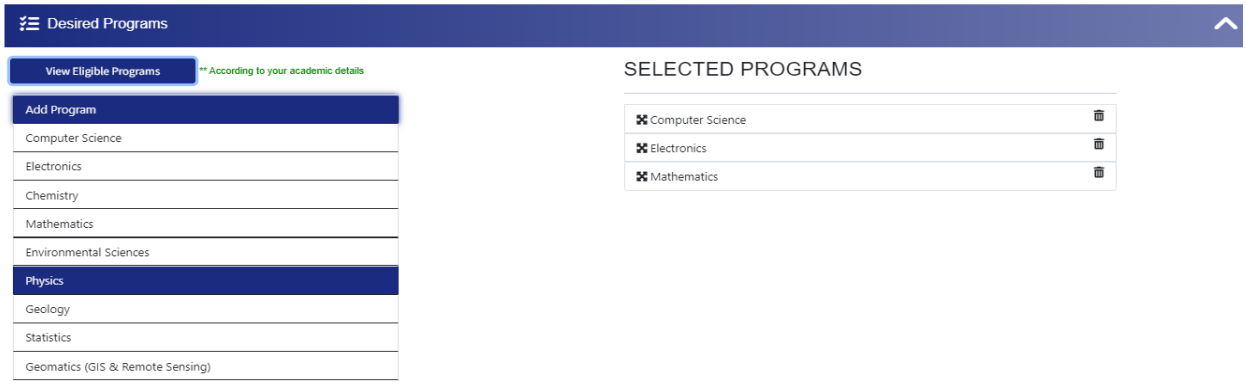


- Click "**update**" to move to next step.

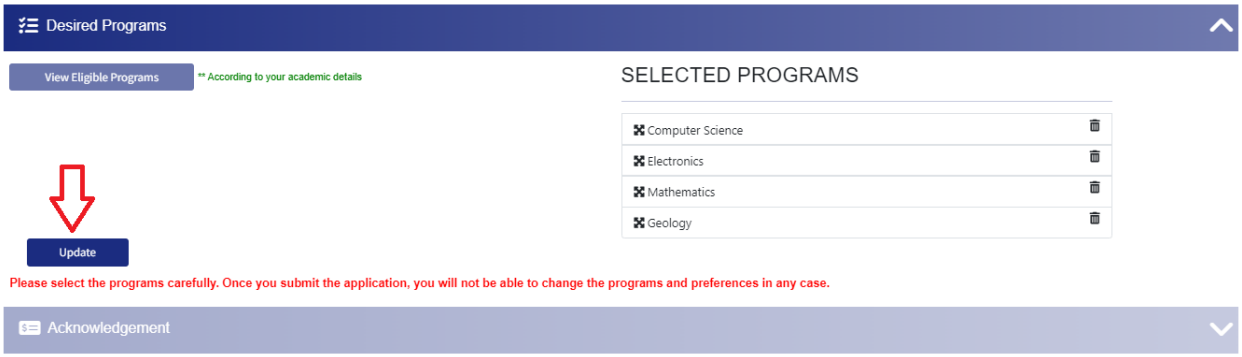
- In "**Desired Programs**" section, click on "**View Eligible Programs**" and select four programs.
  Note: The displayed programs are based on your provided qualification and profile information. If you desired to chose more than four programs then complete the first application submission including fee payment and then apply to other four programs.



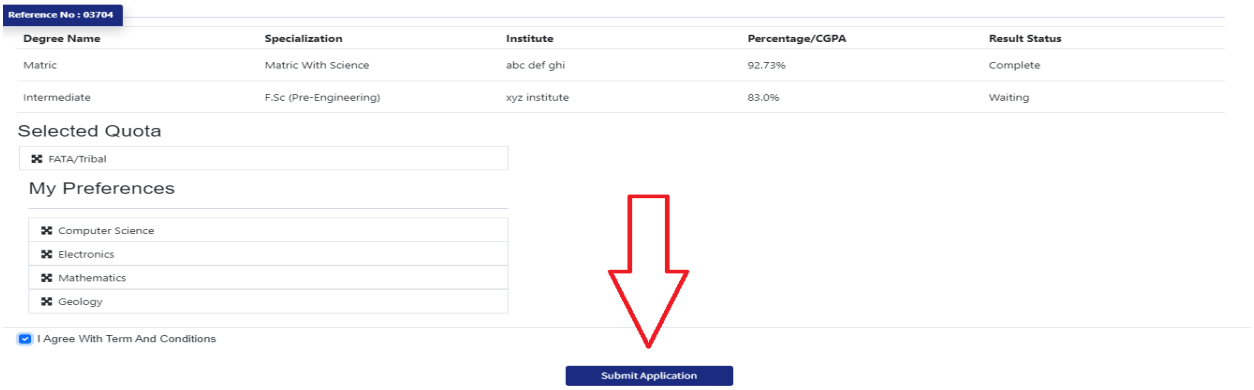
- The selected programs will be appeared on right side under "**Selected Program**" heading as shown below:



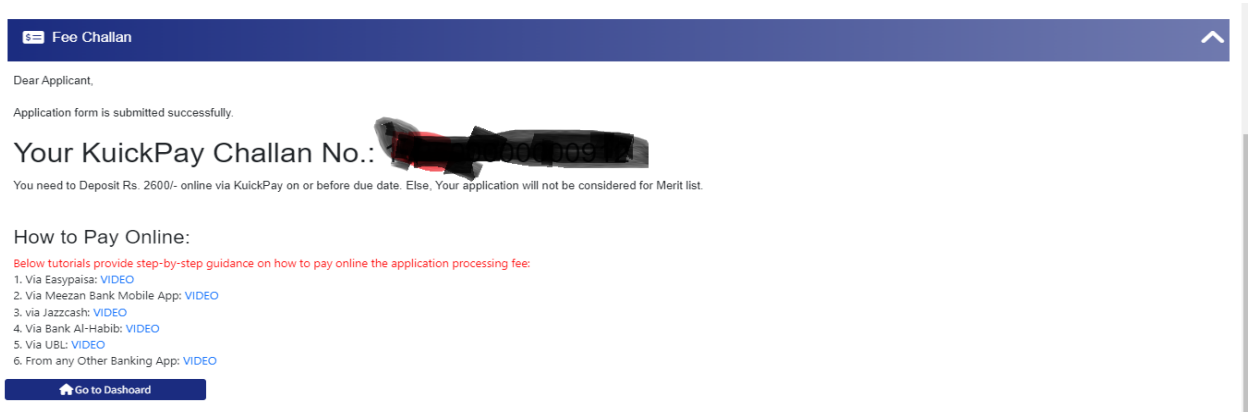
- Once program selection is finalized, click on “Update”.



- The “**Acknowledgment Section**”, review the information and if found correct, “check” the “**I agree to terms and conditions**” and click on “Submit Application”



- Once application is submitted, you will be displayed your “Kuickpay Challan No” and procedure of how to Pay Online as shown below:



Conclusion: Go to “Dashboard” to view your application and payment status. Deposit the online payment as soon as possible so that your application status be updated to “Paid”. You will receive an acknowledgment message regarding successful payment.

For any further query please drop an email on **helpdesk.oas@uop.edu.pk**