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:



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

- 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:

LE Contact Details				
jaw@uop.edu.pk	Phone		03469061789	
Email Address*			Mobile*	
Current address:*				
Pakistan		Select City		
Country*		City*		
Is Same Address Permanent address:*				
Pakistan		Select City		
		Citv*		
Country*				

• 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:

Reference No: 03704					~
	Education Update				
Contact Details	Degree Level [*] : Select Degree Level	Degree*: Select Degree	Specializations: Select Specializatio	Select Passing Year*: Select Passing Year	~
Education Detail	Select Result Status*:				^
Add Education	Select Result Status				
Note: Please enter your Matricula					
Admission Information	Total Marks*:	Obtained Marks*:	Pe	rcentage:	\sim
ž≘ Desired Programs	Select Institute Province*: Select Institute Province:	Select Institute District*	lns District	stitute Name *:	~
E Acknowledgement	Select Board Province [*] : Select Board Province:	Board*: Select Board	Bo	ard Roll No.	-
Fee Challan	Close Update		_		~
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- 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:

✓ S Online Application R	Register∣Ur × +					- o ×
\leftrightarrow \rightarrow C \simeq adm	nissions.uop.edu.pk/admission	/application/?app_no=03704			۹ 🕁	🔒 Incognito 🛛 Finish update 🚦
Reference No : 03704	Information	Detail Detail	Information Programs		Challan	
Personal Informa	tion					~
Contact Details			_			~
Education Detail						^
Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	Action	
Matric	Matric With Science	abc def ghi	92.73%	Complete	6	
Add Education	Save and Next atriculation, Intermediate and a	iny other Academic Information	1 here			
Admission Inform	nation					~
₹ Desired Program	IS					\sim

• 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:

Education Deta	il				
Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	Action
Matric	Matric With Science	abc def ghi	92.73%	Complete	C
Intermediate	F.Sc (Pre-Engineering)	xyz institute	83.0%	Waiting	2
Add Education Note: Please enter your	Save and Next Matriculation, Intermediate and any	other Academic Informa	tion here		
Admission Info	rmation				

- 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:

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the quota 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.

ž⊟ Desired Programs		^
View Eligible Programs ** According to your academic details	SELECTED PROGRAMS	
\wedge	Preference No 1	
11	Preference No 2	,
U	Preference No 3	
	Preference No 4	
Update		
Please select the programs carefully. Once you submit the application, you will not be	e able to change the programs and preferences in any case.	
E Acknowledgement		\sim

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

*According to your academic details *According to your academic details *According to your academic details *Computer Science * Electronics * Mathematics		
am Computer Science Science Electronics XMathematics	academic details SI	TED PROGRAMS
s Kelectronics Kelectronics		er Science
s 🔀 Mathematics		ics 1
		latics 1
17		
atics		
nmental Sciences		
s .		
gy		
CS .		
tics (SIS & Remote Sensing)		

• Once program selection is finalized, click on "Update".

? ⊒ Desired Programs			^
View Eligible Programs ** According to your academic details	SELECTED PROGRAMS		
	X Computer Science	â	
_	Rectronics	â	
ے ل	X Mathematics	â	
\mathbf{V}	🔀 Geology	Ô	
Update Please select the programs carefully. Once you submit the application, you will not be able to chan	ge the programs and preferences in any case.		
S= Acknowledgement			\sim

• The "Acknowledgment Section", review the information and if found correct, "check" the "I agree to terms and conditions" and click on "Submit Application"

Reference No : 03704					
Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	
Matric	Matric With Science	abc def ghi	92.73%	Complete	
Intermediate	F.Sc (Pre-Engineering)	xyz institute	83.0%	Waiting	
Selected Quota					
FATA/Tribal					
My Preferences			1		
Computer Science					
SE Electronics					
X Mathematics			ל		
X Geology					
☑ I Agree With Term And Condi	itions	V			
		Submit Appl	lication		

 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**