

# **Post Graduate Programs Spring 2024**

## **How to Apply:**

- a. Application shall be submitted through online portal only. No hard copies are required.
- b. The Mobile Number and Email provided on the Admission & Registration Form should be entered correctly and it should be functional for contact as and when required by the University.
- c. Application once submitted, cannot be changed by the applicant. Candidates are advised to be careful while filling the Application Form.
- d. **Please apply using a laptop or desktop only. Registration by using mobile phone is not supported.**
- e. Choose given link to apply for PG Spring 2024.

## **Steps for Registration:**

- Click on the First Time Registration
  1. Enter your own (Student) CNIC at the time of registration/login, because it cannot be changed later on.
  2. Enter your full name (as per SSC/O level / 10<sup>th</sup> Grade Certificate).
  3. Enter your active/functional email address.
  4. Enter Password (minimum 6 character)
  5. Confirm Password
  6. Enter captcha
  7. Click on **Register**
- After registration, login to the Portal.
- After Login to the Portal, applicant is required to complete Application Form which includes following 6 steps and submit application.
- Online Admission & Registration application is divided into 6 Steps:
  - **Step 1 Profile Information: Divided into three steps**
    - a. Personal information
    - b. Contact Information
    - c. Profile Images
    - d. Job Information
      - Add Personal and Contact Information
      - Upload the Passport size latest photograph with blue background. (Unprofessional photographs/Selfie not allowed).
      - Upload Clear Student CNIC (Front & Back in the PDF form)
      - Upload Clear Father CNIC (Front & Back in the PDF form)
      - Add job information

**Note: Employees of Government / Semi Government organizations must apply through their departments. NOC from the respective departments is a pre-requisite for the final selection.**

**Click Save & Next**

○ **Step 2 Program Selection**

- Select Degree level
- Select Basic Degree
- Select Desired Program

**Click Select Program**

- Dashboard will appear on screen to enter all academic record as per the requirement.
- Click Add, enter required fields and upload Transcript and Degree
- **Click Save/Add**
- **After addition of record Click here to apply button**

- After clicking on the apply button, dash board will appear which shows programs you have applied for

**Click Next**

**Note: If you desired to apply for more than one Program repeat above mentioned Step- 2 and Click Apply.**

○ **Step 3 Test Information**

- Select the desired test option- NUMS Entry Test or GAT (General) as per the requirement of the program you have selected

**Click Save Test Details**

- After that a dashboard will appear which shows test option selected

○ **Step 4 Download & Upload Fee challan**

- Click on the Download Fee Challan.
- **Download Fee Challan (PDF Format):** Print challan, pay it to any nearest HBL bank

**Note: Online Payments are not acceptable.**

- **After payment, upload NUMS Copy of Paid Fee Challan**

**Click Save & Next**

**Note: If you have applied for more than one program. This step will show multiple Fee Challan. Application Processing Fee Rs. 4000/- (Non-refundable and Non-transferable) will be charged separately for each Program.**

○ **Step 5 Preview & Submit Application**

- a. Read your Information carefully and make sure it is correct.
- b. You can edit Profile info at this stage excluding your CNIC & Email
- c. For editing select Step 1 and edit required info.
- d. After that click on the **certify check box**

**Click Final Submission**

Once you click on Final Submission button. Following statement will be displayed on your screen:

**Your Application has been Submitted, subject to the verification of your Application Processing Fee and Educational Documents**

**Note:** After submission you will not receive any email and SMS. The above mentioned statement is the confirmation of your application submission.

**For any query regarding Postgraduate Admissions please contact at 051-9270686 and email at [pg.admissions@numspak.edu.pk](mailto:pg.admissions@numspak.edu.pk).**