**General Queries Regarding Vu, Admissions And Mode Of Education**

**Q. Is the Virtual University a Private or Government institution?**

Ans. Virtual University of Pakistan is a Government University chartered by Federal Government working under Federal Ministry of Information Technology & Telecom (MoITT), Government of Pakistan.

1. **Who is the Chancellor of Virtual University?**

Ans. President of Pakistan is the Chancellor of Virtual University.

**Q. Is the VU degree recognized by HEC?**

Ans. Yes, the degrees of Virtual University are recognized by the Higher Education Commission (HEC), Islamabad. Please visit the HEC web-site (https://www.hec.gov.pk/english/universities/pages/ recognised.aspx)

**Q. If VU degrees are acceptable abroad?**

Ans. Yes, VU degrees are acceptable worldwide.

**Q. How can I apply for admission?**

Ans. The admissions at Virtual University open in Fall and Spring semesters i.e., two times a year. You can apply ONLINE for admission by logging in at VU website (http://www.vu.edu.pk/Apply/Login.aspx). Further, you can get all necessary information from any of the Virtual University Campuses/Study centers. You can fill the online admission application form and upload all required scanned documents through given link which is available at the VU website during the admission days.

**Q. How can I contact the VU admissions department?**

Ans. All candidates, regardless of their location may contact the officials of the University via “Contact Us” page available at (https://www.vu.edu.pk/Contact.aspx). Likewise, VU has developed a Support System to facilitate its students. You may enquire through VU Support System through the link at (https://www.vu.edu.pk/SupportSystem). You may also contact the admissions department via email (admissions@vu.edu.pk).

**Q. Does the University have different standards of education for various provinces?**

Ans. Absolutely not. The Virtual University provides uniform education to all its students regardless of their geographical locations. All Virtual University students, regardless of whether they live in large cities or small towns or even remote areas are taught by the same Professors and receive the same study materials. Even examinations are identical throughout the country.

**Q. How is uniform education possible all over the country?**

Ans. The Virtual University uses free-to-air television for broadcasting its lectures and interaction between students and teachers happens over the Internet. Lectures are also available on YouTube for free and DVDs at a very nominal cost. Examinations are conducted in a formal proctored environment at campuses/centres allocated for the purpose by the University. The Virtual University operates its own four television channels (VTV1, VTV2, VTV3 & VTV4). Students watch to the lectures in classroom environment at virtual campuses/study centers spread all over the country. The students are provided free Internet facility at these campuses to interact with the teachers.

**Q. Who are the Professors at Virtual University of Pakistan?**

Ans. The Virtual University utilizes the services of the very best Professors that the country has to offer. They belong to the best universities and other institutions of the country and are acknowledged masters of their subjects. Most of the Professors hold PhD degrees and even several Vice-Chancellors of major national universities have taught courses at the Virtual University of Pakistan.

**Q. If VU education is very expensive?**

Ans. You will be surprised at the affordability of Virtual University programs. Despite the provision of world-class facilities and education, the cost of a BS program is only Rs. 850/- per credit hour. The fee for the Diploma program is only Rs. 1300/- per credit hour. The fee for the MS program in different disciplines is Rs. 2,500/- per credit hour.

**Q. So where do I study?**

Ans. If you are a full-time student then you should preferably join any one of the more than 210 campuses of the Virtual University. These are located in over 100 cities of the country and the list is available on the VU web-site (http://www.vu.edu.pk/PVCs/Default.aspx). By studying at any of these campuses you will be able to interact with your class-fellows and also avail free computer and Internet facilities which are required for student-teacher interaction. However, if you are a working professional or it is difficult for you to attend classes at a campus, then you can study from home. In this case you will need a cable television and/or a computer/laptop or at least an Android phone with Internet connectivity.

**Q. And how do I study?**

Ans. You attend lectures as per the declared timetable through Virtual University's television network which operates four channels VTV1, VTV2, VTV3 and VTV4. The lecture schedule is always available on the VU web-site. In case you miss any lecture, all Virtual University courses are also available on YouTube. In addition to the prescribed text books, extensive reading material is made available over the Internet through the University's Learning Management System (LMS).

**Q. What if I need to ask a question from my teachers?**

Ans. You can ask questions at any time over the Internet using the Virtual University's comprehensive Learning Management System (http://vulms.vu.edu.pk). No other University of the country offers such a facility.

**Q. How do I appear for my exams?**

Ans. The Virtual University establishes examination centres throughout the country. Examinations are conducted under the supervision of examiners who ensure the sanctity of the process.

**Q. How an overseas student appear for my exams?**

Ans. The examination of an overseas student will be conducted on an individual basis online from his/her location. Details are available in the student handbook (https://handbook.vu.edu.pk/).

**Q. From where can I obtain the lecture handouts and DVDs?**

Ans. Lecture Handouts and DVDs are easily available through the Virtual University’s online bookshop (http://bookshop.vu.edu.pk). Availability of handouts and DVDs is not limited to VU students only; students and faculty from other Universities as well as the public at large can benefit from these courses and associated material.

**Q. Can Virtual University help me learn how to operate a computer?**

Ans. Definitely. You do not need to go to any computer centre/Campus/study centre to learn the basics of computers. The Virtual University has developed a very exciting and comprehensive set of interactive DVDs that will lead anybody through the basic IT learning process. No teacher is necessary and all instructions on these DVDs are delivered in Urdu, thereby making them extremely easy to understand and follow for all age groups.

**Q. Are the courses offered by VU comparable to international standards?**

Ans. Yes. Virtual University programs are based on curricula developed by the Higher Education Commission (HEC). The course outlines used in these curricula are based on international demands and standards.

**Q. Will I be able to continue my education in any other University after obtaining a degree from VU?**

Ans. Definitely. In fact, VU graduates are already pursuing their MS and higher studies at top Universities both within Pakistan as well as abroad.

**Q. How can I get admission in M.A/ M.Sc. 2 years Study program?**

Ans. HEC has phased out 2 years master degree programs w.e.f. June 30, 2022.

**Q. How can I get admission in BS 5th semester after passing B.A/ ADP?**

Ans. While filling online admission form select the option of ENTRY ROUTE. The resident time of degree completion will be determined by the Equivalence Committee.

**Q. I have done ADP from VU and now I want to do BS, should I apply new admission or request for study program change?**

Ans. You have to apply a fresh admission through BS Entry Route.

**Q. Why BS Psychology study program is not available for overseas students?**

Ans. BS Psychology study program is not being offered to overseas students due to some practical work involved.

**Q. How long is semester duration?**

Ans.  A duration of at least eighteen (18) weeks.

**Q. How many semesters are in a calendar year?**

Ans. Two semester are in calendar year.

**Q. What is the minimum and maximum duration of degree programs?**

Ans.   The Minimum and Maximum Time Duration/Semester(s) for the completion of a degree program/course/ for the regular students shall be as under:

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| Sr. No. | Degree Level | Minimum Duration | Maximum Duration |
| 1 | Ph.D. | 03-years/06-semesters | 08-years/16-semesters |
| 2 | MS/M.Phil. | 02-years/04-semesters | 04-years/08-semesters |
| 3 | Master (M.A/M.Sc.) | 02-years/04-semesters | 04-years/08-semesters |
| 4 | BS (4-year) | 04-years/08-semesters | 08-years/16-semesters |
| 5 | ADP/ Bachelor (02-year) | 02-years/04-semesters | 04-years/08-semesters |
| 6 | B.Ed. (1.5-year) | 1.5-years/03-semesters | 03-years/06-semesters |
| 7 | B.Ed. (2.5-year) | 2.5-years/05-semesters | 05-years/10-semesters |
| 8 | Diploma 01-year | 01-year/02-semesters | 02-years/04-semesters |

Note:

1. Maximum time duration as mentioned in the above table includes the semester freeze period.
2. The students enrolled in study program(s)/course/certifications (e.g., specialization certification, short certificate course, Zero and Deficiency Semester) comprising of “One Semester” duration, shall be required to pass all prescribed courses in a single semester.
3. The students admitted on the basis of course exemption/transfer of course credit hours, shall be required to complete the program within the semester(s) prescribed by the Equivalence Committee of the University.

**Q. What is the difference in Home base and campus base student?**

Ans. Campus Based students are those who attend campus to have computer lab and internet facility at campus. Home based students are required to arrange computer and internet facility at home.

**Q. Is there any difference in fee structure of Home base and Campus base student?**

Ans. No, there is no difference in fee of Home base and Campus base student.

**Q. What are the semester academic activities?**

Ans. During the semester student has to submit assignments, attend Quizzes & GDBs, Midterm and Final term examinations.

Q. How can I get a Duplicate ID card?

Ans. You can get a duplicate ID card by submitting application through VU support system (https://www.vu.edu.pk/SupportSystem/login.aspx).

**Q. Is there any age limit for admission at Virtual University?**

Ans. No, there is no age limit for admission at Virtual University.

**Q. If foreign national can apply for admission at Virtual University?**

Ans. Yes, they can apply provide they understand Urdu and English. Further they will be required to submit Student Information sheet (Available at HEC website) along with admission form. Admission will be granted after the approval from HEC and other vetting agencies.

**Q. If Virtual University offers short course and specialization certification**

Ans. Yes, Anyone who can read and write Urdu & English can apply for short course and candidate having 16 year education with at least 45% marks may apply for specialization certification.

**Q. What is the duration is short course and specialization certification?**

Ans. These are one semester duration courses.

1. **What is the Zero Semester?**

Ans. The candidates who do not fulfill minimum marks/ CGPA requirement will be required to pass all prescribed courses in a single semester and achieve prescribed semester GPA in order to become eligible to apply for subsequent admission towards desired study program, wherein applicable.

**Q: Can a candidate of F.Sc (Pre-Med)/ equivalent qualification apply for BSCS?**

Yes, but they have to study deficient Mathematics courses of 6 credit hours, within one year of enrollment in the program.

**Q: Is there an entrance exam for admission to Virtual University's Bachelor's degree in Computer Science &IT?**

 No, Virtual University does not require an entrance exam for admission to its Bachelor's degree programs. But you have to meet the Basic admission criteria Minimum 50% marks in Intermediate/12 years schooling/A- Level (HSSC) or Equivalent with Mathematics

**Q**: **I appeared in FSc final exam but have not yet received the result. Can I apply for admission?**

**No, result awaiting candidates are not allowed to apply for admission.**

**Q: Can a student convert ADP to BS program?**

Yes, the applicant can do if he fulfills the admission requirements towards BS program.

**Q: What should I do if I haven’t studied Mathematics in Intermediate and willing to have admission in BSCS, BSIT, BSSE**

You may get admission but you have to pass deficiency courses of Mathematics (06 credits) in first two semesters.

**Q: Are there any scholarships or financial aid options available for admission to Virtual University's Bachelor's degree in Computer Science and IT?**

Virtual University provides two types of scholarships to eligible students. It is advisable to visit the university's official website and explore the scholarships and financial aid section to gather information about the available options, application processes, and eligibility criteria

**Q: Did VU offer MSCS?**

Yes, VU offers MSCS admissions in fall session only.

**Q: What is the eligibility criteria for MSCS admission?**

* A degree earned after sixteen years of education in computing or a related discipline from an HEC recognized institution.
* Candidate must have at least CGPA 2.00 out of 4 or first division wherein GPA system is not implemented.
* Each candidate is required to pass the University’s Entry Test (with minimum 50% marks).
* Limited seats on merit basis.

**Q: Can a student take course work track in MSCS instead of thesis?**

No, in order to award MSCS degree it is mandatory to complete thesis.

**Q: Is it possible that a student can qualify VU entry test for MSCS during the degree?**

**Ans : NO**

**Q: What is the criteria for calculation of merit?**

**Ans:** Merit Calculation formulas of each Program are published at VU website [www.vu.edu.pk](http://www.vu.edu.pk)

**Programs from abroad?**

**Ans:**  NO. Faculty of Science & Technology Programs cannot be continued from abroad due to physical practical classes.

**Admission Schedule - Spring 2024**

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| **Description** | **Day** | **Date** |
| Admission opening – Spring 2024 | Monday | January 15, 2024 |
| Last Date to apply for Admissions/Course Exemption | Friday | March 15, 2024 |
| Last Date to deposit Admission Processing Fee | Tuesday | March 19, 2024 |
| Display of Merit List for Biological Sciences Programs (Tentative Date) | Monday | March 25, 2024 |
| Last date for Fee submission for Biological Sciences Programs [BS Bioinformatics, BS Biotechnology, BS Zoology, Diploma in Bioinformatics & Diploma in Molecular] | Thursday | March 28, 2024 |
| Commencement of Class – Spring 2024 | Monday | April 1, 2024 |

*Note: The University reserves the right to make any change(s) in the admission schedule.*

**Academic Programs - Spring-2024**

**1. Faculty of Arts**

1. BS Mass Communication
2. BS Economics
3. BS English (Applied Linguistics)
4. BS Psychology \*\*
5. BS Sociology
6. Associate Degree in Arts (equivalent to old BA Program)
7. Associate Degree in Mass Communication
8. Associate Degree in Psychology
9. Diploma in Applied Psychology
10. Diploma in Television Production
11. Diploma in English Language Teaching (ELT)
12. Diploma in Linguistics

**2. Faculty of Computer Science and Information Technology**

1. BS Computer Science
2. BS Information Technology
3. BS Software Engineering
4. Associate Degree in Computer Science
5. Associate Degree in Computer Networking
6. Associate Degree in Database Management system
7. Associate Degree in Web Design and Development
8. Diploma in Computer Science
9. Diploma in Information Technology

**3. Faculty of Education**

1. B.Ed. (Hons.) Elementary
2. B.Ed. (Hons.) Early Childhood Care and Education
3. B.Ed. Elementary 2.5-Year
4. B.Ed. Secondary 1.5-Year
5. Associate Degree in Early Childhood Care and Education
6. Associate Degree in Education
7. Diploma in Education

**4. Faculty of Management**

1. BS Business Administration
2. Bachelor in Business & Information Technology (BBIT)
3. BS Commerce
4. BS Public Administration
5. Associate Degree in Commerce
6. Associate Degree in Business Administration
7. Associate Degree in Accounting & Finance
8. Associate Degree in Islamic Banking
9. Associate Degree in Human Resource Management
10. Associate Degree in Operations Management
11. Associate Degree in Sales and Marketing
12. Associate Degree in Supply Chain Management
13. Diploma in Accounting
14. Diploma in Accounting & Finance
15. Diploma in Business Administration
16. Diploma in Banking & Finance
17. Diploma in Finance
18. Diploma in Public Administration
19. Diploma in Marketing Management
20. Diploma in Entrepreneurship & SME Management
21. Diploma in Human Resource Management
22. Specialization Certificate (areas; Banking, Finance, HRM, Management, and Marketing)

**5. Faculty of Science & Technology**

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| 1. BS (Bioinformatics)\* 2. BS (Biotechnology)\* 3. BS (Zoology)\* 4. BS (Mathematics) 5. Associate Degree in Science (equivalent to old B.Sc) 6. Diploma in Molecular Biology\* 7. Diploma in Bioinformatics\* |

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|  | \*Limited Seats on Merit Basis - Only within Pakistan. \*\* Only within Pakistan. **Note:** Each city will have its own merit. If any student wants to apply for more than one city, he/she must apply separately. They will not allow to go for practical other than merit city after admission. |  |

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| Lab Cities**(For Biological Sciences Programs)** | | | |
| LAHORE | FAISALABAD | MULTAN | RAWALPINDI |
| PESHAWAR | KARACHI | GUJRANWALA | ABBOTTABAD |
| SAHIWAL | BAHAWALNAGAR | BAHAWALPUR | JHELUM |
| MUZAFFARGARH | QUETTA | HYDERABAD | GUJJAR KHAN |

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| Faculty of Arts |

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| Study Programs | Admission Eligibility Criteria |
| **BS**   * Mass Communication * Economics * English (Applied Linguistics) * Psychology * Sociology | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”** (except BS English Program).   **BS Entry Route:** Applicants having B.A./B.Sc./Associate Degree (14 years of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **ADP**   * Arts | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * If students opt statistics and computer science as their major and they have not studied these subject(s) at intermediate level, they will have to qualify the deficiency course (s) first. * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”**. |
| **ADP**   * Mass Communication * Psychology | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”**. |
| **Diploma**   * Applied Psychology * Television Production * English Language Teaching * Linguistics | Bachelor’s or Associate Degree (14-Year of education) or Equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * HEC equivalence certificate will be required in case of a foreign or local qualification that demands an additional clarification. * candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”** (except Diploma in Linguistics & Diploma in English Language Teaching). |

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| Faculty of Education |

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| Study Programs | Admission Eligibility Criteria |
| **B.Ed. (Hons)**   * Education * Early Childhood Care and Education | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC Equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”**   **BS Entry Route:** Applicants having B.A./B.Sc./Associate Degree (14 years of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **ADP**   * Education | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * **“Zero Semester”** is not applicable. |
| **ADP**   * Early Childhood Care and Education | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”** |
| **B.Ed. Elementary**   * B.Ed. Elementary (2.5 Years) | Bachelor or Associate Degree (14 years of education) or equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of foreign or local qualification that demands an additional clarification. * ♣ candidates having 33% -44% marks will be eligible for admission after the successful completion of **“Zero Semester”** |
| **B. Ed. Secondary**   * B.Ed. Secondary (1.5 Years) | 2-year Master’s or 4-year BS Degree (16-Years of education) or Equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of a foreign or local qualification that demand additional clarification. * Candidates having 33% -44% marks will be eligible for admission after the successful completion of **“Zero Semester”** |
| **Diploma**   * Education | 2-year Master’s or 4-year BS Degree (16-Years of education) or Equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of a foreign or local qualification that demand additional clarification. * Candidates having 33% -44% marks will be eligible for admission after the successful completion of **“Zero Semester”** |

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| Faculty of Computer Science and Information Technology |

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| Study Programs | Admission Eligibility Criteria |
| **BS**   * Computer Science * Information Technology * Software Engineering | Intermediate (12 years of education)/ A- Level or Equivalent qualification with Mathematics having at-least 50% marks.  Note:   * The students who have not studied Mathematics at Intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters. * An IBCC Equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * **“Zero Semester”** is not applicable.   **BS Entry Route:**   * Bachelor or Associate Degree (14 years of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. * The candidates who have acquired Associate Degree or 14 years of education prior to the implementation of new admission criteria (Fall 2023) for Associate Degree are also eligible for admission in BS (CS) / BS(IT) & BS (SE) Programs. |
| **ADP**   * Computer Science * Computer Networking * Database Management system * Web Design and Development | Intermediate (12 years of education)/ A- Level or Equivalent qualification with Mathematics having at-least 50% marks.  Note:   * The students who have not studied Mathematics at Intermediate level have to pass deficiency courses of Mathematics (06 credits) in first two semesters. * An IBCC Equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * **“Zero Semester”** is not applicable. |
| **Diploma**   * Computer Science * Information Technology | Bachelor or Associate degree (14 years of education) or equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of foreign or local qualification that demands an additional clarification. * candidates having 33% -44% marks will be eligible for admission after the successful completion of **“Zero Semester”**. |
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| Faculty of Management |

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| Study Programs | Admission Eligibility Criteria |
| **BS**   * Business Administration * Business & Information Technology (BBIT) * Commerce * Public Administration | Intermediate (12 years of education)/ A- Level or equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”**.   **BS Entry Route:**   * Applicants having B.A./B.Sc./Associate Degree (14-Year of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **ADP**   * Accounting & Finance * Business Administration * Commerce * Islamic Banking * Human Resource Management * Operations Management * Sales and Marketing * Supply Chain Management | Intermediate (12 years of education)/ A- Level or Equivalent qualification with at-least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Candidates having 33% ~44% marks will be eligible for admission after the successful completion of **“Zero Semester”**. |
| **Diploma**   * Accounting * Accounting & Finance * Banking & Finance * Business Administration * Entrepreneurship & SMS Management * Finance * Human Resource Management * Marketing Management * Public Administration | Minimum Bachelor’s Degree (14-Year of education) or Equivalent qualification from a recognized University/Institute in any discipline with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of foreign or local qualification that demands an additional clarification. * candidates having 33% -44% marks will be eligible for admission after the successful completion of **“Zero Semester”**. |
| **Specialization Certificate**   * Banking * Finance * HRM * Management * Marketing | 16 years of education or equivalent qualification from a recognized University/Institute.  Note:   * An HEC equivalence certificate will be required in case of foreign or local qualification that demands an additional clarification. |

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| Faculty of Science and Technology |

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| Study Programs | Admission Eligibility Criteria |
| **BS**   * Mathematics | Intermediate / A -level / I. Com / DAE or equivalent relevant qualification with Mathematics having at least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * **“Zero Semester”** is not applicable.   **BS Entry Route:** Applicants having B.Sc./Associate Degree (14 years of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **BS**   * Bioinformatics | Intermediate with Pre-engineering / Pre-medical / Computer Sciences or equivalent qualification having at least 45% marks.  Note:   * An IBCC equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Limited seats on merit basis within Pakistan only. * **“Zero Semester”** is not applicable.   **BS Entry Route:** Applicants having B.Sc./Associate Degree (14 year of education) from an HEC recognized university/institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **BS**   * Biotechnology * Zoology | Intermediate with Pre-medical or equivalent qualification with at least 45% marks.  Note:   * An IBCC Equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * Limited seats on merit basis within Pakistan only. * **“Zero Semester”** is not applicable.   **BS Entry Route:** Applicants having B.Sc./Associate Degree in Science (14-Year of education) from an HEC recognized university / institute with at-least 45% marks or CGPA 2.00 out 4.0 are eligible for course exemption (as determined by the Equivalence Committee of VU). However, applicants shall meet admission entry requirements based on their 12 years of education as stated above. |
| **ADP**   * Science | Intermediate with science subject(s) or equivalent qualification having at least 45% marks.  Note:   * The students will take deficiency course(s), if they have not studied the related subject(s) at intermediate level. * An IBCC Equivalence certificate will be required in case of foreign or local qualification that requires an additional clarification. * **“Zero Semester”** is not applicable. |
| **Diploma**   * Bioinformatics * Molecular Biology | Bachelor's degree (14 years) from a recognized university/ institute in relevant fields of Biological/ Life Sciences with at least 45% marks or CGPA 2.00 out of 4.  Note:   * An HEC equivalence certificate will be required in case of foreign or local qualification that require additional clarification. * Limited seats on merit basis within Pakistan only. * **“Zero Semester”** is not applicable. |

**Admission Guidelines**  
**[ Spring 2024 ]**

1. **WHO CAN APPLY FOR ADMISSION**
   1. The applicants fulfill the basic admission requirements of a degree / diploma programs must possess the following documents:
      1. Meeting with the minimum prescribed admission requirements for the particular study program
      2. Valid CNIC / B Form number
      3. Valid Email address (Preferably applicant’s own)
      4. Cell Phone number (Preferably applicant’s own)
      5. Photographs of applicant (Passport Size with Blue Background)
      6. Scanned documents with clear readability
      7. Equivalence Certificate from IBCC and HEC in case the applicant having A / O Level Certificates and Foreign Degrees as applicable.
      8. **Course Contents, original NOC from Previous Institute/University and original Incomplete Result Card** (Only for the applicants who are seeking admission on the basis of credit transfer/course exemption through General Route based on the Incomplete Bachelor’s Result Card).
   2. Admissions to the Foreign or Dual National students will be offered after completing necessary codal formalities / confirmation from the respective offices (HEC, vetting agencies). Such applicants may visit VU website link <https://www.vu.edu.pk/pages/AdmissionForeign.aspx> for detailed information and necessary documentations to be provided to the University.
2. **INFORMATION FOR MERIT BASED PROGRAMS**
   1. The applicants seeking admission towards Biological Programs BS Bioinformatics, BS Biotechnology, BS Zoology Programs, Diploma in Bioinformatics & Diploma in Molecular Biology will be required to select Lab preferences as merit will be determined LAB Wise except MS Program.
   2. The merit list of the successful candidates of Biological Science & MS Programs will be published at VU website on the prescribed dates as per Admission schedule.
   3. Successful candidate will deposit fee within due date.
3. **GENERAL INFORMATION**
   1. Admissions will be opened as per the schedule given as above.
   2. The admissions will not be processed to the result awaiting applicants on the basis of **HOPE CERTIFICATE**.
   3. Admission Forms those filled or submitted after due date will not be accepted.
   4. The documents must be uploaded in the Registration Interface as per given instructions.
   5. Incomplete Admission Forms will be rejected, so carefully upload readable complete sets of documents to avoid any inconvenience.
   6. The applicants are advised to enter his/her own and correct CNIC number(s) by filling Registration form during **SIGN UP** to avoid Rejection of admission form.
   7. In case candidate is already enrolled at VU and his /her admission status is regular/in-active, he / she is required to firstly cancel the old admission before applying for new admission.
   8. The applicant(s) shall responsible for the following: -
      1. The applicant(s) shall deposit admission fee against one admission form only. In case, the applicant(s) submit fee against multiple programs then the University is fully authorized to cancel admission of one or all programme(s) and confiscate deposited fee.
      2. Provision of correct information without concealing facts.
      3. The University shall blacklist and confiscate the fee/degree, etc. at any time in case of mis-statement, false information found in admission form or bogus documents provided by the applicant.
      4. The University has right for non-consideration of admission for the applicant’s having incomplete admissions forms or deposited admission of form fee/dues after due date.
      5. MSCS, BS Psychology BS Bioinformatics, Biotechnology and Zoology, Diploma in Molecular Biology, and Bioinformatics Programs are **not available for overseas applicant**.
      6. Zero Semester is not applicable on the following Programs: -

**Faculty of Arts:**

* + - * + BS English (Applied Linguistics).
        + Diploma in Linguistics, Diploma in English Language Teaching (ELT).

**Faculty of CS & IT:**

* + - * + MS Computer Science
        + BS Computer Science, Information Technology, Software Engineering.
        + ADP Computer Networking, Database Management System, Web Design and Development, Computer Science

**Faculty of Education:**

* + - * + ADP Education

**Faculty of Science & Technology:**

* + - * + BS Bioinformatics, BS Biotechnology, BS Zoology, BS Mathematics.
        + Diploma in Molecular Biology, Diploma in Bioinformatics.

1. **Course Exemption:**
   1. **General Route**  
      The applicants of the below category can apply for Course Exemption through general route:
      1. Applicant(s) intend to apply for Course Exemptions based on already qualified courses or Incomplete Degree/Diploma/Certificate from VU; subsequent to admission eligibility of the desired program; qualified within last five years.
      2. Applicants studying at any HEC recognized Uuniversity/Iinstitute and intend to transfer/exempt their qualified courses towards Virtual University of Pakistan.

**NOTE:** The applicants applying for Course Exemptions through General Route are required to submit Course Exemption Proforma in Hard Copy filled at the time of filling admission form along with original NOC, Original Incomplete transcript issued by the concerned authority of the University/Institute and Course Content.

* 1. **Entry Route**
     1. The applicants who have completed 14/16-years of Bachelor degree e.g. BA/B.Sc./B.Com, Associate Degree and BS degree programs may apply for admission through BS Entry Route. However, such applicants shall meet the basic admission eligibility criteria of the BS Program
     2. The Equivalence Committee of the University will evaluate the course exemptions cases based on the requisite qualification of the applicant.
     3. Credit Hours Transfer / Course Exemption policy/rules are given at <https://www.vu.edu.pk/Admissions/TransferStudents.aspx>
     4. Decision of the Equivalence Committee will be communicated to applicants via email.

|  |
| --- |
| **VERIFICATION OF DOCUMENTS** |

The University will issue provisional admission offer letter those terminal transcripts/result cards could not be verifiable from the website of respective Board/University. The provisional applicants will be required to visit Virtual University Campuses along with [all original Academic Documents, original CNIC, two photographs plus two sets of photocopies of the said documents.]

1. **Virtual University own Campuses.**  
   List and address of VU own campuses may be viewed from VU website link <https://www.vu.edu.pk/PVCs/Default.aspx>
2. **Virtual University of Pakistan**  
   Head Office, Sir Syed Memorial Society, Sector G 5, 19-Attaturk Avenue, Islamabad. Phone: 0423 - 111 880 880; Ext. Nos. 9668, 347, 9619
3. **Virtual University of Pakistan**  
   M.A. Jinnah Campus, Defence Road, off Raiwind Road, Lahore. Phone: 0423 - 111 880 880; Ext. Nos. 241, 344, 349
4. **Virtual University of Pakistan- Gujranwala**  
   Near Jamia Muhammadia, Kangniwala, G.T. Road, Gujranwala. Phone: 055-4808184, 055-4808385, 055-4551109
5. **Virtual University of Pakistan- Multan**  
   Bridge Lane Tower, Near chowk Kutchery, LMQ road Multan. Phone: 061-9330628, 061-4513125 Mobile: 03090200691.
6. **Virtual University of Pakistan- Malir**  
   Malir Town Campus, Karachi, A-65. First Floor. above H.B.L. Kala Board, Near Mohammadi Imam Bargah, Malir Town Karachi. Phone: 021-34110320-1

It is pertinent to mention here that Overseas applicants will appear through Zoom/Video Connectivity along with their original academic documents for verification before the commencement of mid-term system examinations for the confirmation of their provisional admission.

**NOTE:**

* The University has zero tolerance on quality. Therefore, applicants are advised to proof read Admission Forms before clicking submit button and do not upload blurry documents in order to avoid any inconvenience.
* The University reserves the right to straight away Reject the incomplete admission forms during the closing/last dates of the admissions without giving further chance to the applicant for completion of admission forms

after closing of admissions.

**COURSE SELECTION**

**Q: How do I select my courses for the upcoming semester?**

A: Course selection can be done through the student portal or learning management system (LMS) of university. Follow the instructions provided by the university regarding the course selection process.

**Q: When is the deadline for course selection?**

A: The deadline for course selection varies. It is important to check the academic calendar or the announcements section of your university's website for the specific deadline.

**Q: Can I make changes to my course selection after the deadline?**

A: The ability to make changes to your course selection after the deadline depends on the policies and procedures of the university. After the due date changes of the courses are not allowed according to the VU policies. Only hardship cases are checked for further action. Further it is advisable to contact your academic advisor or the Registrar's office for guidance.

**Q: How many courses am I allowed to select per semester?**

A: The minimum and maximum Course Load in a semester shall be according to the study

scheme of the program, but in special circumstances it can be minimum of 03-credit hours.

and maximum will be 21-credit hours. It is important to consult your academic advisor or refer to your program guidelines for the specific course load requirements.

**Q: What should I do if a course I need is not available for selection?**

A: If a required course is not available for selection, you should reach out to your academic advisor, the department offering the course, or contact the course selection team through the ticket system. They will be able to provide guidance on alternative options, inform you about any upcoming offerings of the course.

**Q: Can I select courses from different disciplines or programs?**

A: No, when a student registers for a specific program, he is provided with a study scheme that outlines the required courses for that program. It is mandatory for the student to complete only those courses as specified in the study scheme.

**Q: What should I do if I have questions or need assistance for course selection?**

A: If you have questions or need assistance for course selection, you should reach out to your academic advisor, the Registrar's office through ticket system, or the department offering the course. They will be able to provide guidance and support to ensure that you make appropriate course selections based on your academic goals and program requirements.

**SEMESTER FREEZE**

**Q: What is a semester freeze?**

**Ans:** A semester freeze refers to a temporary pause or break in academic activities for a specific semester.

**Q: Why do students apply for a semester freeze?**

**Ans:** Students may choose to take a semester freeze for various reasons, including personal or family emergencies, health issues, financial difficulties, Domestic problems, Official commitments, road accident, death of family member or pursuing other personal interests.

**Q: How can I apply for a semester freeze?**

**Ans:** A student may apply for semester freeze through his/her LMS > Student Services Link

**Q: How many times will I apply for a semester freeze?**

**Ans:** A student will be allowed to freeze a semester only once in a semester with proper justification after the approval from Registrar.

**Q: Can I take a semester freeze at any point during the academic year?**

**Ans:** A student may apply for semester freeze on or before the last date of course selection/enrollment, with proper justification.

**Q: Can I freeze multiple semesters consecutively?**

**Ans:** A student will not be allowed to freeze more than two consecutive semesters, simultaneously. Failing to resume/continue studies in the next (subsequently 3rd consecutive) semester the student’s admission will be considered as “Cancelled” and he/she will be required to apply for new/fresh admission as per the Admission Policy of the University.

**Q: How does a semester freeze affect my academic progress?**

**Ans:** Upon semester freeze, academic activities for the said semester will become null and void and such students will have to resume study from the same semester from the start. The frozen semester does not count towards your academic progress, and you do not have to complete any coursework or meet academic requirements during that time.

**Q: Does a semester freeze extend my degree program duration?**

**Ans:** The duration of the freeze semester(s) will be counted towards maximum duration of the degree program. The maximum duration for the respective Degree Program as prescribed by the University, shall remain the same.

**Q: Does Virtual University charge a semester's freeze fee?**

**Ans:** Yes, the student will have to pay fee prescribed for “Semester Freeze”.

**Q: Can I withdraw the semester freeze request?**

**Ans:** If a student submits semester freeze application by mistake, he/she will be allowed to withdraw the request within seven (07) days from the date of application, however, such students shall be held responsible for academic loss or any other liability.

**Q: Can Semester freeze fee be reimbursed in case of withdrawal?**

**Ans:** In case of withdrawal of semester freeze application, semester freeze fee will not be reimbursed.

**Q: How does a semester freeze affect my tuition fees?**

**Ans:** If a student freezes a semester before the last date of course selection/enrollment, his/her semester fee will remain intact (if already paid) but if freezes before the mid semester exams, then half semester fee will be charged and if he/she freezes a semester after the mid semester exams, then full semester fee will be charged.

**Q: Do I need to inform Virtual University before taking a semester freeze?**

**Ans:** Yes, you should reach out to the appropriate department, such as the registrar's office student services, to understand the process and submit the necessary documentation.

**Q: How does a semester freeze affect my financial aid or scholarships?**

**Ans:** The students who have availed the semester freeze option shall not be eligible for the award of ‘Scholarship or Merit Position’.

**SEMESTER UNFREEZE**

**Q: What does "semester unfreeze" mean?**

**Ans:** Semester unfreeze refers to the resumption of regular academic activities after a pause or disruption.

**Q: When will I apply for a semester unfreeze?**

**Ans:** A student can unfreeze and resume studies in the subsequent semester on or before the last date of course selection as published in Academic Calendar and then to make course selection (add/drop) of that specific semester accordingly.

**Q: When will the link be available for the semester unfreeze?**

**Ans:** The Semester Unfreeze link will become available after the final term examinations of the previous semester and will remain available up to the closing date of course selection.

**Q: How can I stay informed about updates regarding the unfreeze?**

**Ans:** It's essential to regularly check your university email, official website, and other communication channels established by the Virtual University. Pay attention to announcements from the administration, emails, and updates on the university's online learning platforms.

**Q: What should I do if I have further questions or concerns?**

**Ans:** If you have specific questions or concerns regarding the semester freeze/unfreeze, it's best to contact your university's administration, Registrar office student’s services section. They will be able to provide you with accurate information and guidance based on your institution's policies and procedures.

**CAMPUS/STATUS CHANGE**

**Q .What is Campus Change?**

At Virtual University, a student residing within the boundary of Pakistan, may change his/her campus within/other cities according to the need.

**Q.What is Status Change?**

If a student goes abroad or comes back to Pakistan from abroad, he/she has to change hers/his status as Local to Overseas or Overseas to Local.

**Q.How much fee a student has to bear for change of campus/status?**

At present, there is no fee for change of campus or status.

**Q.Is there any timeframe for campus/status change?**

A student may change his/her campus with a gap of 30 days whereas in case of status change, a student after actual traveling, may request anytime through Ticketing system.

**Q.What is the procedure of campus/status change within timeframe?**

A student may request for campus/status change through VULMS > Student Services > Registrar Office > Campus Change Request. Furthermore, student has to upload the relative documents also.

**Q.What are the required documents for campus change?**

A proof of job transfer or shifting of the family to the desired city, is required.

**Q.What are the required documents for status change?**

A valid Visa, Ticket / Boarding Pass and the Exit / Entry Stamp on the Passport are required to apply for change of status from Local to Overseas or vice versa.

**Q.How much time is required for approval of the request for campus/status change?**

Concerning section requires 3 working days in order to process a timeframe request whereas 5 working days are required in status change request was floated after the given timeframe.

**Q.Can a student request for status change before travel?**

No, a student can only request after actual travel only.

**Q.What about the late sign-up date-sheet fee after change of status (if any)?**

Students may contact at [oversease\_fee@vu.edu.pk](mailto:oversease_fee@vu.edu.pk) in this regard.

**READMISSION & ADMISSION CANCELLATION**

**Q1. What is the definition of readmission?**

Answer: Readmission refers to the process of accepting the application of a student who was previously admitted but became inactive for any reason and requesting for continuation of existing program.

**Q2. Who is eligible for readmission?**

Answer: A student whose study status is "Admission Cancelled/withdrawn " (inactive) may apply for readmission.

**Q3. What does the term "Admission Cancelled (inactive)” mean?**

Answer: "Admission Cancelled (inactive)” refers to a student who has not made a course selection in the last one or two semesters, resulting in their inactive status.

**Q4. How many times can an "Admission Cancelled (inactive)” student apply for readmission?**

Answer: An "Admission Cancelled (inactive)” student may apply for readmission a maximum of two times throughout the entire degree program.

**Q5. Who is not eligible for readmission?**

Answer: The following individuals are not eligible for readmission:

* Students whose admission was cancelled due to more than two consecutive semesters on freeze.
* Students whose security fee has been refunded.
* Students enrolled from spring 2018 or later who have completed the maximum duration for degree completion (For details, visit student Handbook).
* Students who were enrolled in a 4-year BS program but were awarded a 2-year Bachelor's degree. Such students must apply for continuation of studies.
* Students enrolled in certificate courses.
* Students enrolled in the zero semester.
* Students who have already availed the readmission option two times.

**Q6. If I am ineligible for readmission, what are my future prospects**?

Answer: Student may apply for a new admission (in one of the offered programs) through Online Admission Form by visiting http://vu.edu.pk/Apply/Login.aspx. Moreover, they may apply for exemptions of already studied courses in the new online admission form, as per policy. (https://www.vu.edu.pk/Admissions/TransferStudents.aspx).

**Q7. How can I check my current study status?**

Answer: You may figure out your study status, based on the information provided in answers of Q2 & Q5.

**Q8. Why has my admission been cancelled?**

Answer: If your admission status is temporarily cancelled, i.e., "Admission Cancelled" (inactive), you can apply for readmission. However, if your admission status is permanently cancelled, you are not eligible for readmission. For more details, refer to the answers to questions 2 and 5.

**Q9. What is the procedure for readmission?**

Answer: The procedure for requesting readmission is as follows:

1. From within the LMS, click the "Student Services" button.
2. Click on the "Re-Admission Request" link.
3. Select the current or next semester from the Enrollment Semester dropdown list.
4. Click the "Submit Request" button.
5. Click on the "Print Voucher" link.
6. A separate window will display the voucher.
7. If you need to make any changes or withdraw your request, close the voucher window and click the "Withdraw Request" link on the form.
8. Print the voucher.
9. Deposit the fee in the bank mentioned on the voucher.
10. Obtain a stamped copy of the paid voucher.
11. Scan and upload the paid copy of the voucher using the "Upload Paid Voucher" link.

**Q10. How long it takes to process a readmission request?**

Answer: The university requires 5-7 working days to process the request after completion of the above cited procedure in question no. 9.

**Q11. After submission of readmission request, do I need to inform or contact someone.** conversely, after processing of my request, I will be informed?

Answer: After completion of above cited procedure, just wait for 5-7 working days and check you LMS afterwards. Eventually at the conclusion of readmissions of that semester, a written acknowledgement will also be sent to each student to his/her official email ID. Make sure that your inbox is not full and check you other folders i.e. Spam

**Q11. What is the next step after acceptance of readmission request?**

Answer: After readmission, students have to make a course selection in order to continue their studies. They may contact www.vu.edu.pk > Contact Us > Support System > Registrar Office > Course Selection in this regard. Course selection contact No is 042-111-880-880 Ext. 443/444 for the confirmation of their eligibility for course selection, accordingly.

**Q12. Where can I find the rules and regulations regarding readmission?**

Answer: You can find the rules and regulations regarding readmission in the Student Handbook under the Registrar Office section.

**Q13. If I have applied for readmission, is my request guaranteed to be accepted?**

Answer: The acceptance or rejection of the readmission request is contingent upon whether the student fulfills the eligibility criteria in effect at the time of readmission.

**Q14. If my readmission request is rejected due to ineligibility, what happens to the already paid readmission fee?**

Answer: Contact [readmission@vu.edu.pk](mailto:readmission@vu.edu.pk) by stating your ineligibility for readmission and formally request for refund of fee using your official email address.

**Q15. After readmission, are there any specific rules and regulations I need to follow to avoid any hindrance in the future for the continuation or completion of my degree?**

Answer: A student who is granted readmission must carefully read the "Min and Max Time Duration for Degree Completion" section in the student handbook (https://handbook.vu.edu.pk/), along with other readmission rules mentioned in the handbook.

**Q16. If I have already submitted an application for readmission in a previous semester or year and have paid the applicable fee, but did so after the readmission deadline, can the same application be adjusted for readmission in the current semester, or what is the course of action for me?**

Answer: You can either send a formal (Email at readmission@vu.edu.pk) request for the consideration of the already paid voucher for readmission in the current semester or withdraw your previous request through the LMS and submit a new readmission request.

**Q17. Where can I contact regarding readmission?**

Answer: For inquiries regarding readmission, you can contact readmission@vu.edu.pk.

**Q18. If my study status is "Admission Cancelled" (inactive), what is the procedure to change my discipline of study program?**

Answer: *After* readmission, you can contact studyprogramchange@vu.edu.pk to request a change in your discipline of study program.

**Q19: Can I apply for readmission at any point during the academic year?**

Answer: Readmissions are open only during the dates of admissions of each semester.

**Q. What is the procedure of admission cancellation?**

Ans. From within LMS select Student Services → Registrar Office → Admission Cancellation → dispatching hard copy documents. In case LMS is not working of an Inactive student, he/she may send handwritten admission withdrawal request.

**STUDENT PROFILE**

**Q.What is student profile?**

In Virtual University, student profile refers to all the information of the student related to academics and personal information.

**Q.What personal information includes in Student Profile?**

Personal information of the student includes: Student Name, Father Name, Date of Birth, Citizen National Identity Card Number (CNIC), Gender, Personal Email, Mobile Number, Phone number, Mailing Address, Permanent Address, Academic History upto terminal degree.

**Q.What type of Academic Qualification belongs to Student Profile?**

Details related to boards and universities before admission obtained in Virtual University i,e. Matriculation board name, matriculation marks obtained and total marks, Intermediate board and intermediate marks obtained and total marks, Graduation university and marks obtained and total marks, Master degree obtained from and total marks.

**Q.I forget my VU email password and also perosnal email id which is registered in my Virtul University account. How I can register new email id.**

Create new email id and then email at[**studentprofile@vu.edu.pk**](mailto:studentprofile@vu.edu.pk)

Student profile section will send you process for the email addition.

Fee for the new email addition is Rs 500.

**Q.I want to correct / change profile picture because its very old. What is the process. Is there any fee?**

Email at [**studentprofile@vu.edu.pk**](mailto:studentprofile@vu.edu.pk)

Student profile section will send you process for the picture correction.

Fee for the picture correction is Rs 500.

**Q.I am new student in Virtual University. During the admission process I filled the form and after admission confirmation I noticed that in my Learning Management System (LMS) account that there are some mistakes in my personal information. How this can be corrected?**

Virtual University student can personally make some changes in his/her profile in the fields such as *Mailing address*, *Personal Email ID* and *Phone Number* (**Not** Mobile Number) by logging into student **LMS> Student profile**.

However, if student require changes other than as mentioned above, student is required to follow the below procedure/guidelines.

1. From within the LMS, click the **Student Services button**.

2. Click the **Student Profile Change** tab under Registrar’s office

3. Check the **relevant box** for profile change

4. **Upload** the requisite document(s)

5. **Submit** the request

6. **Pay** the prescribed fee voucher

**Q.I am student of 8th semester and I noticed that my Name spellings and father name spellings are incorrect. How this will be fixed?**

Student may apply for correction of information from first semester until pass out by using LMS.

1. From within the LMS, click the **Student Services button**.

2. Click the **Student Profile Change** tab under Registrar’s office

3. Check the **relevant box** for profile change

4. **Upload** the requisite document(s)

5. **Submit** the request

6. **Pay** the prescribed fee voucher

**Q.I am pass out student and I noticed that my name and father name is incorrect in my profile. How I will correct my information. Is ther any fee applicable for correction or not? How much time will be required for correction and where I will send documents for correction?**

Virtual University considers the **student’s name** and **father’s name** and **Date of Birth** according to the Secondary School (Matric) Certificate. If student want to correct their particulars then student will be required to send us below mentioned documents in the hard form

* One Signed Application by Student (To the name of Registrar)
* Two attested photocopies of Secondary School (Matric) Certificate

Student residing in Pakistan will submit fee of **Rs. 3000** and overseas student will submit fee of **USD $ 75** if he/she has received degree.

After the fee is confirmed by our accounts branch, case for name change/Father Name/Date of Birth will be forwarded for approval which may take at least **14** working days and then revised transcript & certificates etc will be issued to student by examination office.

Address to Post the documents

Registrar Office

Student Profile Section

Virtual University of Pakistan.

**M.A Jinnah Campus, Defence Road, Off Raiwind Road, Lahore**

Contact: +92-42-111-880-880   **Ext  341**

**Q.I am pass out student and I noticed that my CNIC number and Date of Birth are incorrect in my profile. How I will correct my information. Is ther any fee applicable for correction or not? How much time will be required for correction and where I will send documents for correction?**

Virtual University considers the **Date of Birth** according to the Secondary School (Matric) Certificate. If student want to correct their particulars then student will be required to send us below mentioned documents in the hard form

* One Signed Application by Student (To the name of Registrar)
* Two attested photocopies of Secondary School (Matric) Certificate
* Two attested photocopies of CNIC

Student residing in Pakistan will submit fee of **Rs. 1000** and overseas student will submit fee of **USD $ 25** if he/she has received Transcript.

After the fee is confirmed by our accounts branch, case for CNIC / Date of Birth will be forwarded for approval which may take at least **14** working days and then revised transcript & certificates etc will be issued to student by examination office.

Address to Post the documents

Registrar Office

Student Profile Section

Virtual University of Pakistan.

**M.A Jinnah Campus, Defence Road, Off Raiwind Road, Lahore**

Contact: +92-42-111-880-880   **Ext  341**

**Q.I am regular student of VU. Can I submit my documents for correction in person or Virtual University only entertains documents via post. What will be the adress if I want to post documents or I want to submit personally.**

VU always tries to facilitate its students in a best possible way. Preferably student must send documents by using any courier company but if student wants to submit docuemnts for correction in person then student will be welcomed by student profile section.

Address will be the same in both the cases either student wants to post or want to personally submit i.e,

Registrar Office

Student Profile Section

Virtual University of Pakistan.

**M.A Jinnah Campus, Defence Road, Off Raiwind Road, Lahore**

Contact: +92-42-111-880-880   **Ext  341**

**Q.What is the Fee Schedule for Profile Correction?**

Fee schedule is given as below:

|  |  |  |
| --- | --- | --- |
| **Fee for Correction in** | **Fee for Pakistani Students in Pak Rupees** | **Fee for Overseas Students in US $** |
| **For Pass Out Student, If** | | |
| * Transcript and Degree have not printed | Rs. 500 | $ 20 |
| * Only Final Transcript has been printed | Rs. 1000 | $ 25 |
| * Correction of CNIC / Date of Birth (If Final Transcript and Degree have been printed) | Rs. 1000 | $ 25 |
| * Degree has been printed | Rs. 3000 | $ 75 |
| **For an Enrolled Student** | | |
| * Any Change/Correction in Student Profile | Rs. 500 | $ 20 |

**PROGRAM CHANGE**

**Q.What is meant by Study Program Change?**

Virtual University facilitates its regular students in change of their study program within the boundaries of same degree level and same stipulated time bar programs.

**Q.I am in the first semester. Can I apply for the change of study program?**

Student may apply for the change of study program in his first semester.

**Q.How many times I may change study program?**

* As per Policy “Student can apply for the change of study program only **once** in the entire degree”.
* If student has already change the degree program then 2nd time student is not allowed to change or cannot apply for the previous degree program in any case.

**Q.When can a student apply for change of study program?**

A student may apply during a specific period of time when admissions are open according to the Academic Calendar given on VU website **(https://www.vu.edu.pk/StudentServices/AcademicCalendar.aspx).**

**Q.How to apply for change of study program?**

A student may apply for change of study program through online conversion link which has been given at VULMS under Student Services link.

**Q.Is any conversion fee charged?**

Student request will be facilitated when local student pays the prescribed fee of Rs 2000 for ADP/BS/Diploma programs and 50 US dollars by the overseas student.

**Q.Can a student apply for change of study program towards Merit Based degree programs?**

No, a student cannot apply for change of study program towards those degree programs whose admissions are offered on the basis of merit.

**Q.If a student applies for conversion, will the qualified courses be converted from old study program to new study program?**

Yes, upon conversion, already qualified common courses of a student will be transferred from old study program to new study program subject to university policy.

**Q.What is the procedure to apply for continuation of study (2-year bachelor degree pass out)?**

Following are the two options available for continuation of studies:

1. If a student intends to continue his studies towards respective 4-years BS degree program, then student will apply through online continuation link (for 2-years pass out) which has been given at VULMS under Student Services link. Furthermore, s/he has to pay the prescribed fee.
2. If a student intends to continue his study towards other than respective 4-years BS degree program then student will apply a new admission through online admission form. Moreover, student will follow all new admission procedure.

Note: student will also apply for exemption of already qualified courses, as per policy.

**Q.In case I change the degree program then duration of degree will increase ?**

Duration of degree will not increase/decrease in case of change of study program.

**Q.Upon conversion, University will continue my scholarship.**

Upon conversion, student will not be entitled to any merit position/medal/Scholarship.

**Q.If I will change my degree program from 2 years to 4 years and I have completed 4 semesters courses then VU will provide me Two (2) years degree?**

No. VU will not provide 2 years degree in this case.

**Q.I availed course exemption at the time of admission. I want to apply for the change of study program.**

Study Program Change offer is NOT available for the students who have already availed COURSE EXEMPTIONS.

**Q.I am enrolled in the Master degree program. Can I change it to any other MA degree program?**

Conversion towards master degree programs is not allowed as HEC has closed Master degree program.

**ISSUANCE OF LETTERS/ CERTIFICATES/ REFERENCE LETTER**

**Q.How can a student get any certificate?**

A student may generate request through ticketing system (<https://www.vu.edu.pk/SupportSystem/Login.aspx>) for the required certificate and issuance of its fee voucher. Following Certificates are issued by the Registrar Office:

1) Bonafide Certificate

2) Bonafide Certificate with CGPA

3) No Objection Certificate (NOC)

4) Bonafide Certificate with statements about English

5) Bonafide Certificate with Distance Learning Information

6) Course Completion Certificate of Professional Certificate Course

7) Internship Letter for Degree Completed Students

8) Course Completion Certificate

9) Hope Certificate

10) Equivalence Letter; OR any other relevant certificate etc.

**Q.Who issues the Course Contents / Syllabus to the students?**

The Registrar Office.

The registrar office provides course contents / course outline / syllabus to the students through the same procedure (ticketing system) as for issuance to certificates.

**Q.What is the fee to get any certificate / course contents?**

1. Prescribed fee of a certificate is Rs. 500/- for local students and 20 US Dollars for Overseas students.
2. Prescribed fee of course contents is Rs. 1000/- for local student and 25 US Dollar for Overseas students.

**Q.Can a student get the required certificate personally?**

Yes, a student can visit VU Lahore Office (MA Jinnah Campus), do complete the procedure/requirements and get the certificate on the same day.

**Q.Where do the Certificate is dispatched if not received personally?**

Certificates are dispatched at the student’s Pakistani mailing address given in his/her profile or he/she may request to dispatch at another address prior the dispatchment of the certificate. An overseas student has to mention a Pakistani address to get the certificate dispatched.

**Q.Who can get No Objection Certificate (NOC)?**

A student with cancelled/withdrawn admission having no outstanding dues may generate the request through ticketing system (<https://www.vu.edu.pk/SupportSystem/Login.aspx>) for NOC and issuance of its fee voucher.

**Q.Who can get Migration Certificate?**

A pass out student can get Migration Certificate.

**Q.What is the procedure to apply for Migration Certificate?**

A pass out student applies through Student Services link at VULMS. Under Registrar Office, he/she clicks Migration Certificate and submits request. He/she prints a voucher, pays and uploads it.

**Q.Who can get Hope Certificate?**

A terminal semester student who has taken all the pending courses may apply through ticketing system (<https://www.vu.edu.pk/SupportSystem/Login.aspx>) for a Hope Certificate and issuance of its fee voucher.

**Q.How much time is taken to get a Certificate?**

Certificates are issued on daily basis/alternate days after getting the student’s paid fee confirmation from the accounts section.

**Q.How can a student get Reference Letter for further admission?**

Reference Letters are issued by the concerned head of academic department. A student can request through email to the relevant address of the following:

|  |  |  |
| --- | --- | --- |
| 1 | Department of Management Sciences | [referenceletter.mgt@vu.edu.pk](mailto:referenceletter.mgt@vu.edu.pk) |
| 2 | Department of Computer Science | [referenceletter.cs@vu.edu.pk](mailto:referenceletter.cs@vu.edu.pk) |
| 3 | Department of Mathematics & Statistics | [referenceletter.mth@vu.edu.pk](mailto:referenceletter.mth@vu.edu.pk) |
| 4 | Department of Education | [referenceletter.edu@vu.edu.pk](mailto:referenceletter.edu@vu.edu.pk) |
| 5 | Department of English | [referenceletter.arts@vu.edu.pk](mailto:referenceletter.arts@vu.edu.pk) |
| 6 | Department of Mass Communication | [referenceletter.mass@vu.edu.pk](mailto:referenceletter.mass@vu.edu.pk) |
| 7 | Department of Psychology | [referenceletter.psy@vu.edu.pk](mailto:referenceletter.psy@vu.edu.pk) |
| 8 | Department of Sociology | [referenceletter.soc@vu.edu.pk](mailto:referenceletter.soc@vu.edu.pk) |
| 9 | Department of Biology | [referenceletter.bio@vu.edu.pk](mailto:referenceletter.bio@vu.edu.pk) |
| 10 | Department of Biotechnology | [referenceletter.btech@vu.edu.pk](mailto:referenceletter.btech@vu.edu.pk) |
| 11 | Department of Bioinformatics | [referenceletter.binfo@vu.edu.pk](mailto:referenceletter.binfo@vu.edu.pk) |
| 12 | Department of Microbiology | [referenceletter.micro@vu.edu.pk](mailto:referenceletter.micro@vu.edu.pk) |

**GOVT. LAPTOP SCHEME**

**Q. I am a student at Virtual University of Pakistan, please tell me how can I apply for the laptop scheme announced by the Government?**

Ans: The student will be required to visit HEC website and submit his/her application online completed in all respects as per given guidelines.

**Q. What is the eligibility criteria to apply for Laptop Scheme announced by the Government?**

Ans: The eligibility criteria and complete details are available on VU website / VULMS.

* 1. **What are the necessary steps involving to process student’s application for the award of Laptop under Government Scheme?**

Ans: The followings are the main steps involved in application process:

1. The Government announces the Laptop Scheme through HEC.
2. The students submit online applications through HEC website
3. Verification / Correction of student’s record by the University’s Focal Person as per documents.
4. Finalization of merit lists
5. Allocation of Laptops to selected students
6. Award of Laptops to selected students
7. **Is there any specific quota for Disabled Students?**

Ans: Yes, currently Disabled Students are awarded Laptops out of merit, but they must meet minimum eligibility criteria to apply for this scheme.

**Q. I want to know that orphans doing graduation are eligible for getting laptop?**

Ans: Students meeting the prescribed minimum eligibility criteria are eligible for this scheme. However, no specific quota for orphans and poor students is reserved in this scheme.

1. **Could you please tell me which students are eligible for the laptop scheme?**

Ans: The complete eligibility criteria and details have been published on VU website and VULMS, please read the same to check your eligibility.

1. **How will I know I am Selected or not?**

Ans: Merit list of selected students will be published on VU website / LMS, Laptops.

**Q. My status is disapproved. What does it mean?**

Ans: The application of student is disapproved on the basis of the following plausible:

1. Misconduct
2. Discrepancies in academic record
3. Ineligibility etc

**Q. Can anyone collect laptop on my behalf?**

Ans: No, student presence is mandatory. The student is required to ensure his / her availability at the stipulated date, time and venue for collection of assets, in case you miss or unable to collect his / her assets then he / she will contact within 10 working days. After this he / she will be no more entitled for this award.

**Q. My status shows I am selected at HEC website when will I get my laptop?**

Ans: The University will publish merit list of selected students. The selected students will be informed through E-mail containing venue and date of collection of Laptop.

**Q. If an applicant has applied in a laptop’s schemes announced by the Government, but he/she was not selected. Can he / she apply in future the Laptop Scheme announced by the Government?**

Ans: Yes, he/she can apply for the Laptop Scheme in future if he / she is eligible for new Government funding Laptop Scheme

1. **I have entered a wrong information at the time of registration. What should I do?**

Ans: In case of wrong information entered, you are required to contact the focal person for correction of record.

1. **Can I enter my father’s CNIC at the time of registration?**

Ans: No, the student is required to enter his / her CNIC and other credentials i.e. mobile number, email and home address etc. Submitting incorrect and fallacious data may lead to cancellation of registration.

**Q. Are students enrolled in Zero semester, Diploma and Certificate Courses eligible for the Laptop Scheme?**

Ans: The students enrolled in Zero Semester, Diploma and Certificate Courses are not eligible for the award of Laptop under PM Laptops Scheme.

**Q. I have been awarded laptop on the basis previously under Government Scheme. can I again apply for the award of laptop under Prime Minister's Youth Laptop scheme - phase III?**

Ans: No, a student once awarded Laptop under any Government Scheme is not entitled for the award of Laptop schemes in future.