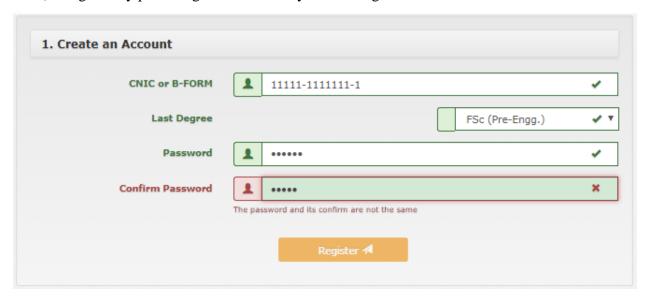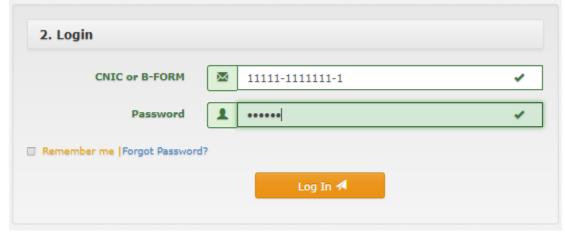# How to Apply for Admission?

The procedure of applying for admission at University of Okara is described below for your assistance. Please follow each step carefully. Each step is described precisely. In case you feel any difficulty, please feel free to contact us on our telephone numbers provided online.

Step-1: Registration

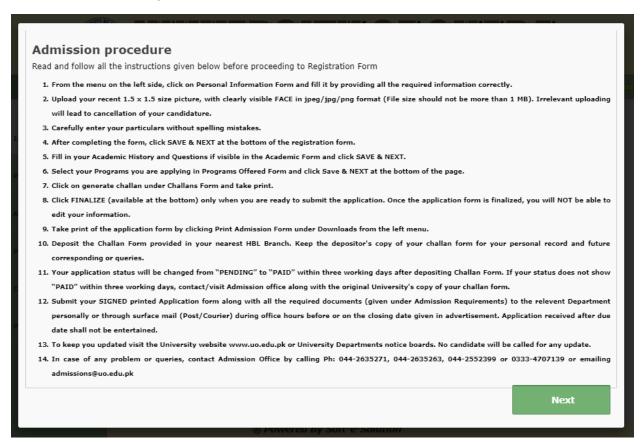a) Register by providing the CNIC and your last degree.

b) Once you have registered, you can login with the CNIC provided at the registration time to view/update your profile.
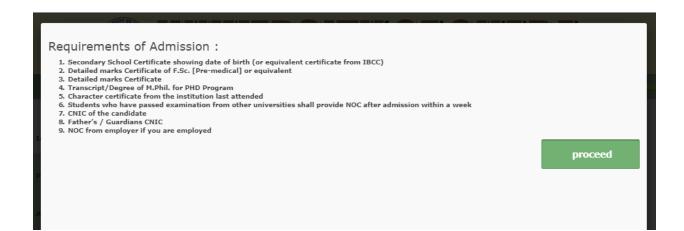
Step-2: Admission procedure/Instructions Page

    a) After successful registration, a page "Admission procedure" will appear. After reading the instructions, click Next.
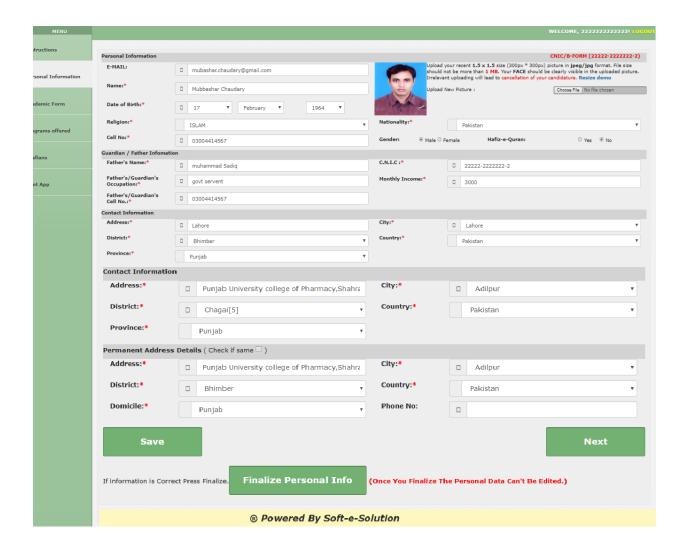
Admission procedure

Read and follow all the instructions given below before proceeding to Registration Form

1. From the menu on the left side, click on Personal Information Form and fill it by providing all the required information correctly.
2. Upload your recent 1.5 x 1.5 size picture, with clearly visible FACE in jpeg/jpg/png format (File size should not be more than 1 MB). Irrelevant uploading will lead to cancellation of your candidature.
3. Carefully enter your particulars without spelling mistakes.
4. After completing the form, click SAVE & NEXT at the bottom of the registration form.
5. Fill in your Academic History and Questions if visible in the Academic Form and click SAVE & NEXT.
6. Select your Programs you are applying in Programs Offered Form and click Save & NEXT at the bottom of the page.
7. Click on generate challan under Challans Form and take print.
8. Click FINALIZE (available at the bottom) only when you are ready to submit the application. Once the application form is finalized, you will NOT be able to edit your information.
9. Take print of the application form by clicking Print Admission Form under Downloads from the left menu.
10. Deposit the Challan Form provided in your nearest HBL Branch. Keep the depositor's copy of your challan form for your personal record and future corresponding or queries.
11. Your application status will be changed from "PENDING" to "PAID" within three working days after depositing Challan Form. If your status does not show "PAID" within three working days, contact/visit Admission office along with the original University's copy of your challan form.
12. Submit your SIGNED printed Application form along with all the required documents (given under Admission Requirements) to the relevent Department personally or through surface mail (Post/Courier) during office hours before or on the closing date given in advertisement. Application received after due date shall not be entertained.
13. To keep you updated visit the University website www.uo.edu.pk or University Departments notice boards. No candidate will be called for any update.
14. In case of any problem or queries, contact Admission Office by calling Ph: 044-2635271, 044-2635263, 044-2552399 or 0333-4707139 or emailing admissions@uo.edu.pk

Next

    c) Once you have clicked the Next on "Admission procedure", a new page "Requirements of Admission", will appear. At this screen, click proceed.

Requirements of Admission :

1. Secondary School Certificate showing date of birth (or equivalent certificate from IBCC)
2. Detailed marks Certificate of F.Sc. [Pre-medical] or equivalent
3. Detailed marks Certificate
4. Transcript/Degree of M.Phil. for PHD Program
5. Character certificate from the institution last attended
6. Students who have passed examination from other universities shall provide NOC after admission within a week
7. CNIC of the candidate
8. Father's / Guardians CNIC
9. NOC from employer if you are employed

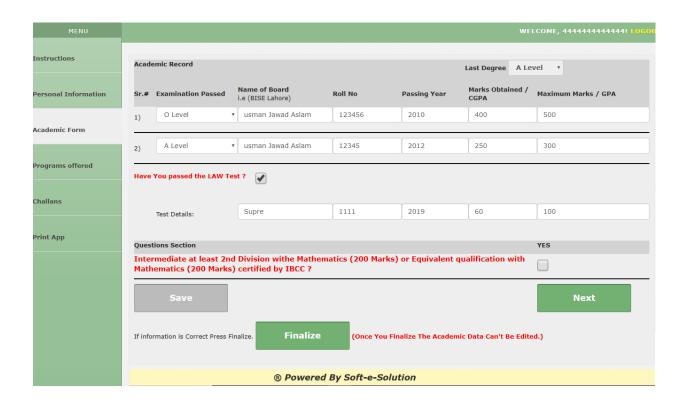**proceed**

Step-3: Personal Information Form

In "Personal Information Form", kindly provide all necessary personal information data which are marked by red stars. Please don't forget to enter your email for further correspondence. Once you pay fee, you will be notified with the University Prospectus. Additionally, you can also use it for password recovery. In case you forget your password, you can recover your password easily. This case is discussed in detail at the end.

To just save your information, click on Save. If you want to save and go to next step, click on Next. If your information is filled up in above window according to your documents i.e. Name, CNIC, DOB, Address, Email, Picture etc. then click on "Finalize Personal Info."

Step-4 Academic Information

Once you have finalized personal info and clicked Next, you will arrive at "Academic Record" window. Here you enter all your academic information in accordance with your academic documents. Please read the questions and answer carefully because Program Selection depends on answers provided by you to these questions. These answers will determine eligibility of your candidature for the programs offered by the University.

In case your last degree result is awaiting, you still can apply for admission by entering Part-I marks in it. Once you have entered your Part-I marks, you can save it and move to program selection without finalizing the academic information. Please do not finalize it because once you finalize it you would not be able to update it later on. Only finalize it once you have entered your complete degree/certificate marks. For that, you have to wait for your complete and final transcript/result and re-login when you get your result and update your marks and finalize so that your merit is calculated properly. If you want to apply for LLB 5 years program you have to enter test marks for it.
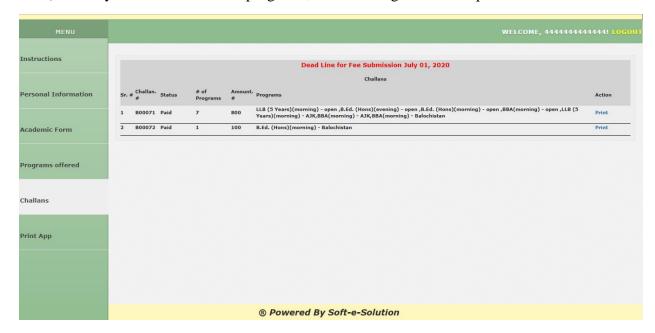
Step-5 Program Selection

In "Program Selection" windows, you can select the programs you want to apply from the Programs being offered by the University.

Programs Selected

Program - Merit	Challan #	Open Merit	AJK	Balochistan	Defense Force	Disable	FATA	In Service Teachers	Overseas Pakistanis	Sports	UO Employees	UO Teachers
B.Ed. (Hons) (Evening) - 82.33	B00071	✔										
B.Ed. (Hons) (Morning) - 82.33	B00071	✔	☐	✔	☐	☐	☐	☐	☐	☐	☐	☐
BBA (Morning) - 82.33	B00071	✔	✔	✔	☐	☐	☐	☐	☐	☐	☐	☐
LLB (5 Years) (Morning) - 75.65	B00071	✔	✔	☐	☐	☐	☐	☐	☐	☐	☐	☐

Programs Offered

Program	Open Merit	AJK	Balochistan	Defense Force	Disable	FATA	In Service Teachers	Overseas Pakistanis	Sports	UO Employees	UO Teachers
BBA (Evening)	☐										
BS Applied Chemistry (Morning)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
BS Applied Chemistry (Evening)	☐										
BS Banking & Finance (Morning)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
BS Bioinformatics (Evening)	☐										
BS Chemistry (Evening)	☐										
IELTS (General/Academics) (Evening)	☐										

Sidebar: Instructions | Personal Information | Academic Form | Programs offered | Challans | Print App

Save   Next

Step-6 Generate/Print Challan

a) Once you have selected the programs, it is time to generate and print the challan.

WELCOME, 4444444444444! LOGOUT

Dead Line for Fee Submission July 01, 2020

Challans

Sr. #	Challan. #	Status	# of Programs	Amount. #	Programs	Action
1	B00071	Paid	7	800	LLB (5 Years)(morning) - open ,B.Ed. (Hons)(evening) - open ,B.Ed. (Hons)(morning) - open ,BBA(morning) - open ,LLB (5 Years)(morning) - AJK,BBA(morning) - AJK,BBA(morning) - Balochistan	Print
2	B00072	Paid	1	100	B.Ed. (Hons)(morning) - Balochistan	Print

Sidebar: Instructions | Personal Information | Academic Form | Programs offered | Challans | Print App

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b) **Sample Print:** The sample print of the Bank Challan is provided below.

Note: The Fee can be deposited in any HBL Branch during the banking hours.

1	2	3
Bank Copy	Depositor's Copy	University's Copy

Bank Copy
Habib Bank Limited
Dated : 04-08-2019   Challan No. B00071
Credit: University of OKARA.
Account No:00427901472903
Not Valid After July 01, 2020
Name : USMAN JAWAD ASLAM

Subject : Admission Fee
CNIC : 4444444444444
Mobile No : 03224660448

Sr.#	Title	Rs.
1	B.Ed. (Hons)(evening) - open	200
2	B.Ed. (Hons)(morning) - open	100
3	BBA(morning) - open	100
4	BBA(morning) -AJK	100
5	BBA(morning) -Balochistan	100
6	LLB (5 Years)(morning) - open	100
7	LLB (5 Years)(morning) -AJK	100
8		
9		
10		
	Total Rs.	800

Total (Rs. in Words):_eight hundred only.

Officer_____ CASHIER

Depositor's Copy
Habib Bank Limited
Dated : 04-08-2019   Challan No. B00071
Credit: University of OKARA.
Account No:00427901472903
Not Valid After July 01, 2020
Name : USMAN JAWAD ASLAM

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CNIC : 4444444444444
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Sr.#	Title	Rs.
1	B.Ed. (Hons)(evening) - open	200
2	B.Ed. (Hons)(morning) - open	100
3	BBA(morning) - open	100
4	BBA(morning) -AJK	100
5	BBA(morning) -Balochistan	100
6	LLB (5 Years)(morning) - open	100
7	LLB (5 Years)(morning) -AJK	100
8		
9		
10		
	Total Rs.	800

Total (Rs. in Words):_eight hundred only.

Officer_____ CASHIER

University's Copy
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Name : USMAN JAWAD ASLAM

Subject : Admission Fee
CNIC : 4444444444444
Mobile No : 03224660448

Sr.#	Title	Rs.
1	B.Ed. (Hons)(evening) - open	200
2	B.Ed. (Hons)(morning) - open	100
3	BBA(morning) - open	100
4	BBA(morning) -AJK	100
5	BBA(morning) -Balochistan	100
6	LLB (5 Years)(morning) - open	100
7	LLB (5 Years)(morning) -AJK	100
8		
9		
10		
	Total Rs.	800

Total (Rs. in Words):_eight hundred only.

Officer_____ CASHIER

Once you print it, please submit it to any HBL branch on the earliest. Don't wait for last time. After you submit it, your fee status will be changed from pending to paid against the challan in challans form within three working days and email will also be sent to the provided email in personal information. If you do not receive it, please contact University Administration.

Step-7 Print Application

In case, your name has appeared in merit list(s), please submit the following.

- Take print of your submitted online application
- All your verified copies of educational certificates/degrees/transcripts
- verified CNIC copies of candidate and father/husband/guardian
- Character certificate from college/university last attended
- Bank Challan of the fees as outlined in Step-6 (b).

Please clip all these documents and enclose it in a white file for morning admission and brown file for evening admission. Once you have completed your white/brown file, submit it to the concerned

department of the university before the deadline of the merit list. The "Sample Print" of the application is provided below for convenience.

Note: Please bring the original degrees for verification by the concerned department of admission.

UNIVERSITY OF OKARA

Online Admission Form Fall 2019

-

Admission Form

Form Number:	**B0007**	

Department Wise Programs

Department	Challan #	Programs
School of Law	B00071	LLB (5 Years)(morning) - open, LLB (5 Years)(morning) - AJK
Management Sciences	B00071	BBA(morning) - open, BBA(morning) - AJK, BBA(morning) - Balochistan
Teacher Education	B00071, B00072	B.Ed. (Hons)(evening) - open, B.Ed. (Hons)(morning) - open, B.Ed. (Hons)(morning) - Balochistan

Personal Information

UserName:	4444444444444	Mobile Number:	03224660448
Name:	Usman Jawad Aslam	Father Name:	Muh Sharif
Birth Date:	02-05-1951	Gender:	Male
C.N.I.C No:	4444444444444	Nationality:	Pakistan
Religion:	Christianity	Registration No:	

Guardian / Father Infomation

Father Name:	Muh Sharif	C.N.I.C:	32545-8869503-5
Father Occupation:	Govt Servant	Monthly Income:	500000
Father's/Guardian's Cell No.	03009480815	Phone No.:	

Contact Information

Address:	Punjab University College Of Pharmacy,shahrahe Mall Road Allama Iqbal Campus(old Campus) Lahore, Pakistan		
City:	370	District:	4
Province:	Punjab	Country:	Pakistan

Permanent Address Details

Permanent Address:	Punjab University College Of Pharmacy,shahrahe Mall Road Allama Iqbal Campus(old Campus) Lahore, Pakistan		
City:	370	District:	4
Domicile:	Punjab	Country:	Pakistan

Academic Information

Examination Passed	Name of Board	Roll #	Passing Year	Marks Obtained	Maximum Marks	Perc(%)
O Level	Usman Jawad Aslam	123456	2010	400	500	80
A Level	Usman Jawad Aslam	12345	2012	250	300	83.33

I hereby declare that to the best of my knowledge and belief, the particular given above and the declaration made there in are true.

Note:- Misguiding / Misleading may be Prosecuted.

Applicant's signature_____

Date_____

How to recover Password?

If you have given the email in your "Personal Information Form", a new password will be sent to your email in Recover Password window.