

MANUAL FOR STUDENTS (USER GUIDE)

Step1: Go to www.admission.hed.gkp.pk

Online College Admission System, Government of KP.

Higher Education, Archives & Libraries Department Government of Khyber Pakhtunkhwa, with the support of ST&IT department has introduced the online admission system for colleges. The system facilitates the admission process to government colleges and provide up-to-date information to public.

NEW! Admissions for the session 2017 are open, click "Sign Up" to create new account or "Login" button to submit application online.

[Sign Up](#) [Sign In](#) [List of Colleges](#)

Step2: Click on **signup** to create your account.

It will show you this page. Follow the instruction on the right side of the page.

Step 1: Create Account

Instructions For This Page

INSTRUCTIONS: This is the first step of online admission process. Please provide your personal email address, mobile number or CNIC / Form B number and set your login password. Fields with * are mandatory.

IMPORTANT: Atleast one field must be filled among **CNIC/Form B**, **Email Address** and **Mobile Number**. The one you filled will be used for login. You can also fill more than one and then you can use any of them to login to your account

- ✓ **CNIC / Form B** Enter your CNIC or Form B number
- ✓ **Email Address** Enter your personal email address
- ✓ **Mobile Number** Enter your personal mobile number. Make sure to enter the correct mobile number as it will be used for online payment of application fee.
- ✓ **Select Network** Please select your mobile network
- ✓ **Password** Chose a login password
- ✓ **Confirm Password** Re-enter your login password

- Enter your CNIC/ Form B number (if any).
- Enter your Email Address (if you have email address).
- Enter Your Mobile Number. (This is important. Give your valid mobile number which will be used as your username. Also SMS will be sent on this number to update you about your application).
- Select your mobile number network.
- Enter a password.
- Confirm your password.
- Click on "Create Account".
- A SMS will be sent to you which will contain your Username and Password. Kindly remember your username and password for further use.

Step3: Verification with Board Data: Select your Academic information. The Name, Father Name and your academic details will be retrieved from Board.

Step 2: Verification With Board Data

1
Create Account

2
Board Verification

3
Personal Information

4
Academic Information

Success! Your account has been created successfully, Now please fill the following form to get your academic information from board. X

Highest Exam Passed *

Study Group *

Session *

Passing Year *

Board *

Roll Number *

Verification With Board Data

Instructions For This Page

INSTRUCTIONS: This is the second step of online apply. Please select appropriate options from drop down lists to fetch your data from board. Fields with * are mandatory.

IMPORTANT: Select a passing year from **Passing Year** list. In-case of anual session, applicants till **2014** are allowed for admission. In-case of supplementary session, applicants till **2014** are allowed for admission. 5 marks will be deducted for each missed year from obtained marks, however for those applicants who have passed supplementary exam in year **2016**, no marks will be deducted from their obtained marks

- ✓ **Highest Exam Passed** Select last exam passed from the list
- ✓ **Study Group** Select study group from the list
- ✓ **Session** Select session from the list
- ✓ **Passing Year** Select passing year from the list
- ✓ **Board** Select board
- ✓ **Roll Number** Enter your roll number

- Select your Highest Exam Passed. Which will be "SSC".
- Select your Study Group (Science or Arts).
- Select your Session (Annual, Supplementary)
- Select Your Passing year.
- Select your Board from where you have passed Matric Examination.
- Enter your Matric Roll Number.
- Click on "Verification with Board". It will display Personal Information, your Name and Father Name will appear. The academic information and marks details will appear later. If your name is not displayed then enter all the Personal and Academic information manually.

Step4: Personal Information. Your name and your father name will be displayed. Fill out all form. Kindly provide correct information. Check your details thoroughly, it will not be changed once entered.

Step 3: Personal Information

1
Exam Information

2
Board Verification

3
Personal Information

4
Academic Information

IMPORTANT! Please make sure to enter correct data, you will not be able to change it

Full Name * Enter your name

Father's Name *

Date of Birth *

CNIC / Form B

Email Address

Mobile Number *

Province *

Domicile District *

Parent's Mobile

Instructions For This Page

INSTRUCTIONS: Please enter your personal information in this step. Complete your personal profile and proceed to next step. Fields with * are mandatory.

IMPORTANT: Atleast one field must be filled among **CNIC/Form B**, **Email Address** and **Mobile Number**. The one you filled will be used for login. You can also fill more than one and then you can use any of them to login to your account

- ✓ **Full Name** Enter your full name
- ✓ **Father's Name** Enter your Father's Name
- ✓ **Date of Birth** Enter your Date of Birth in dd-mm-yyyy Formate e.g 30-09-2001
- ✓ **CNIC / Form B** Enter your CNIC / Form B number
- ✓ **Email Address** Enter your Email Address
- ✓ **Mobile Number** Enter your personal Mobile Number
- ✓ **Domicile** Select your domicile province and domicile district
- ✓ **Parent's Mobile** Enter your Parent's / Guardian's Mobile
- ✓ **Parent's CNIC** Enter your Parent's / Guardian's CNIC
- ✓ **Landline Number** Enter your Landline Number
- ✓ **Permanent Address** Enter your Permanent Address
- ✓ **Mailing Address** Enter your Mailing Address

- Enter your Date of Birth (as per matric Certificate)
- Select your Province.
- Select your Domicile.

Parent's Mobile Number	<input type="text" value="Enter Parent's Mobile Number in 03459153835 format"/>
Parent's CNIC *	<input type="text" value="Enter Parent's CNIC number"/>
Landline Number	<input type="text" value="Enter Landline Number"/>
Permanent Address *	<input type="text" value="Enter your permanent address"/>
	Select Province ▼
	Select District ▼ Select Tehsil ▼
Mailing Address *	<input type="text" value="Enter your mailing/postal address"/>
	Select Province ▼
	Select District ▼ Select Tehsil ▼

- Enter Parents mobile no.
- Enter Parents CNIC No.
- Enter your land line number (Optional)
- Enter your Permanent address.
 - Select your Province.
 - Select your District.
 - Select Your Tehsil.
- Enter Your Mailing Address.
 - Select Your Province
 - Select Your District.
 - Select Your Tehsil.

Religion *	<input type="text" value="Islam"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status *	<input checked="" type="radio"/> Unmarried <input type="radio"/> Married
Photo	<input type="button" value="Choose File"/> No file chosen <small>Select a recent passport size image, only jpg and gif allowed (max-size 500 KB)</small>
<input type="button" value="Save & Next"/>	

- Select Your Religion.
- Select your Gender.
- Select Your Marital Status.
- Upload your recent Picture (optional).
- Click on Save & Next. A message will be displayed “check your information. It will not be changed later. Click OK to continue or CANCEL to Review”. Click OK if your information is correct.

It will save the information and will show your academic details.

Step 5: Academic Information. Your academic information retrieved from Board will be displayed here. Thoroughly check your academic details. If there is any issue, correct it here. The information you entered here will not be changed later. If your data is not displayed here, enter all the information manually. Follow the instructions on the right side of the page.

Step 4: Academic Information

1 Exam Information
2 Board Verification
3 Personal Information
4 Academic Information

SUCCESS! personal information has been saved successfully, now proceed with your academic information. X

IMPORTANT! Please make sure to enter correct data, you will not be able to change it

Highest Exam Passed *

Study Group *

Province of the Board/ University *

Board/ University *

Session of Exam *

Year of Passing "SSC" Exam *

Roll Number *

Marks Obtained *

Total Marks *

Grade *

Hafiz e Quran * No Yes

Percentage

Save Information

Instructions For This Page

INSTRUCTIONS: Your account and personal information has been successfully updated, now please proceed with your academic information. Fields with * are mandatory

IMPORTANT: Select a passing year from Passing Year list. In-case of annual session, applicants till 2014 are allowed for admission. In-case of supplementary session, applicants till 2014 are allowed for admission.

5 marks will be deducted for each missed year from obtained marks, however for those applicants who have passed supplementary exam in year 2016, no marks will be deducted from their obtained marks

- ✓ Highest Exam Passed Select Last Exam Passed from the List
- ✓ Study Group Select a Study Group
- ✓ Province of the Board/ University Select Province of the Board / University from where Highest Exam is Passed
- ✓ Board/ University Select Board / University of Highest Exam
- ✓ Session of Exam Select Highest Exam Session
- ✓ Year of Passing Select Year of Passing of Highest Exam
- ✓ Roll Number Enter your Roll Number
- ✓ Marks Obtained Enter your Marks Obtained
- ✓ Total Marks Enter Total Marks
- ✓ Grade Select a Grade
- ✓ Hafiz e Quran Select Appropriate Option from Hafiz e Quran

- Select your Higher Exam Passed.
- Select Your Study Group (Science or Arts) in Matric Exam.
- Select Province of your Board.
- Select your board.
- Select your session of exam (Annual or Supplementary)
- Select Your Matric Exam Passing year.
- Enter Your Roll number.
- Enter Your Marks Obtained.
- Enter Total Marks.
- Select Your Grade in Matric Exam.
- Select Hafiz-e-Quran if you are Hafiz-e-Quran.
- Check your Details again as it will not be changed later.
- Click on "Save Information". A message will be displayed to check you information. If your information is correct click "OK" or click "Cancel" to review your information.

It will complete your profile and the following Message will be displayed.

Online College Admission System
 Higher Education, Archives & Libraries Department
 Government of Khyber Pakhtunkhwa

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Student's Dashboard

Admission Menu

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Congratulations!

Dear Applicant, Your profile has been successfully created, You can now apply for admission.

INSTRUCTIONS: For each different category (quota), faculty (program) or college, separate application must be submitted. It is important to note that only one application can be submitted against the same category of admission of a same program with in a same college. Fields with * are mandatory.

For colleges having morning and evening shifts, candidates with highest merit are offered admission in the Morning Shift. When seats in the Morning Shift are filled, admission in the Additional Shift is offered according to the sanctioned seats on merit. For humanities group subject combinations of one shift may differ from the other shift.

District where Admission is Sought *

College/Institute *

After Completion of your Profile, you will now be able to apply to a college. To apply, follow the following steps.

Step 6: Applying to a College:

INSTRUCTIONS: For each different category (quota), faculty (program) or college, separate application must be submitted. It is important to note that only one application can be submitted against the same category of admission of a same program with in a same college. Fields with * are mandatory.

For colleges having morning and evening shifts, candidates with highest merit are offered admission in the Morning Shift. When seats in the Morning Shift are filled, admission in the Additional Shift is offered according to the sanctioned seats on merit. For humanities group subject combinations of one shift may differ from the other shift

District where Admission is Sought *

College/Institute *

Desired Level of Studies *

Program *

Request against Category of Admission *

Declaration * Yes, I agree.


I certify that the statements made by me in the answers to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I fulfill all the prerequisite required for the admission. Submission of fake/ forged documents and any misrepresentation or omission discovered even after admission may render my admission liable to termination in addition to the action decided by the college committee.

- Select District where you want to apply.
- Select College to which you want to apply.
- Select Desired Level of Studies “Intermediate”
- Select Program (Arts, Science, Pre-Engineering, Pre-Medical, General Science, and Computer Science).
- Select request against Quota. Select local in the following cases.
 - Select Local if your domicile is of the same district where college is located.
 - Select local if you have passed your matric exam from the district where college is located.
 - Select local if your parents are working as a Govt. Servant in the same district where college is located.

Otherwise select other Quotas (non-Local, Sports, Disabled, and College Employees). **You will have to produce relevant document at the time of interview.**

- Tick Mark the deceleration statement and click “submit application”.

It will show you application form. Review your application. If the application is correct click on “submit and pay application processing fee”.



**Govt Degree College
Torghar**

Govt Degree College Torghar
Intermediate
Arts/Humanities

Archaeology, Education, Home Economics, Pashto, Urdu

Admission Category: Local
Resident of district

Personal Information

Name:	SAAD ULLAH KHAN	Father Name:	IHSAN ULLAH KHAN
Gender:	Male	Date of Birth:	March 01, 2001
Personal Mobile:	03455069878	Father's Mobile:	
Father's CNIC:	54566-6846453-5	Landline Number:	
Applicant Email:	xyzabc123@yahoo.com	Domicile District:	Tor Ghar
Permanent Address:	dasdsad District: Tor Ghar, Tehsil: test	Mailing Address:	sadadsa District: Tor Ghar, Tehsil: test
Religion:	Islam	Marital Status:	Unmarried


Academic Information

Highest Exam:	SSC	Study Group:	Science
Exam Board/Uni:	BISE Peshawar	Passing Year:	2016
Exam Session:	Annual	Roll No.:	137517
Hafiz e Quran:	No	Marks:	(870-5) = 885 / 1100 (78.64%)
Grade:	A		

Declaration

Declaration

I hereby declare that the information mentioned above are according to my knowledge and the mentioned information is correct.



Date Applied

May 23, 2017

Submit & Pay Application Processing Fee
Go Back

After Click on "Submit & Pay Application Processing Fee" it will show you short detail of your application.

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Pay Application Processing Fee

Application Processing Fee

Voucher Date: 23-May-2017
Govt Degree College Torghar
Intermediate (Arts/Humanities)
Subject Group: Archaeology, Education, Home Economics, Pashto, Urdu

<p>SAAD ULLAH KHAN S/O, D/O: IHSAN ULLAH KHAN Address: sadadsa District: Tor Ghar, Tehsil: test Mobile #: 03455069878</p>	<p>Tracking ID: MAY201763885</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Processing Fee</td> <td style="text-align: right;">Rs. 100/-</td> </tr> <tr> <td>Additional Charges</td> <td style="text-align: right;">Rs. 0/-</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">Rs. 100/-</td> </tr> </table>	Processing Fee	Rs. 100/-	Additional Charges	Rs. 0/-	Total	Rs. 100/-
Processing Fee	Rs. 100/-						
Additional Charges	Rs. 0/-						
Total	Rs. 100/-						

← Cancel
👉 Proceed with Payment

Click on "Proceed with Payment" to pay the application Processing fee i-e Rs=100 per application. It will show the following with Token number. Kindly note the token number. A message will also be sent to you on your mobile number having the token number for this specific application.

Success! Your order has been placed successfully, Please take a print of the token or show the SMS you received at any nearest jazzCash shop and pay application processing fee. You will receive a confirmation message and your application will be marked as verified with in next 24 hours.

Application Processing Fee Voucher

Voucher Date: 23-May-2017
 Payment Date: Pending
 Govt Degree College Torghar
 Intermediate (Arts/Humanities)
 Subject Group: Archaeology, Education, Home Economics, Pashto, Urdu

SAAD ULLAH KHAN	
S/O, D/O: IHSAN ULLAH KHAN	
Address: sadadsa	
District: Tor Ghar, Tehsil: test	
Mobile #: 03455069878	

Tracking ID: MAY201763885	
Processing Fee	Rs. 100/-
Additional Charges	Rs. 0/-
Total	Rs. 100/-

Token: 170523022195
 This token must be paid before 11:59 PM 24-May-2017

Please take a print of the token or show the SMS you received at any nearest jazzCash shop and pay application processing fee. You will receive a confirmation message and your application will be marked as verified with in next 24 hours.

Go to the nearest Jazz Cash shop before the date mentioned near the token number and deposit Rs= 100 against this token number. You will receive another message “Dear Customer, your Payment of Rs.100.00 against the order # XXXXX has been received. PRN XXXXXXXXXXXXX. Thank you for using Jazz Cash.”

After Depositing Rs=100. You received a message from HEDGoKP “You have successfully submitted you application in “College Name” for “Program Name” in “Quota” ”.

Click on “Back to Dashboard” to view your application. The Payment status will be changed to verified when you deposit Rs.100.

All Applications

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Admission Menu

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- Logout

All Applications

+ New Admission Request

#	Tracking ID	District	College	Program	Quota	Hafiz e Quran	Payment Status	Action
1	MAY201763885	Tor Ghar	Govt Degree College Torghar	Arts/Humanities	Local	No	Pending	Print Voucher Check Payment Status Print Application

NOTE: Show the token No. to nearest JazzCash retailer/shop for payment. Once you paid against the token, you will receive a confirmation SMS and your application status will be changed to verified with in next 24 hours. Click here to search for a nearest jazzCash shop.

Repeat the step no 6 if you want to apply for another college or submit an application for another program in the same college. Click on “New Admission Request” to submit another application.

Visit [www. Admission.hed.gkp.pk/merit_list.php](http://www.Admission.hed.gkp.pk/merit_list.php) to view merit lists of all college. If you are shortlisted in a merit list, you will receive a message from “HEDGoKP” about your shortlisting. Also check Admission.hed.gkp.pk/merit_list.php regularly for merit list and updates.