

# Online Admission System



USER MANUAL for Online Admissions Portal for admission to Colleges for Students.

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1. Go to <http://admission.hed.gkp.pk/>
2. Click on Sign up if not registered otherwise click on login.



## STEP 1: Create Account

The screenshot shows the 'Step 1: Create Account' page. The browser address bar displays '103.240.220.68/kpocas/apply\_step1.php'. The page has a green header with 'Apply Online' and a breadcrumb 'Home / Apply Online'. The main content area is divided into two sections. The left section, 'Step 1: Create Account', contains a progress bar with four steps: '1 Create Account', '2 Board Verification', '3 Personal Information', and '4 Academic Information'. Below the progress bar are input fields for 'Applicant CNIC / Form B', 'Email Address', 'Mobile Number', 'Password', and 'Confirm Password'. A 'Create Account' button is at the bottom. The right section, 'Instructions For This Page', contains 'INSTRUCTIONS' and 'IMPORTANT' notes, followed by a list of fields to be filled: 'CNIC / Form B', 'Email Address', 'Mobile Number', 'Password', and 'Confirm Password'. The footer shows the system time as 10:32 AM on 6/12/2015.

- Enter your valid CNIC or Form B No.
- Enter Email Address for login.
- Enter Mobile No in 0345XXXXXXX format.

- Enter Password.
- Re-Enter password to Confirm.
- Click On Create Account.

## STEP: 2 Board Verification:

**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.

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 **2012** are allowed for admission. In-case of supplementary session, applicants till **2012** 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 **2014**, 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

- If data already exist verify it otherwise go for manual apply.
- Select Highest Exam passed.
- Select a study group.
- Select session.
- Select passing year.
- Select board.
- Enter Roll number.
- Click on button “Verify Board data”.

## STEP: 3 Personal Information:

- Enter your full name.
- Enter your father’s name.
- Enter your date of birth as per SSC candidate.
- Enter your CNIC or Form B No.
- Enter Email Address for login.
- Enter your mobile no.
- Select your province.
- Select Domicile District.

KP Online College Admission S... x

103.240.220.68/kpocas/apply\_step2.php

### Step 3: Personal Information

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

**Full Name \***

**Father's Name \***

**Date of Birth \***  Enter your date of birth (As per SSC Certificate)

**CNIC / Form B**  Enter your CNIC or Form B No.

**Email Address**  Enter email address for login

**Mobile Number**

**Province\***  Select Province / Other

**Domicile District\***  Select District / Agency

#### 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 Format 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 Parents / Guardian's Mobile
- ✓ **Parent's CNIC** Enter your Parents / Guardian's CNIC

- Enter your parent's Mobile Number in 0345XXXXXXX format.
- Enter parents CNIIC.
- Enter your permanent Address.
- Enter your mailing address.

KP Online College Admission S... x

103.240.220.68/kpocas/apply\_step2.php

**Parent's Mobile Number**  Enter Parent's Mobile Number in 03459153835 format

**Parent's CNIC \***  Enter Parent's CNIC number

**Landline Number**  Enter Landline Number

**Permanent Address \***  Enter your permanent address

Select Province

Select District  Select Tehsil

**Mailing Address \***  Enter your mailing/postal address

Select Province

Select District  Select Tehsil

#### Instructions For This Page

**CNIC**

- ✓ **Landline Number** Enter your Landline Number
- ✓ **Permanent Address** Enter your Permanent Address
- ✓ **Mailing Address** Enter your Mailing Address
- ✓ **Religion** Select your Religion from List
- ✓ **Gender** Select your Gender
- ✓ **Marital Status** Select your Marital Status
- ✓ **Photo** Select a Passport Size Photo

- Select your religion.
- Select your gender.
- Select marital status.
- Upload your passport size fresh photo.

KP Online College Admission S... x

103.240.220.68/kpocas/apply\_step2.php

Select Province

Select District

Select Tehsil

Religion \* Islam

Gender \* ☒ Male ☐ Female

Marital Status \* ☒ Unmarried ☐ Married

Photo  No file selected.  
Select a recent passport size image, only jpg and gif allowed (max-size 500 KB)

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Government of Khyber Pakhtunkhwa

- Click on button “Save & Next”.

## STEP: 4 Academic Information:

KP Online College Admission S... x

103.240.220.68/kpocas/apply\_step3.php

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

Highest Exam Passed \*

Study Group \*

Province of the Board/ University \*

Board/ University \*

Session of Exam \*

Year of Passing "SSC" Exam \*

Roll Number \*

Marks Obtained \*

**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 **2012** are allowed for admission. In-case of supplementary session, applicants till **2012** 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 **2014**, 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

- Select your highest exam passed.
- Select study group
- Select province of board/university.
- Select board/university.

- Select session of Exam.
- Select passing year of SSC exam.
- Enter your board Roll No.
- Enter your Obtained marks.

The screenshot shows the 'KP Online College Admission System' application form. The form includes the following fields and instructions:

- Session of Exam:** Select a Session (dropdown menu)
- Year of Passing "SSC" Exam:** Select Passing Year (dropdown menu)
- Roll Number:** Enter your highest exam roll number (text input)
- Marks Obtained:** Enter your obtained marks (text input)
- Total Marks:** Enter total marks (text input)
- Grade:** Select a Grade (dropdown menu)
- Hafiz e Quran:** ☒ No, ☐ Yes
- Percentage:** 0.00 % (displayed)
- Save Information:** A green button at the bottom.

On the right side, there is a list of instructions with green checkmarks:

- 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

At the bottom, the footer reads: ©2015 HEMIS CELL, Higher Education, Archives & Libraries Department, Government of Khyber Pakhtunkhwa.

- Enter your total marks.
- Select your Grade.
- Select Yes or No for Hafiz-e-Quran
- Your percentage will be generated automatically.
- Click on button "Save information".

The screenshot shows the 'Student's Dashboard' of the KP Online College Admission System. The dashboard includes the following elements:

- Header:** Online College Admission System, Higher Education, Archives & Libraries Department, Government of Khyber Pakhtunkhwa. Navigation links: HOME, ALL COLLEGES, MERIT LISTS, HELP & INFO, HED-ADMINISTRATION, HEMIS CELL, DOWNLOADS, NEWS, FEEDBACK.
- Admission Menu:**
  - New Admission Request
  - All Applications
  - Personal Information
  - Academic Information
  - Alerts
  - Change Password
  - Logout
- Central Message:**

**Congratulations!**

Dear Applicant, Your profile has been successfully created, You can now apply for admission
- Success Message:** SUCCESS! Your profile is ready, you can now apply for admission.
- Instructions:**

**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
- Form Fields:**
  - District where Admission is Sought:** Select a district (dropdown menu)
  - College/Institute:** Select a College/Institute (dropdown menu)

The footer shows the date and time: 11:18 AM, 6/12/2015.

After these steps your profile is ready, you can now apply for admission.

**Admission Menu**

- New Admission Request
- All Applications
- Personal Information
- Academic Information
- Alerts
- Change Password
- Logout

**Admission Request**

**SUCCESS!** Your profile is ready, 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.

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District where Admission is Sought \*

College/Institute \*

Desired Level of Studies \*

Program \*

Request against Category of Admission \*  Please select an admission category

Declaration \* ☐ Yes, I agree.  
I certify that the statements made by me in the answers to the foregoing

- Select district where admission is sought.
- Select college/ institute.
- Select desired level of study.
- Select a program.
- Select category (Request against category of admissions).
- Agree to the declaration.
- Click on Submit Application.

Login for registered student.

Higher Education, Archives & Libraries Department Government of Khyber Pakhtunkhwa 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.

**Sign Up** to create account or **Login** button to submit application online

**Sign Up** **Sign In** **List of Colleges**

**Apply Online**  
Application process for admission is simple. Create your account, enter your personal and academic information and submit your application for any college or program.  
**Sign Up** **Sign In**

**Colleges**  
Online admission system is currently supported by all Govt. colleges of district Peshawar; the system will soon be launched for all Govt Colleges in other parts of Khyber Pakhtunkhwa.  
**View All Colleges**

**Merit Lists**  
All Merit lists are publicly available to enhance transparency. Anyone can see merit lists and other admission reports of current year as well as previous years. Click here to view the reports.  
**View Merit Lists**

**How Does it Works**  
At present the system facilitates application process to all government colleges of district Peshawar, which will be extended throughout the province in the near future.  
✓ Applicant creates account  
✓ Applies online  
✓ Submits hard copy of application to the college(s)  
✓ On line Merit list is prepared

**Video Tutorial**

Higher Education, Archives & Libraries Department Government of Khyber Pakhtunkhwa has initiated this system of Online Admission to Government Colleges under the project of ICT Facilitation. The system enables and provides easy



- Click on sign in.

- Enter your Email or Mobile Number.
- Enter your password.
- Click on login.