



**University of  
Central Punjab**

The centre of your future

UCP  
**ONLINE APPLICATION  
FORM SUBMISSION**  
INSTRUCTION MANUAL

[ucp.edu.pk](http://ucp.edu.pk)

+92 080 000 827

UCP Admission Application can be submitted via following two options:

**Option 1:**

**Apply Online and Make Payment via Easy Paisa or Bank Challan**

Sign up through UCP online admissions portal ([admissions.ucp.edu.pk](http://admissions.ucp.edu.pk)) and fill the relevant information in the online form. In this case the Fee can either be deposited by Easy paisa or Al Baraka Bank challan.

**Option 2:**

**Make Payment at UCP's Admissions Office and then Apply Online**

Submit the application fee at UCP's Admissions Office, the **username** and **password** will be provided which will be used to login your online admissions portal.

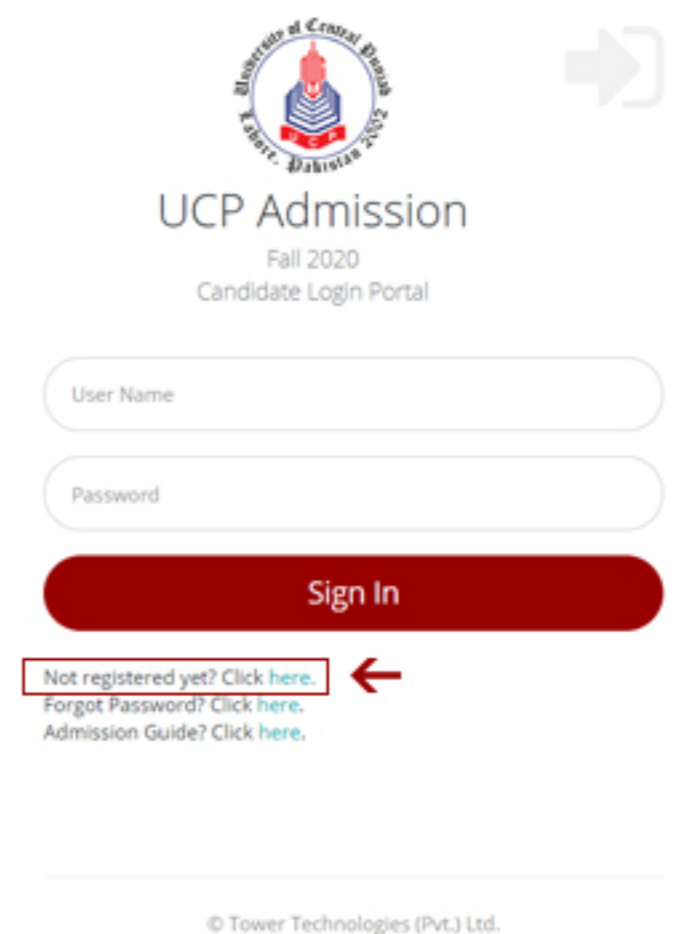
# OPTION 1

## Step (1/4):

Go to [admissions.ucp.edu.pk](https://admissions.ucp.edu.pk)

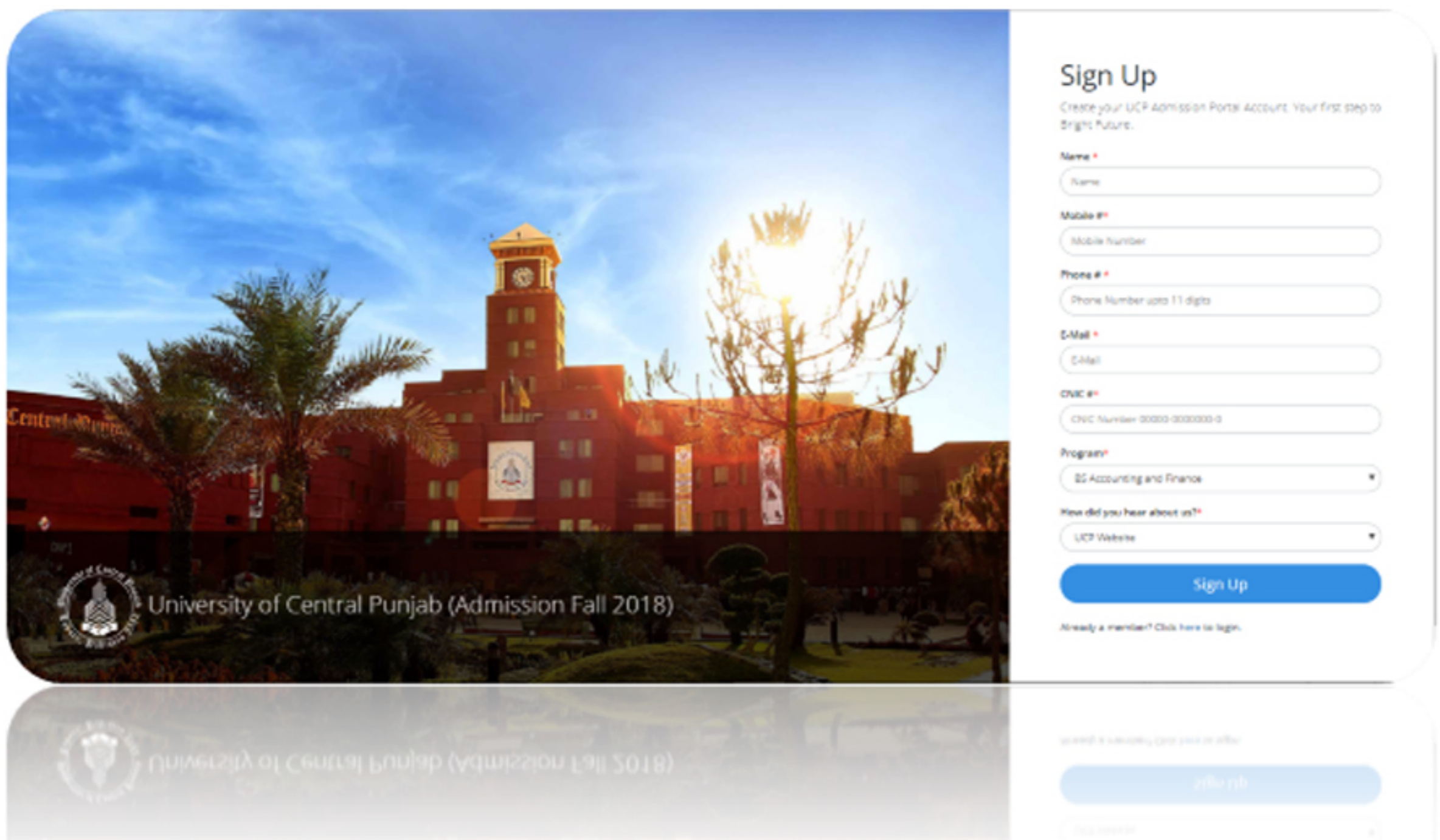
## Step (2/4):

"Click here to register." to enter basic information for online application form.



## Step (3/4):

### Fill the Sign Up form



**Sign Up**  
Create your UCP Admission Portal Account. Your first step to Bright Future.

**Name \***

**Mobile # \***

**Phone # \***

**E-Mail \***

**CNIC # \***

**Program \***

**How did you hear about us? \***

[Sign Up](#)

Already a member? [Click here to login.](#)

**Note:** All the blank fields with asterisk sign (\*) must be filled.

**Name:** The name MUST be written as per your **educational credentials**. Once you have made the account, you will not be able to change the name.

**CNIC:** Write down your **Identity Card/B Form No.**

**E-Mail:** You must provide your correct and accessible email address as login and password will be sent on your email address.

**Program:** You must choose your Program wisely because the UCP online admissions form is based upon program preference system. After signing up, you can add 2 more program preferences in your online form.

## Step (4/4):

Press the **Sign up** button and you will be registered for the account.

After successfully signing up, an email carrying the User Name and

Password will be sent on the Email provided by you in the Sign Up form.

Cited below is the sample of email:

## Fill the Sign Up form

Sign up successfully



admissions@ucp.edu.pk

Tue 6/5, 12:48 PM

You ▾

Dear Student,

Congratulations! You have successfully signed up for UCP online application.

Your Login details are as below:

Your User name :**106446**

Password :**VTUE74EB**

You are few steps away to complete your application process.

In case you face any difficulty, please feel free to contact at [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk)

Regards,

UCP Admissions Office.

## OPTION 2:

If you choose the second option for application submission, after making a cash payment at UCP's Admissions Office, a reference no/username and password, will be issued to you.

**UCP Online Admission Form Information (Term F19)**

Thank you for showing interest in UCP for admission.

**Cash Receipt No**  
**Program Applied for** BS-English  
**Name of Candidate**   
**Cell & Phone**

Please login to our admission portal to complete your online admission form: [admissions.ucp.edu.pk](http://admissions.ucp.edu.pk).  
Your user name and password for online admission portal is:

**Reference no:** 164714  
**Password:**

You need to fill in your complete personal, academic information on the above portal to get test/interview schedule and further admission details.

If you have any query, please feel free to contact us through email: [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk) or call us on our Toll-Free number 080000827. We look forward to seeing you on the day of test.

Activate Windows  
Go to Settings to activate Windows.

# Application Submission

## Step 1:

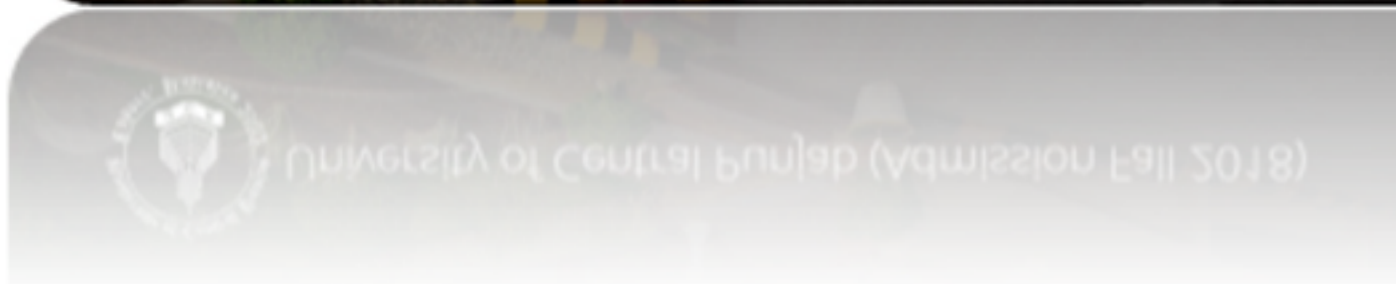
Go to [admissions.ucp.edu.pk](http://admissions.ucp.edu.pk)

## Step 2:

Enter the details (provided to you via Email or UCP's Office of Admissions). Enter **Username / Reference Number** in the first tab and **Password** in the second tab.

## Step 3:

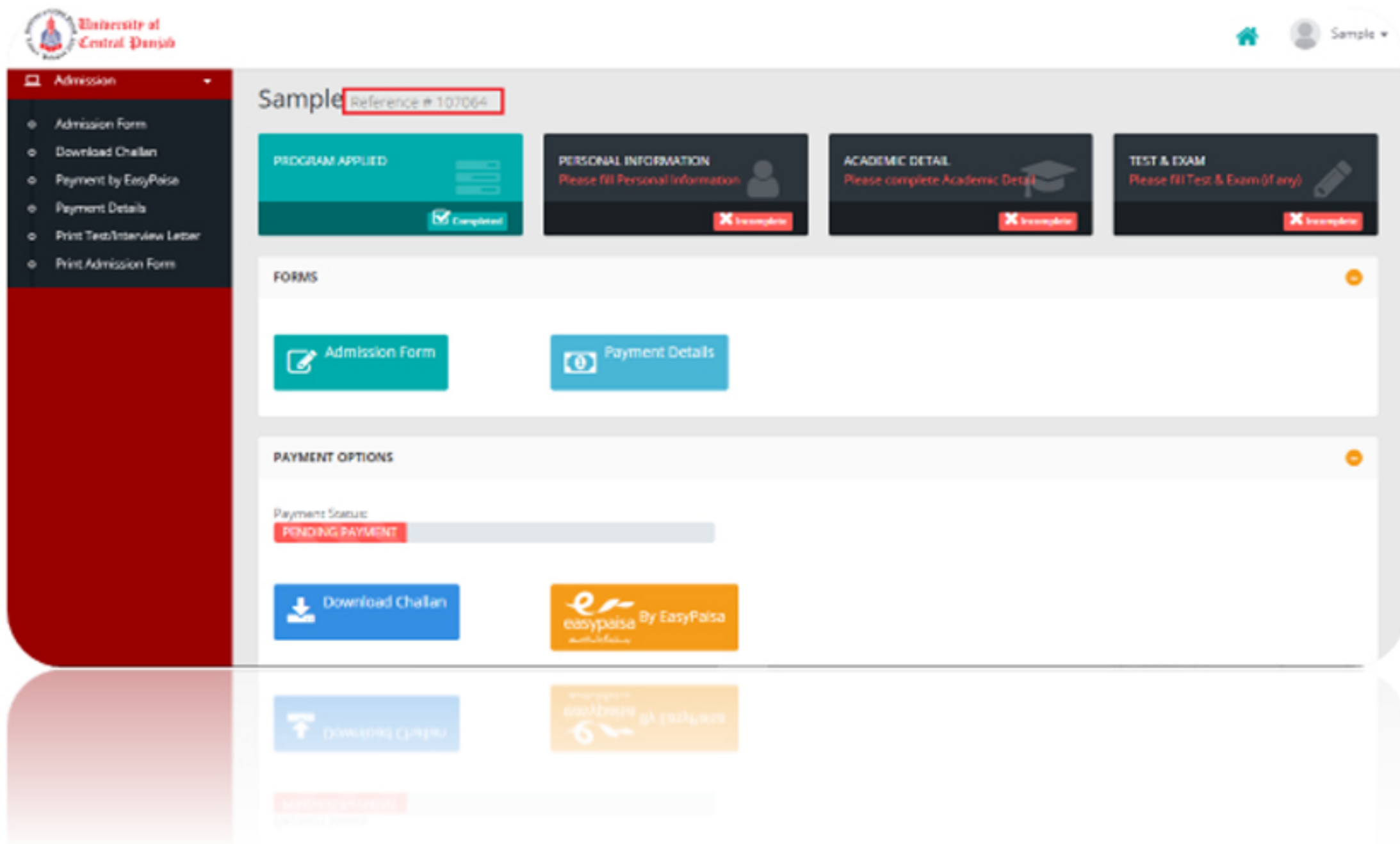
Press the **Sign In** button.



# Application Submission

## Step 4:

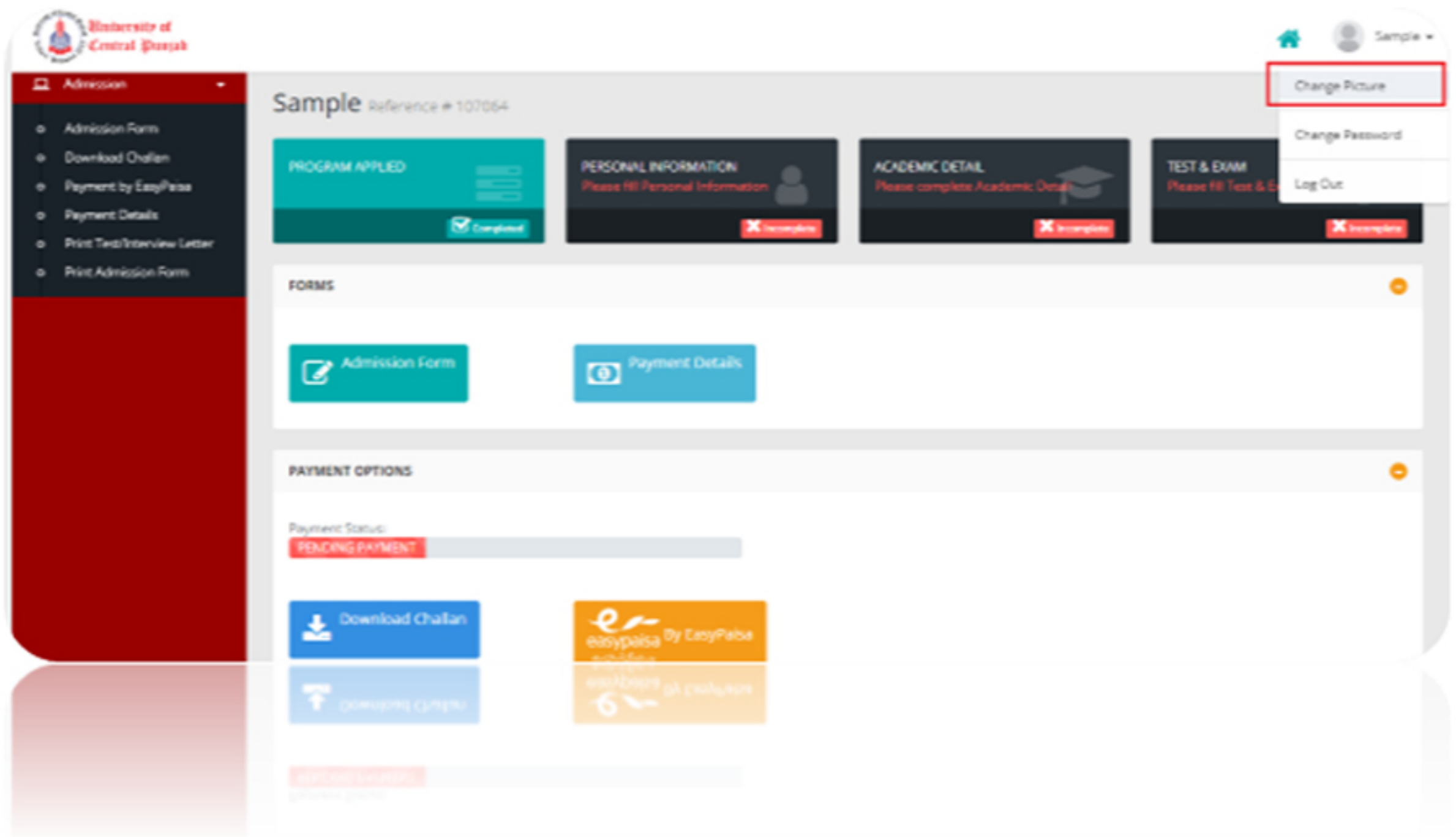
Once you successfully Sign in, the main dashboard will appear.



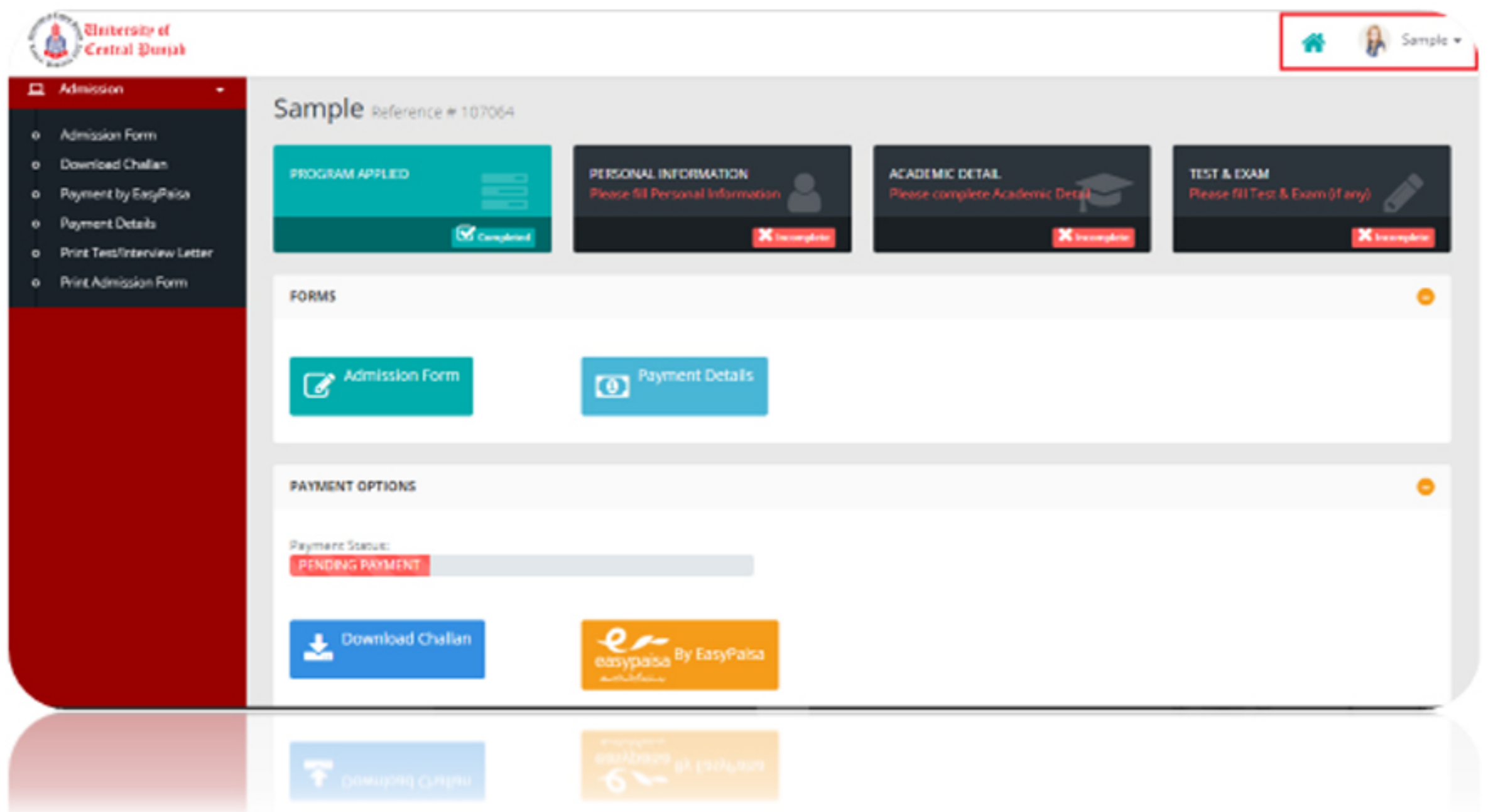


## Step 5:

Upload your recent picture. Click on **Choose file (Fig. 6)**. Select a recent picture file, press open and your Picture will be uploaded.



Your picture will be uploaded



## Step 6:

Click the Admission Form button.

The screenshot shows the admission portal dashboard for a user named 'Sample' with reference # 107064. The dashboard is divided into several sections:

- Admission Menu:** A sidebar menu on the left with options: Admission Form, Download Challen, Payment by EasyPaiza, Payment Details, Print Test/Interview Letter, and Print Admission Form.
- Progress Overview:** Four cards showing the status of different stages: PROGRAM APPLIED (Completed), PERSONAL INFORMATION (Incomplete), ACADEMIC DETAIL (Incomplete), and TEST & EXAM (Incomplete).
- FORMS:** A section with two buttons: 'Admission Form' (highlighted with a red box) and 'Payment Details'.
- PAYMENT OPTIONS:** A section showing 'Payment Status: PENDING PAYMENT' and buttons for 'Download Challen' and 'easyPaiza By EasyPaiza'.

## Step 7:

Below figure will appear. You can select your program preferences there.

The screenshot shows the 'Admission Form' page. At the top, there is a red error message: 'Dupel Personal Information Not Saved.' Below this, the page title is 'Admission Form Please fill your admission form properly'. A progress bar at the top shows seven steps: 1. Program Applied (selected), 2. Personal Information, 3. Academics, 4. Work Experience, 5. Test & Examination, 6. Extra-Curricular Activities, and 7. Submission.

The main content area is titled 'Program Applied' and contains three dropdown menus for 'Program Preference 1', 'Program Preference 2', and 'Program Preference 3'. The first dropdown is set to 'Bachelor of Science (Computer Science)'. Red arrows point to the second and third dropdown menus. Below the dropdowns is a red 'Submit Preference' button. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Save information by clicking the **Submit Preference** button

## Note:

Make sure that your “**Program Preference 1**” is selected.

## Step 8:

After pressing the **Submit Preference** button, press the **Next** button to move to the second Section i.e. **Personal Information**.

The screenshot shows the 'Admission Form' interface for the University of Central Punjab. A red box highlights the 'Personal Information' step in the navigation bar. Below the navigation bar, the 'Program Applied' section is visible, featuring three dropdown menus for 'Program Preference 1', 'Program Preference 2', and 'Program Preference 3'. The 'Submit Preference' button is located below these dropdowns. The 'Personal Information' section is currently active and highlighted.

The **Personal Information** Section comprises of 5 parts.

1. Personal Information
2. Father's Information
3. Guardian Information
4. Permanent Address
5. Present Address

## 1. Personal Information:

Some details in the Personal Information section (**below Fig**) will already be filled, you must fill all the remaining blank fields with asterisk sign (\*) You must enter your information from the drop downs or text fields. In this section all the blanks are required to be filled.

The screenshot shows the 'Personal Information' section of the admission form. It includes fields for Student Name, Nationality, CNIC #, Date of Birth, Birth Place, Gender, Religion, Marital Status, Reference #, Phone #, Cell #, Emergency #, and Email. The 'Personal Information' tab is highlighted in red in the top navigation bar.

Field	Value
Student Name*	Sample
Nationality *	--Select Country--
CNIC # *	1111-222222-3
Date of Birth *	DD/MM/YYYY
Birth Place	e.g. Lahore
Gender *	--Select Gender--
Religion*	
Marital Status	--Select Marital Status--
Reference#	107064
Phone # *	04221234567
Cell # *	03221234567
Emergency # *	Emergency Cell Number 3333xxxxxx
Email *	saah@hesh.kc18@gmail.com

## 2. Father's Information & Guardian's Information:

The screenshot shows the 'Father Information' and 'Guardian Information' sections of the admission form. The 'Father Information' section includes fields for Father Name, Father CNIC #, Designation, Email, Phone #, Cell #, and Occupation. The 'Guardian Information' section includes fields for Guardian Name, Guardian CNIC #, Phone #, Cell #, and Email. The 'Father Information' tab is highlighted in teal in the top navigation bar.

Field	Value
Father Name *	Father Name
Father CNIC # *	00000-000000-0 or 00000-00000-0
Designation	Designation
Email	e.g. (someone@example.com)
Phone #	042xxxxxx
Cell #	Mobile Number 0333xxxxxx
Occupation	Occupation

Field	Value
Guardian Name	Guardian Name
Guardian CNIC #	00000-000000-0 or 00000-00000-0
Phone #	042xxxxxx
Cell #	Mobile Number 0333xxxxxx
Email	e.g. (someone@example.com)

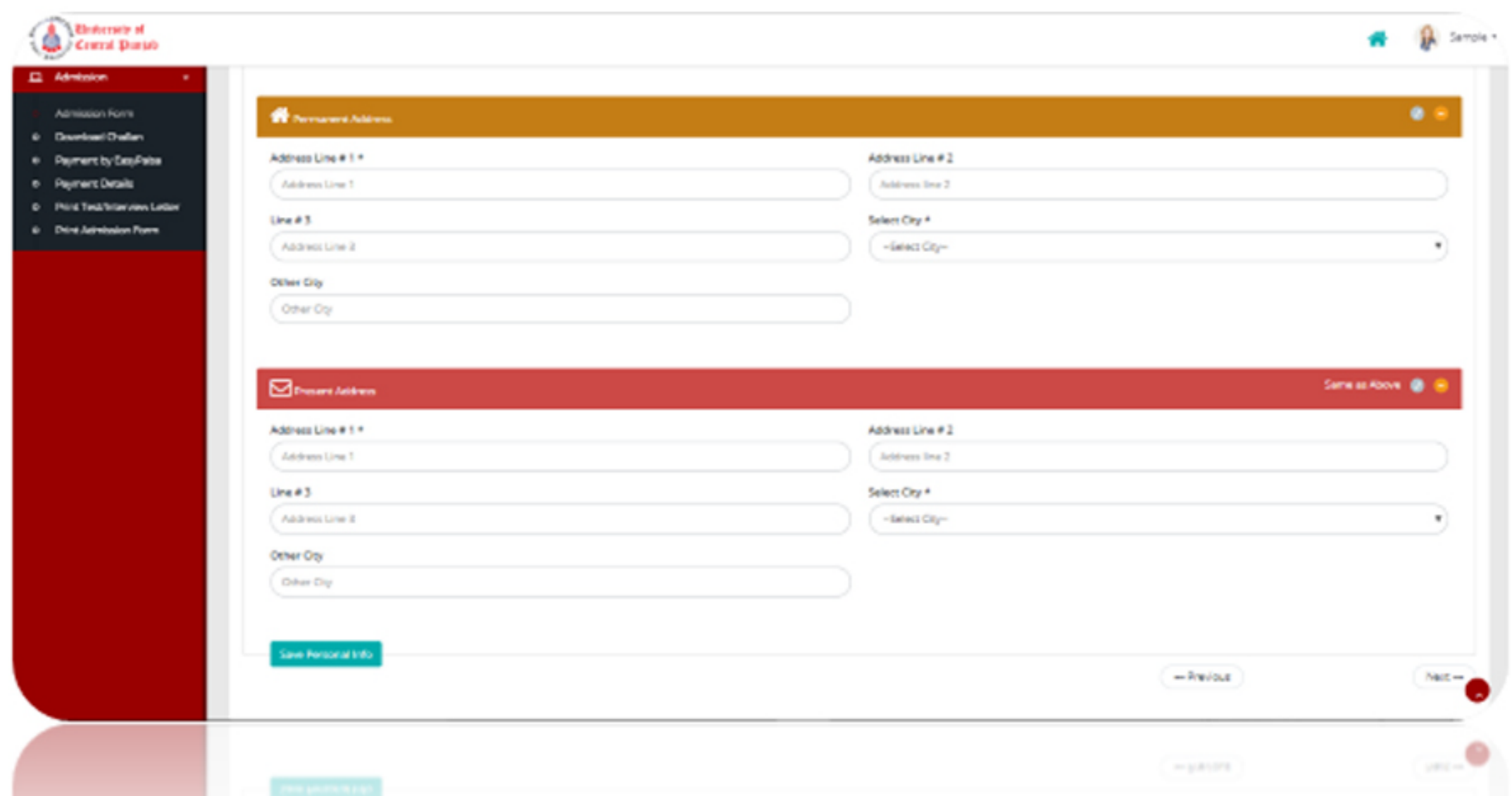
## Father's Information:

In this section, you are required to enter all the asked details of your father. The **Father Name**, **Father NIC** and **Cell #** tabs must be filled.

If you have filled the Father's Information section, the **Guardian Information** section can be left unfilled.

**In case of deceased father**, it's preferred to enter the details of your Guardian, in this case you still have to enter the **Name** and **NIC number** of your father whereas in the **Cell #** tab you must enter your guardian's **cell no.**

## 3. Permanent Address & Present Address



The screenshot displays the 'Admission' portal for the University of Central Durban. The interface is divided into two main sections: 'Permanent Address' and 'Present Address'. Both sections contain the following fields:

- Address Line # 1 \*
- Address Line # 2
- Line # 3
- Select City \*
- Other City

The 'Present Address' section includes a 'Same as Above' button on the right side. At the bottom of the form, there are 'Save Personal Info', 'Previous', and 'Next' buttons.

In this section, you must enter your **Permanent & Present** addresses. If your Permanent address is same as present, you can click on **"Same as above"** button on the right side of Present address.


If you can't find the name of your city in the list of cities already saved, select the nearest city and enter the details of your city in the **Other City** field.

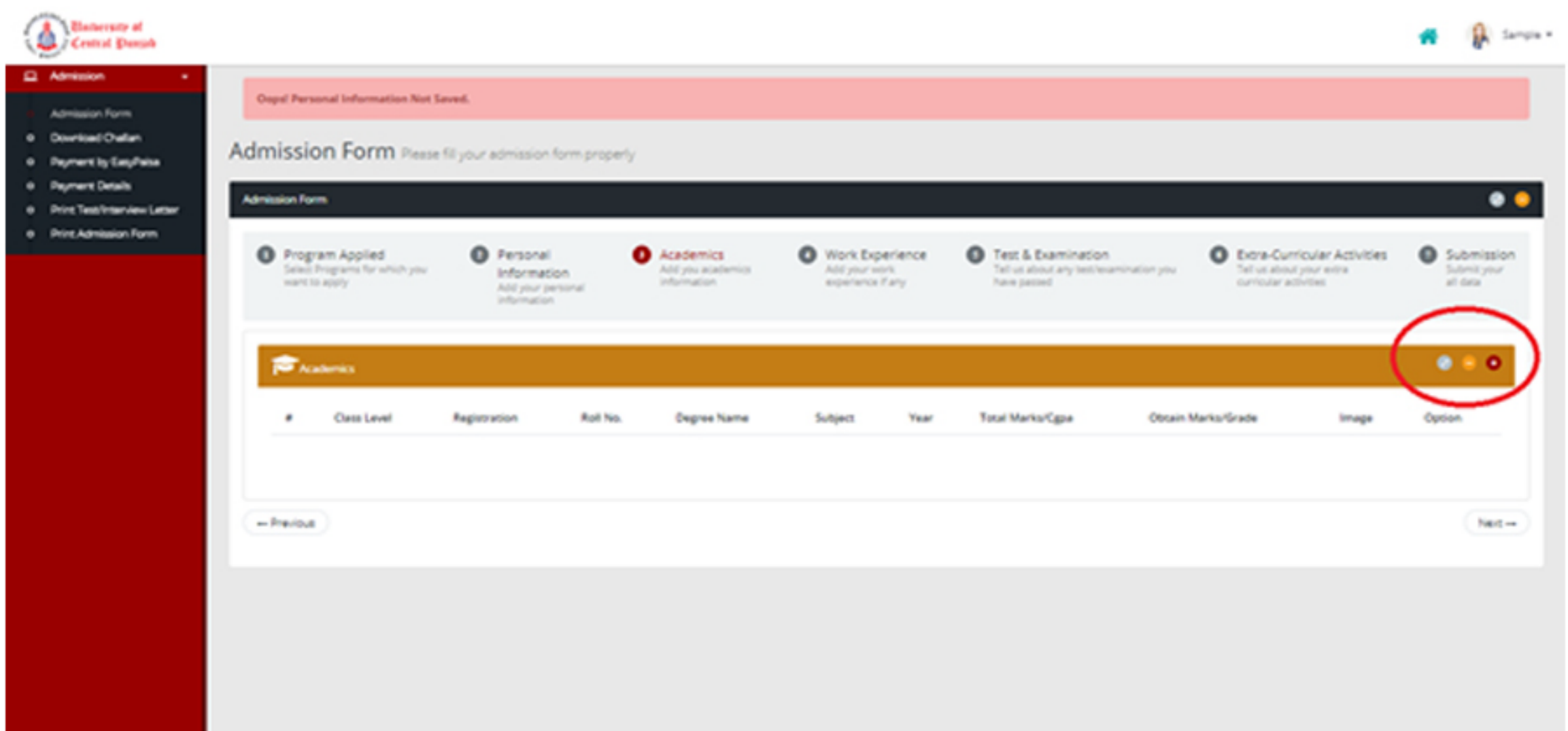
Select the **Save Personal Info** button and then **Next** to move to the next section i.e. **Academic Detail**.

If you want to make any changes, edit the information, click the **Save Personal Info** button again and then select **Next** to move further.

## Academic Details.

You must enter all your academic records starting from Matriculation/O-Level till date.

To add the record, press the button with "+"  sign.



The screenshot shows the 'Admission Form' interface for the University of Central Punjab. The 'Academics' section is highlighted in orange, and a '+' button is circled in red. The interface includes a navigation menu on the left, a progress bar at the top, and a table for entering academic records.

#	Class Level	Registration	Roll No.	Degree Name	Subject	Year	Total Marks/Grade	Obtain Marks/Grade	Image	Option
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Enter your **Matriculation/O-Level** details first. Enter your **Board/University, Matriculation Registration #** and **Matriculation Roll #**.

In the **Result Status**, there are two options for candidate **Declared** and **Waiting** the waiting option is only available while entering Inter level education in Undergraduate case and bachelors level education in

Undergraduate case and bachelors level education in Graduate case.

The screenshot shows the 'Admission Form' interface. A modal window is open, displaying the following fields:

- Programs: Bachelor of Science (Computer Science)
- Exam Level: 100
- Degree Title: Select Degree
- Board Knowledge: Select Board/University
- Registration: Enter Registration
- Roll: Enter Roll No. if result awaiting
- Institute Name: Institute Name
- Subject: Major Subject
- 1st Part Total Marks: 1st Part Total Marks
- 1st Part Obtain Marks: 1st Part Obtain Marks
- 2nd Part Roll: 2nd Part Roll
- Degree Subject: Waiting, Declared, Passing
- Submit

There are specific fields if your result is **declared**, the online portal demands **Passing Year, Total marks, Obtain Marks** as compulsory fields.

Simultaneously there are specific fields if your result is **waiting**, the online portal demands **1<sup>st</sup> Part Total Marks\*, 1<sup>st</sup> Part Obtain Marks\*, 2<sup>nd</sup> Part Roll** as compulsory fields.

“Both above described cases are shown below.”

This screenshot shows a form with the following fields: Programs (Bachelor of Science (Computer Science)), Exam Level\* (Inter), Degree Title\* (-Select Degree-), Board University\* (-Select Board University-), Registration# (Enter Registration), Roll# (Enter Roll No. if result awaiting), Institute Name\* (Institute Name), Subject\* (Major Subject(s)), Passing Year\* (Enter Passing Year), Total Marks\* (Enter Total Marks), Obtain Marks\* (Enter Passing Marks), and Degree Status\* (Declared). The 'Declared' dropdown is highlighted with a red box. 'Close' and 'Submit' buttons are at the bottom right.

This screenshot shows a form with the following fields: Programs (Bachelor of Science (Computer Science)), Exam Level\* (Inter), Degree Title\* (-Select Degree-), Board University\* (-Select Board University-), Registration# (Enter Registration), Roll# (Enter Roll No. if result awaiting), Institute Name\* (Institute Name), Subject\* (Major Subject(s)), 1stPart TotalMarks\* (1st Part Total Marks), 1stPart ObtainMarks\* (1st part Obtain marks), 2nd Part Roll\* ( ), and Degree Status\* (Waiting). The 'Waiting' dropdown is highlighted with a red box. 'Close' and 'Submit' buttons are at the bottom right.

A faded version of the 'Declared' form, showing the same fields and the 'Declared' dropdown highlighted with a red box.

A faded version of the 'Waiting' form, showing the same fields and the 'Waiting' dropdown highlighted with a red box.

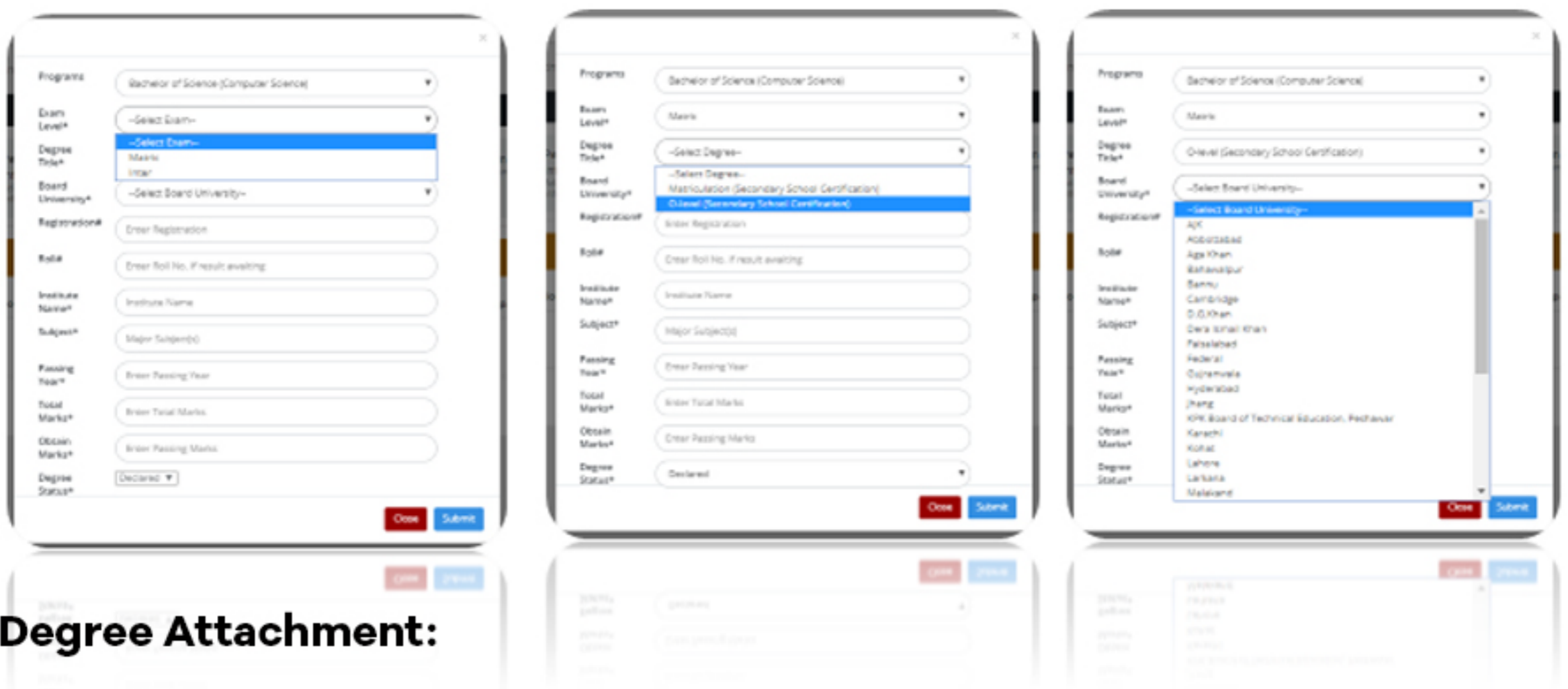


In **Exam Level** you have two/ three options depending upon you are applying in undergraduate/ graduate/ Doctoral Program.


In the **Degree Title** you must select your degree name.

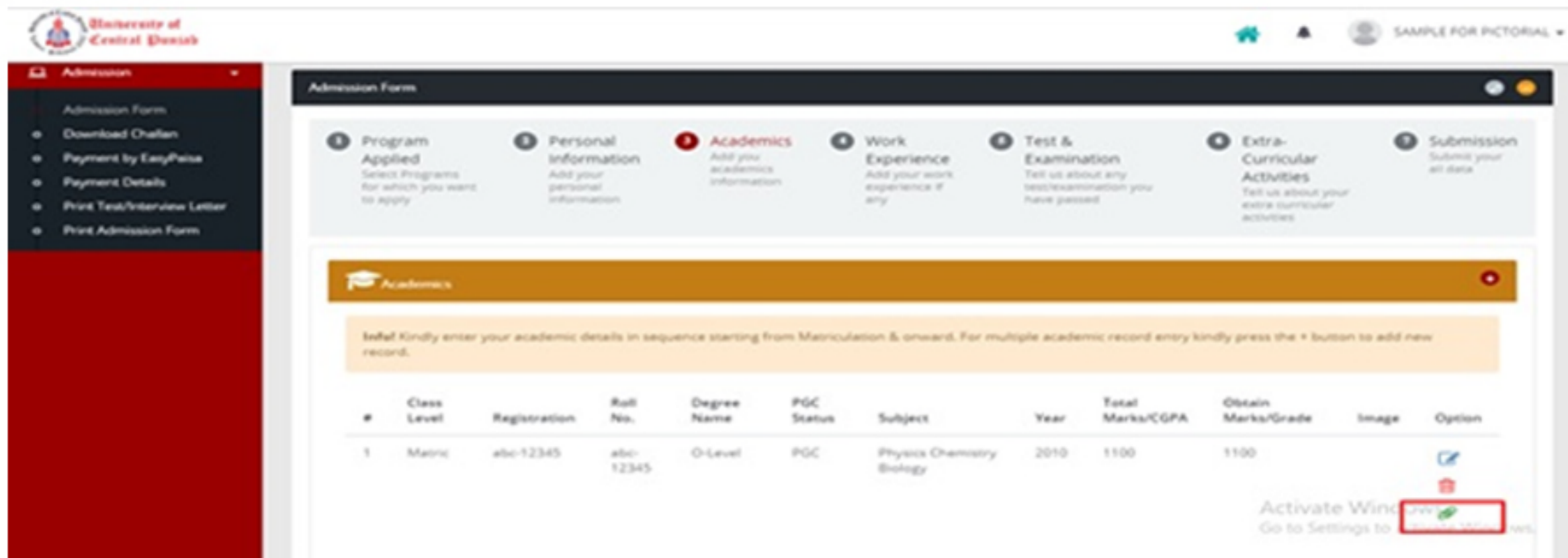
Then the portal demands your **Board/ University** name.

“Each case is described cases are shown below.”

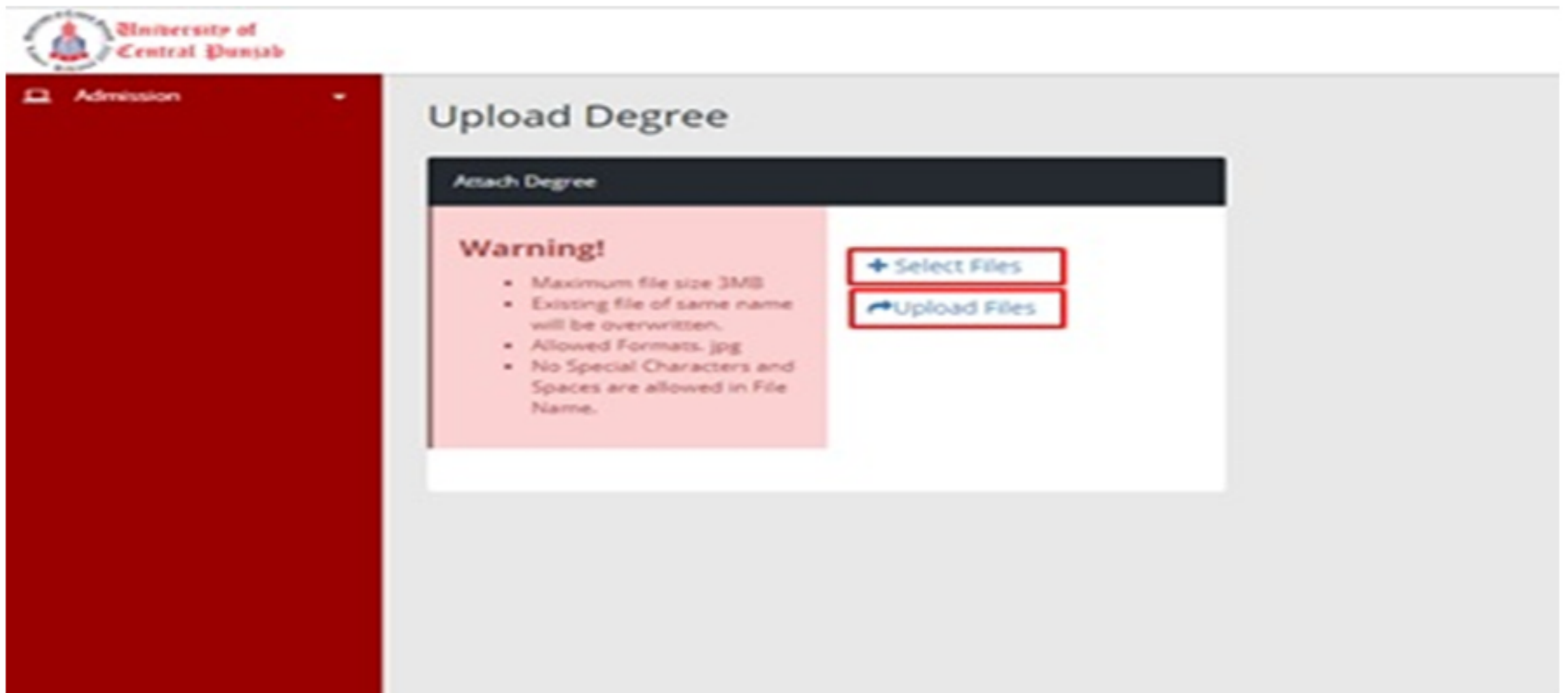


### Degree Attachment:


After entering the academic details you are required to add the **“Degree Attachments”**. You have to take the picture of the degrees and upload them. There is an attachment  icon, click on that icon in order to attach the degrees.

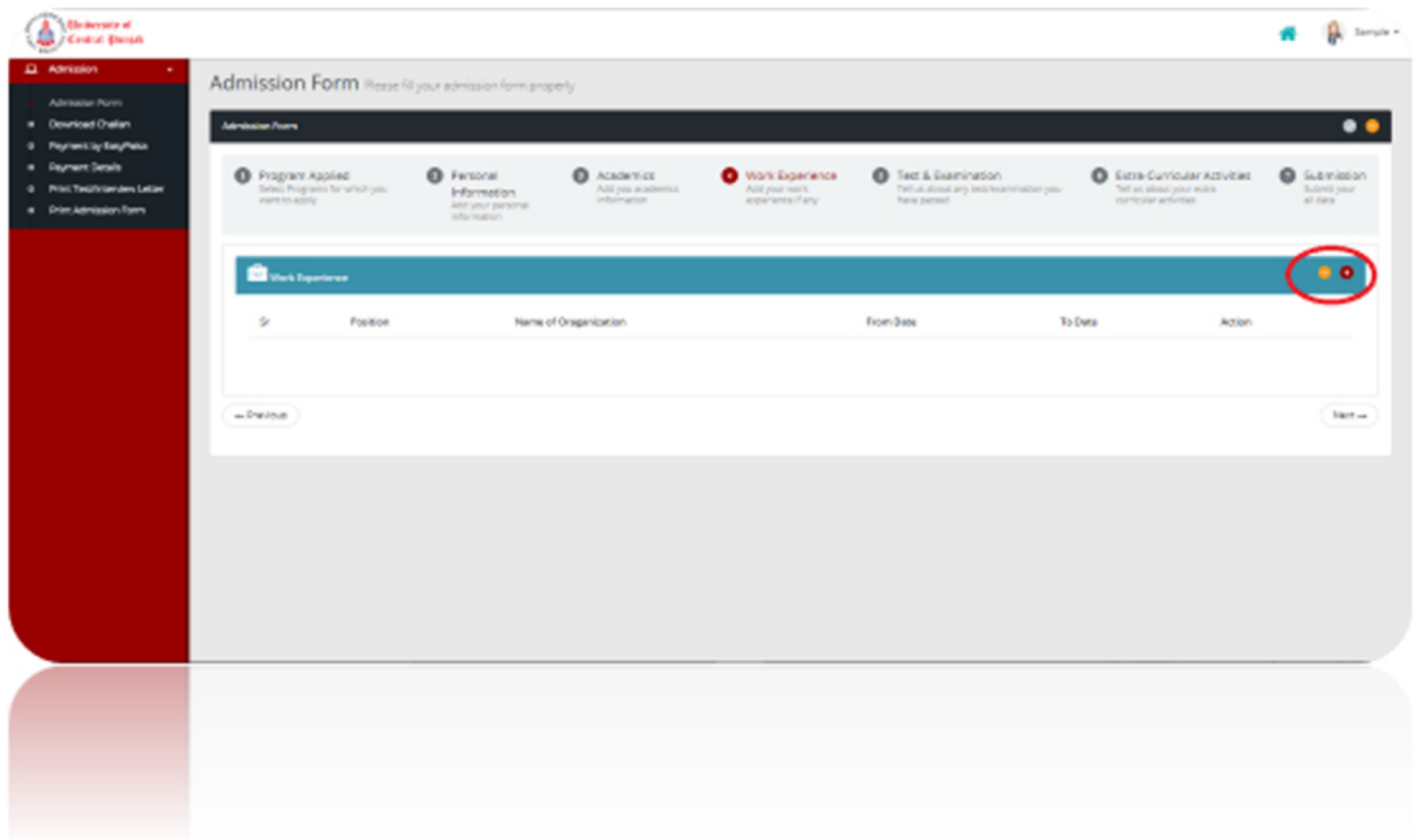


When you will click on that link, below mentioned screen will appear to select your picture file (**Select Files**) and upload it (**Upload Files**).




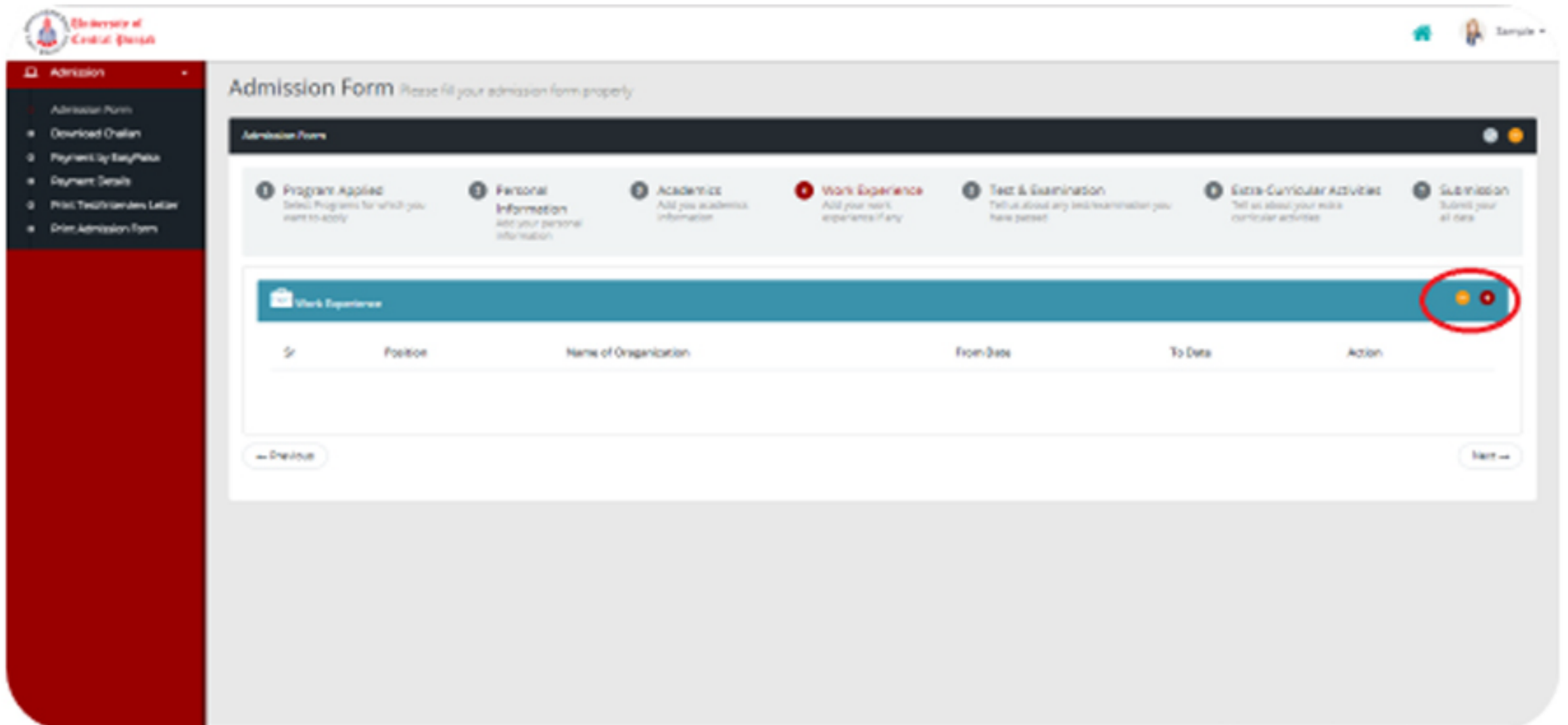
## Work Experience:

To add the record, press the button with “+”  sign.




## Test & Examination:

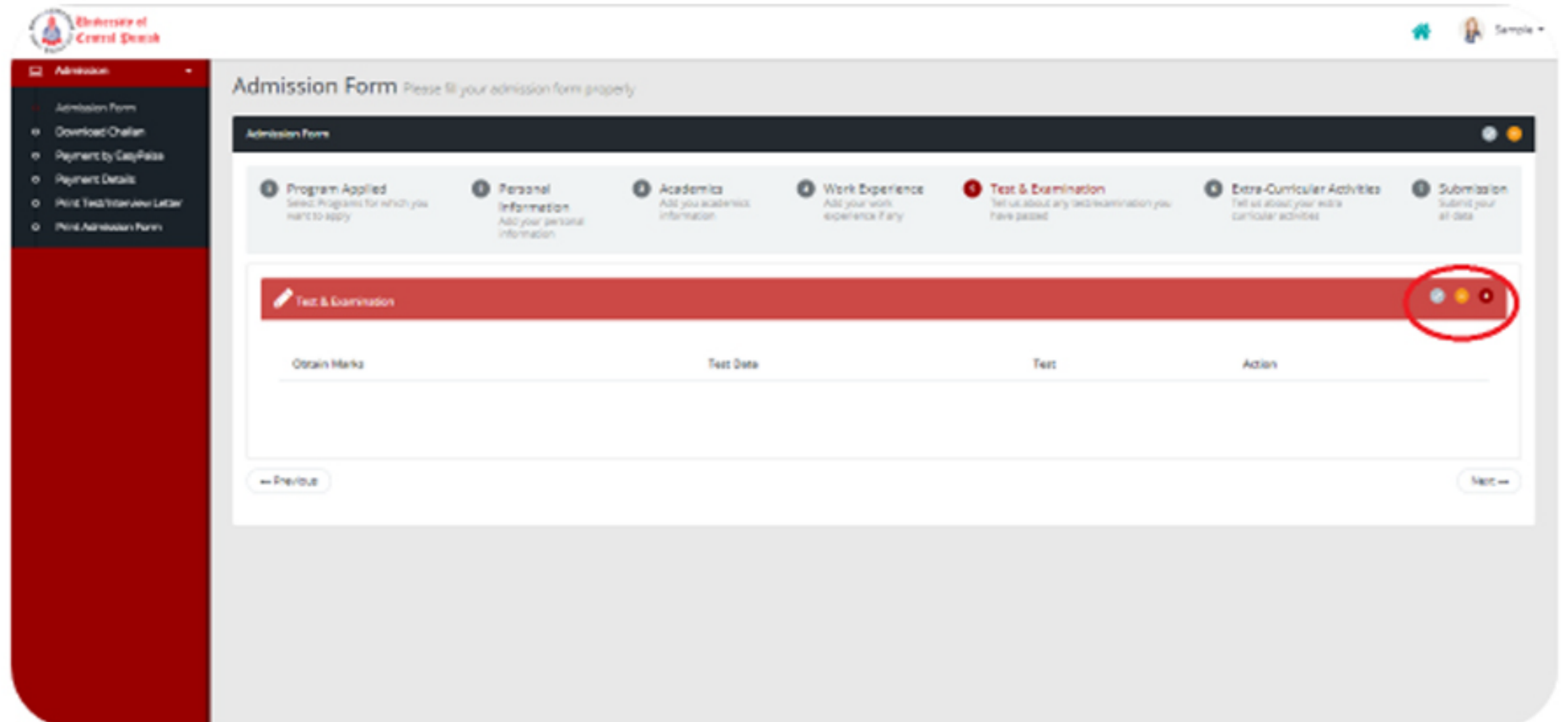
To add the record, press the button with “+”  sign.



The screenshot shows the 'Admission Form' interface for the University of Central Otago. The left sidebar contains navigation options: Admission Form, Download Oration, Payment by EasyPay, Payment Details, Print Test/Examination Letter, and Print Admission Form. The main content area is titled 'Admission Form' and includes a progress bar with seven steps: Program Applied, Personal Information, Academic, Work Experience, Test & Examination, Extra-Curricular Activities, and Submission. The 'Work Experience' step is currently active and highlighted in blue. Below this, there is a table with columns for S#, Position, Name of Organization, From Date, To Date, and Action. A red circle highlights a '+' button in the top right corner of the table header, used for adding new records.


## Test & Examination:

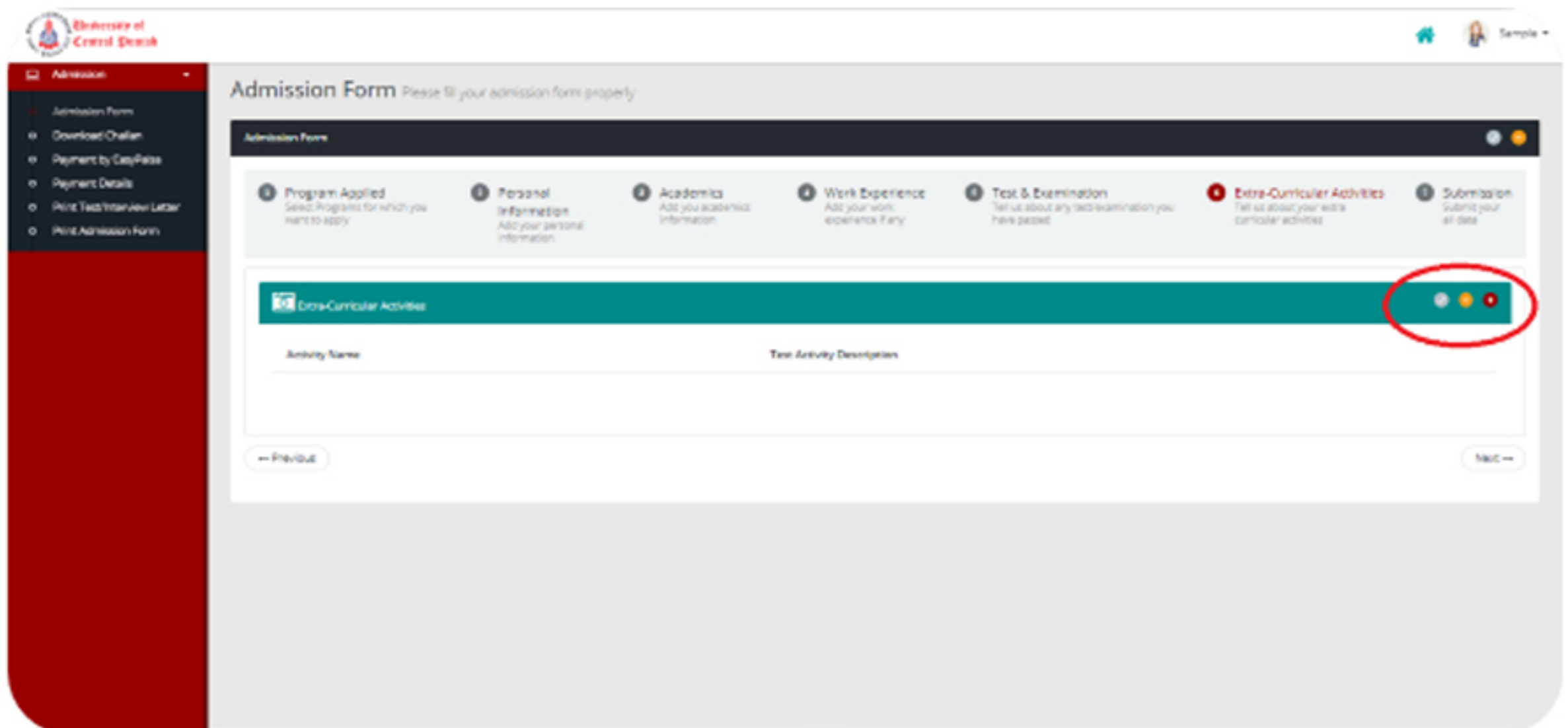
To add the record, press the button with “+”  sign.



The screenshot shows the 'Admission Form' interface for the University of Central Otago, similar to the previous one. The progress bar now shows 'Test & Examination' as the active step, highlighted in red. The table below has columns for Obtain Marks, Test Date, Test, and Action. A red circle highlights a '+' button in the top right corner of the table header, used for adding new records.

## Extra-Curricular Activities:

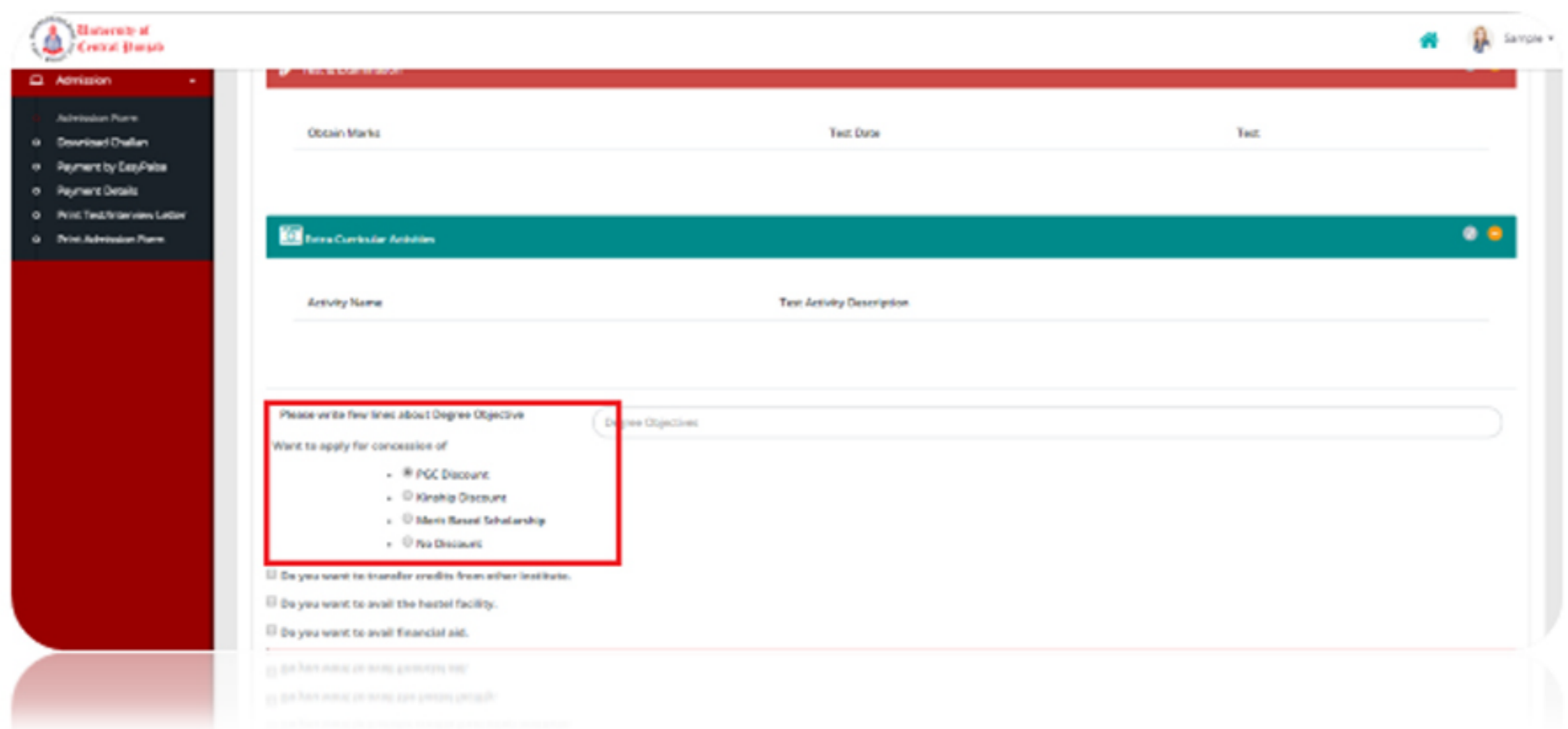
To add the record, press the button with “+”  sign.



The screenshot shows the 'Admission Form' interface for the University of Central Punjab. The navigation menu on the left includes: Admission Form, Download Chellan, Payment by Cash/Paise, Payment Details, Print Test/Interview Letter, and Print Admission Form. The main content area is titled 'Admission Form Please fill your admission form properly'. It features a progress bar with seven steps: 1. Program Applied, 2. Personal Information, 3. Academics, 4. Work Experience, 5. Test & Examination, 6. Extra-Curricular Activities (highlighted in red), and 7. Submission. Below the progress bar is a table for 'Extra-Curricular Activities' with columns for 'Activity Name' and 'Test Activity Description'. A red circle highlights the '+', '-', and 'x' window control buttons in the top right corner of the table header. At the bottom of the form, there are 'Previous' and 'Next' buttons.

## Submission:

In the submission section you must check and confirm all your details. At the bottom, the candidate can see the Scholarship options. The candidate can select any option according to his/her eligibility.



The screenshot shows the 'Test & Submission' section of the admission form. It includes a table with columns for 'Obtain Marks', 'Test Date', and 'Test'. Below this is the 'Extra-Curricular Activities' table, which is partially visible. The main focus is on the 'Degree Objectives' section, which contains a text area for 'Please write few lines about Degree Objective' and a list of scholarship options: 'PGC Discount', 'Kinship Discount', 'Merit Based Scholarship', and 'No Discount'. A red box highlights this list. Below the list are several checkboxes for additional options: 'Do you want to transfer credits from other institute.', 'Do you want to avail the hostel facility.', and 'Do you want to avail financial aid.' At the bottom, there are two more checkboxes: 'Do you have any other pending work?' and 'Do you have any other pending work?'.

After selecting scholarship, the candidate is required to check that the detail he/she has entered is correct. After checking that option, the "Submit" button will appear. After clicking submit button your form will be submitted.

Click on the **Print Admission Form.**

The below form will be displayed, showing your complete information. You have the option to print your form by clicking on the print button (whenever required).

The screenshot displays the 'Print Admission Form' page. The user profile is for 'Sample'. The page includes a navigation menu on the left and a 'Print' button in the top right corner. The form is divided into several sections:

- PERSONAL INFORMATION:**

Program Applied	Priority 1: Bachelor of Science (Computer Science)	Roll No.	0201224507	Date of Birth	06/06/1995
CHAC	11111-222222-3	Gender	Male	District	Lahore
Religion	Islam	Nationality	Pakistani	Marital Status	Unmarried
Place of Birth		Email	sample@ucp.edu.pk	Emergency #	04231234567
Candidate #	04231234567	Permanent Address	UCP, Lahore		
Working Address	UCP, Lahore				
- FATHER INFORMATION:**

Father Name	Sample	Father CHAC #	11111-222222-3	Father's Cell #	03334234567	Phone	
Occupation		Designation		Father's Email			
- GUARDIAN INFORMATION:**

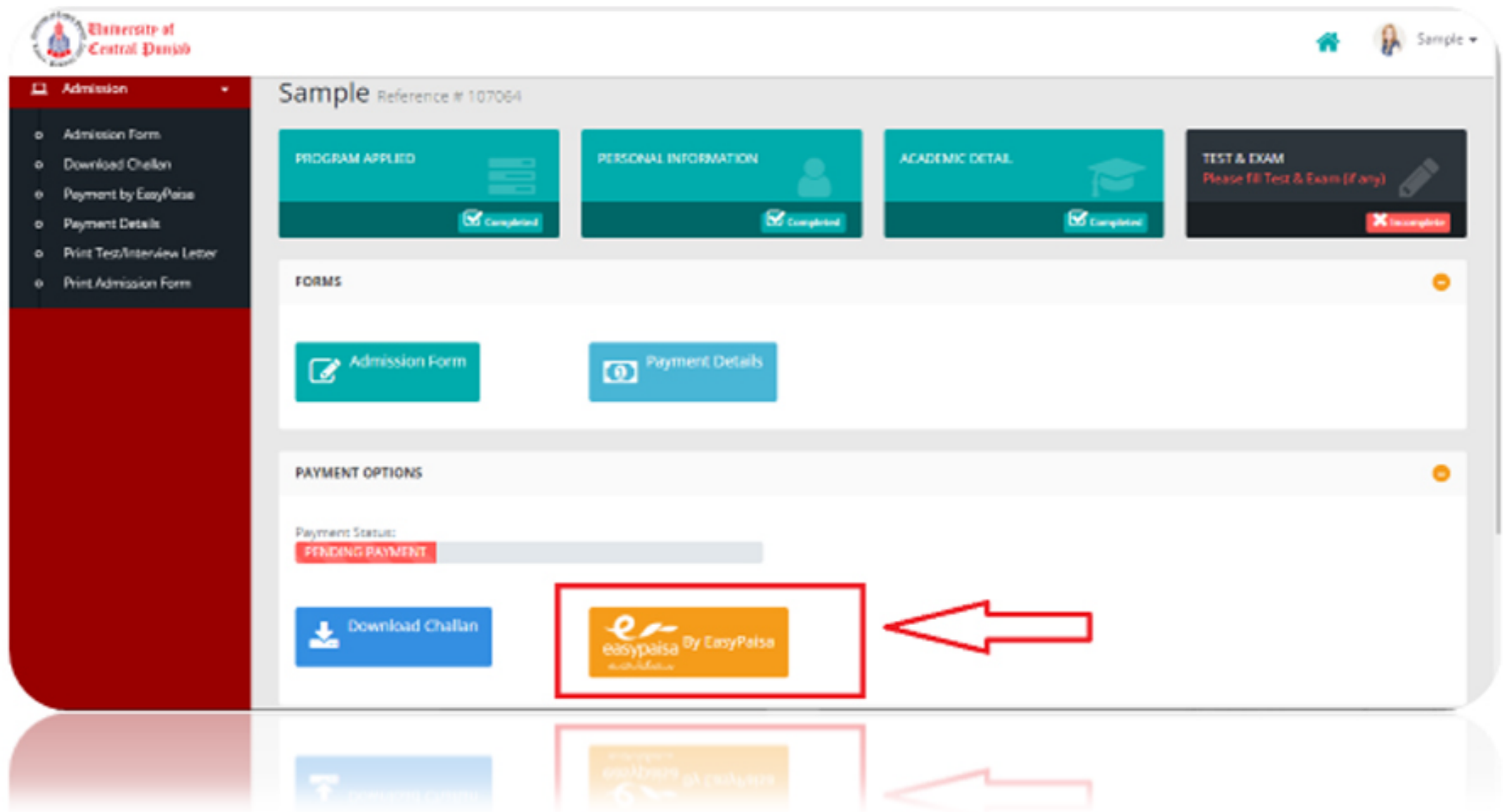
Guardian Name		Guardian's Cell #		Phone		Guardian's Email	
---------------	--	-------------------	--	-------	--	------------------	--
- EDUCATION:**

Sr#	Board/University	Registration #	Roll #	Degree/Certificate	Main Subject	Year of Passing	Mark/CGPA	Name of Institute
1	Lahore	1234567	7654321	Matriculation				
2	Lahore	1234567	7654321	B.E. (In: Engineering)				

# Online Payment

## Option 1:

If you have selected Option 1 (Apply and pay online), then click on the payment option of By **Easypaisa**:



After selecting **By EasyPaisa** below screen will appear. At the panel on the right, Order ID and the amount according to your program preferences are displayed. In order to process the payment, simply give the order ID to EasyPaisa retailer. You will also get the confirmation message from EasyPaisa.



### Select a Payment Method



Easypaisa Mobile Account



Easypaisa Shop



VISA/Mastercard

### Order Summary

Order ID BSENF1896505

Store Name UCP

Amount PKR. 2000.0

Session Time will expire in 9:40

# Online Payment

OR Click on the option of **Download Challan** to download the challan

University of Central Punjab

SHER BAHADUR Reference # 109649

PROGRAM APPLIED **Completed**

PERSONAL INFORMATION **Completed**

ACADEMIC DETAIL **Completed**

TEST & EXAM **Incomplete**  
Please fill Test & Exam (if any)

FORMS

Admission Form

Payment Details

PAYMENT OPTIONS

Payment Status: **PENDING PAYMENT**

**Download Challan**

Payment by EasyPaisa

Payment by Bank

After clicking on **Download Challan**, you will be redirected to the following page

University of Central Punjab

Fall 2019

Account Office Copy

**Cash Deposit Slip**

Application Processing Fee

Candidate Ref #: 164714

Candidate Name: NISA WASEEM

CNIC/B Form #: 03244799111

Mobile #: 03244799111

Father Name: **Paid**

Degree Program: BS-English

Valid 10-07-2019

Amount: **Rs.1000/-**

Amount in words: **One Thousand Only**

Deposited By

Bank Stamp

Challan issue date: Thursday 20 June 2019

University of Central Punjab

Fall 2019

Admissions Office Copy

**Cash Deposit Slip**

Application Processing Fee

Candidate Ref #: 164714

Candidate Name: NISA WASEEM

CNIC/B Form #: 03244799111

Mobile #: 03244799111

Father Name: **Paid**

Degree Program: BS-English

Valid 10-07-2019

Amount: **Rs.1000/-**

Amount in words: **One Thousand Only**

Deposited By

Bank Stamp

Challan issue date: Thursday 20 June 2019

University of Central Punjab

Fall 2019

Student Copy

**Cash Deposit Slip**

Application Processing Fee

Candidate Ref #: 164714

Candidate Name: NISA WASEEM

CNIC/B Form #: 03244799111

Mobile #: 03244799111

Father Name: **Paid**

Degree Program: BS-English

Valid 10-07-2019

Amount: **Rs.1000/-**

Amount in words: **One Thousand Only**

Deposited By

Bank Stamp

Challan issue date: Thursday 20 June 2019

\* Deposit cash in any branch of Al-Baraka Bank only.  
\* Challan must be deposited within expiry date to avoid late payment surcharges.  
\* The fee once paid will not be refunded under any circumstances.

## Option 2:

If you have chosen Option 2 (Cash payment at UCP's Office of Admission and then Apply Online), you are **not required** to click on Payment Option as your verification is already done.

## Test/Interview Date Letter

You will have to click on **Print Test/Interview Letter**.

The screenshot displays the admission portal interface for the University of Central Punjab. The left sidebar contains a menu with the following items: Admission Form, Download Challan, Payment by EasyPaisa, Payment Details, Print Test/Interview Letter, and Print Admission Form. The main content area is divided into three sections: FORMS, PAYMENT OPTIONS, and PRINTING OPTIONS. The 'PRINTING OPTIONS' section contains a grid of buttons: 'Test/Interview Letter' (highlighted with a red box), 'Admission Form', 'Download Challan', and 'easypaisa By EasyPaisa'. The 'Payment Status' is shown as 'PENDING PAYMENT'. A 'Take a screenshot' button is visible in the top right of the PRINTING OPTIONS section.



## Below is the Sample of Test/Interview Letter:

**University of Central Punjab**

Admission

Candidate Test/Interview Letter

Candidate Test/Interview Letter

Date: 20-Jun-2019  
Ref. No: 162514

Mr/Ms/Mrs:   
Subject: Schedule for Admission Test - Fall 2019

Dear Applicant,

Thank you for submitting your online application for admission in [BS-Engrg](#) at the University of Central Punjab. The schedule for your admission test is given below.

**Test Date: SATURDAY, JULY 27, 2019 at 09:00 AM**

**Test Venue: LAB-205**

**Username for Test: 162514**

**Password for Test:**

Please note that this letter is NOT an offer of Admission at UCP.

**Important Instructions:**

On the day of admission test, please make sure to bring the following items:

- This print out of this letter
- Your Original CNIC (or any other photo ID Document such as Driving License /Matriculation Certificate or Passport)
- Stationery (pen, pencil, sharpener and eraser)

Please Do not carry cell phones, calculator, watches or any other help material.

If you have any query please feel free to contact us at 080-000-827 (9:00 AM to 5:00PM) or send us an email at [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk). We look forward to seeing you on the day of test.

Sincerely,  
UCP Admissions Office

UCP Admissions Office

## General Guidelines

- The asterisk sign (\*) means that the fields are compulsory to fill. Without entering the details in the required field, form will not proceed further.
- Academic Detail will not be completed if any of your educational information is missing. You have to start adding your academic details from **Matriculation**.
- Once you have filled your form completely, re-check before submitting it. No changes can be made after submission.
- Check the green ticks in the upper bar of your Login Home Page to see if all your information is completed. Click on the 'Print Admission Form' to view the submitted form.
- Make sure the username provided to you is in digits. The password must be entered with caps-lock on.
- While accessing the online portal, make sure that you enter the username and password provided to you via E-mail or by UCP Admission Office.
- If you are paying online, wait for 2-3 days for payment verification to view your test date.

In case of any discrepancy and further information, send an email to [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk)