

**UCP ONLINE APPLICATION FORM  
SUBMISSION  
INSTRUCTION MANUAL**

UCP Admission Application can be submitted via the following two options:

**Option 1: Apply Online and Make Payment via Easy Paisa or Bank Challan**

Sign up through UCP website and Apply Online. In this case the Fee can either be deposited by Easy paisa or Bank challan.

**Option 2: Make Payment at UCP's Office of Admissions and then Apply Online**

Submit the application fee at UCP's Office of Admissions after which either a reference or username and password will be provided to you which will be used to Apply online.

# OPTION 1

## Step (1/4):

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

## Step (2/4):

Press the **Sign Up** button. (Fig. 1)

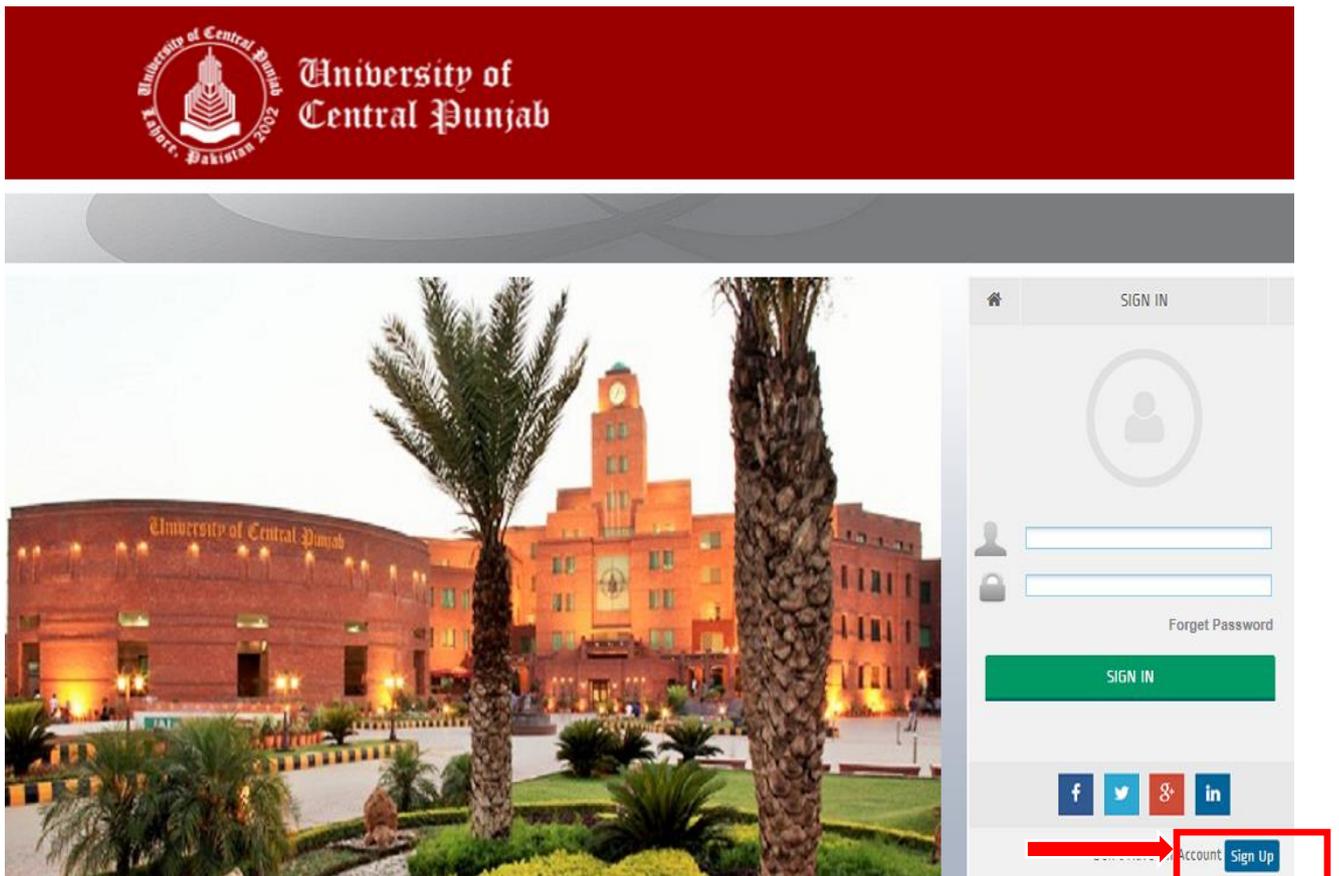


Fig. 1

### Step (3/4):

Fill the Sign Up form

University of Central Punjab  
Lahore, Pakistan 2002

### Sign up UCP online account

**New Registration**

\* Student Name TEST STUDENT

\* NIC # 33333-3333333-3  
Example: 00000-0000000-0

\* Cell 0333777777

\* Phone # 0333777777

\* Email

**Select Program**

\* Program Name Bachelor of Business Administration (BBA)

Save

Already have an account? Sign in

**Fig. 2**

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

#### **Note:**

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

### Step (4/4):

Press the **Save** button (**Fig. 2**) 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 while filling the Sign Up form (**Fig. 2**).

Cited below is the sample of email:

The screenshot shows an email interface for 'UCP Online Account Info'. The sender is 'admissions@ucp.edu.pk' with a subject line 'admissions@ucp.edu.pk'. The email body contains the text: 'Dear TEST STUDENT You User name :64821 and password :VSUN54EB This is system generated email no need to reply'. The user ID '64821' and password 'VSUN54EB' are highlighted with red boxes. The interface includes a 'Reply or Forward' button, a 'Show details' link, and footer information such as '1.41 GB (9%) of 15 GB used' and 'Last account activity: 1 hour ago'.

UCP Online Account Info Inbox x Print Share

admissions@ucp.edu.pk 2:25 PM (8 minutes ago) ☆ Reply More

admissions@ucp.edu.pk Show details

Dear TEST STUDENT You **User name :64821** and **password :VSUN54EB** This is system generated email no need to reply

Click here to Reply or Forward

1.41 GB (9%) of 15 GB used [Manage](#) [Terms - Privacy](#) Last account activity: 1 hour ago [Details](#)

## OPTION 2:

If you choose the second option for application submission, after making a cash payment at UCP's Office of Admission, a reference no./username and password, will be issued to you (**Fig. 3**).

7/19/2017 admissions@ucp.edu.pk

[Go Back](#)

### UCP Online Admission Portal Information (Term F17)

Thank you for your interest in new admission at UCP. If you have any query please feel free to contact us at 042-35880007 (Ext 121, 122,117).

<b>Cash Receipt No</b>	
<b>Program Applied for</b>	Bachelor of Science in Electrical Engineering
<b>Name of Candidate</b>	<input type="text"/>
<b>Cell &amp; Phone</b>	<input type="text"/>

Please login our website: [admissions.ucp.edu.pk](http://admissions.ucp.edu.pk)

Your user name and password for online admission portal is:

<b>Reference no:</b>	65001
<b>Password:</b>	<input type="text"/>

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

If you have any query please feel free to contact at email: <[admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk)> and phone No. 042-35880007 (Ext 121, 122, 117). We look forward to seeing you on the day of test.

**Fig. 3**

# Application Submission

Once you select either of the two options, the below steps must be followed:

## 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 (**Fig. 4**).

## Step 3:

Press the **Sign In** button (**Fig. 4**).



**Fig. 4**

Once you successfully Sign in, the home page (Fig. 5) will appear.

**Step 4:**

Check the details mentioned at the right bottom of the Home page (Fig. 5). If there is any mistake, right away send an email to [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk) for correction.



**Fig. 5**

## 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

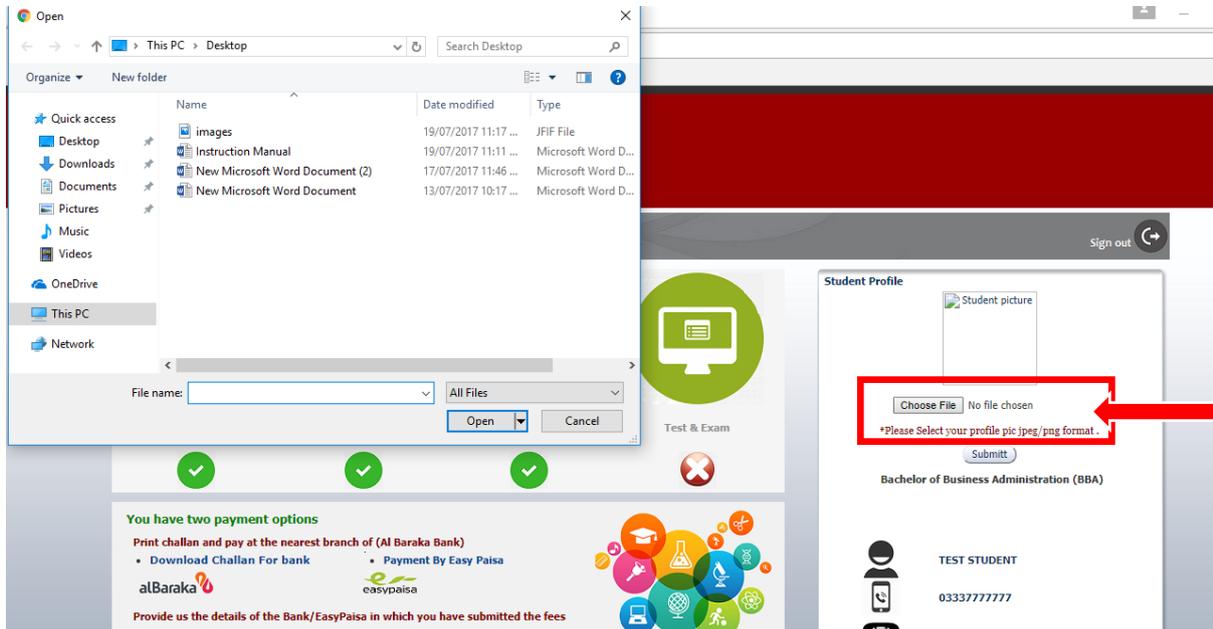


Fig. 6

Your picture will be uploaded (Fig. 7).

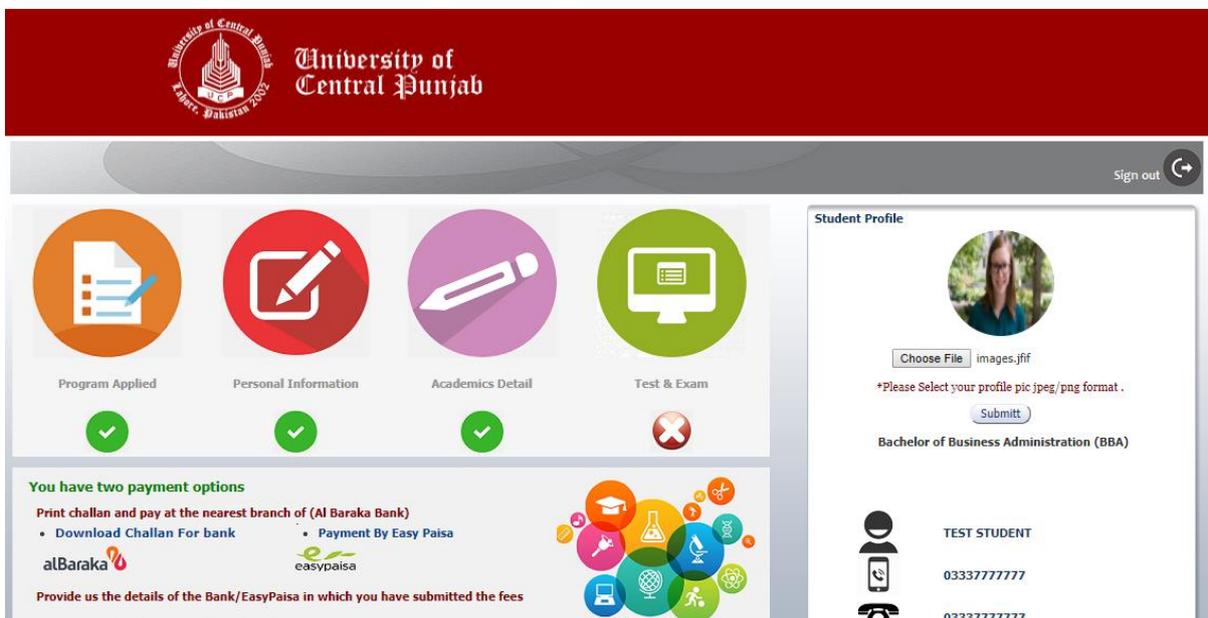


Fig. 7

**Step 6:**

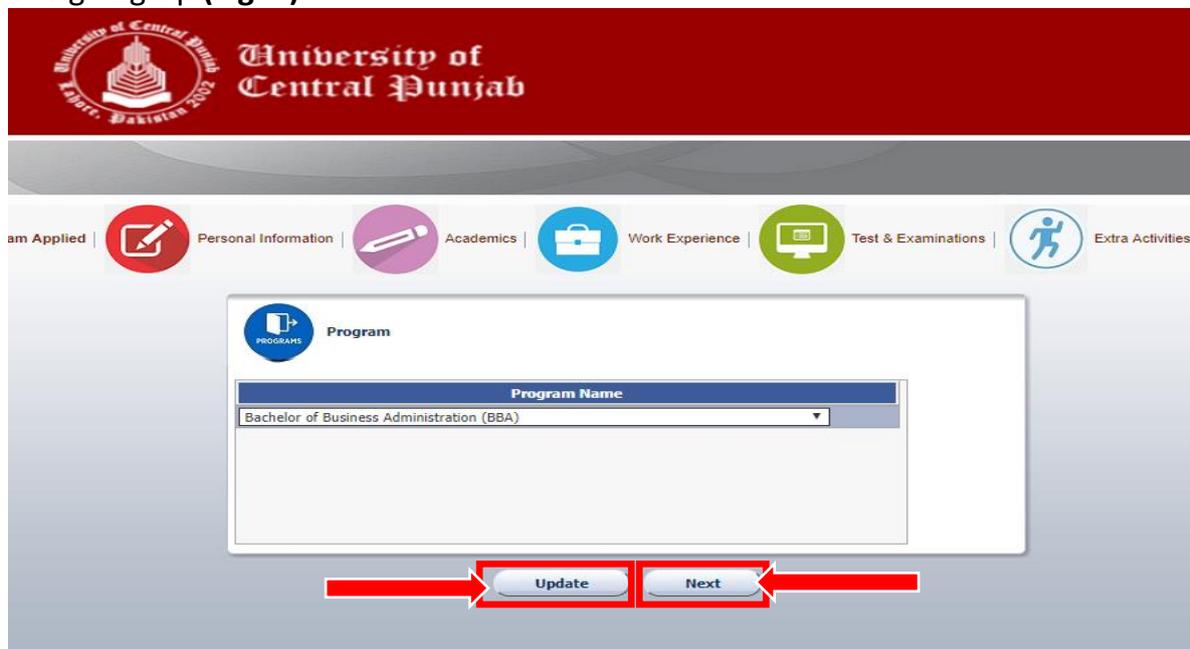
Click the **Program Applied** section (Fig. 8).

The screenshot displays the University of Central Punjab student portal. At the top, the university's logo and name are visible. Below the header, there are four main navigation icons: 'Program Applied' (highlighted with a red box and arrow), 'Personal Information', 'Academics Detail', and 'Test & Exam'. The 'Program Applied' icon shows a document with a checkmark, while the others show a pencil and a monitor. Below these icons, there is a section titled 'You have two payment options' with links for 'Download Challan For bank' and 'Payment By Easy Paisa'. To the right, the 'Student Profile' section shows a placeholder for a student picture, a 'Choose File' button, and the student's name 'TEST STUDENT' along with two phone numbers: '0333777777'. The bottom of the page features a decorative graphic of an open book with various educational icons floating above it.

**Fig. 8**

### Step 7:

**Fig. 9** will appear. You must have selected in advance the Program Name at the time of Signing Up (**Fig. 2**)



The screenshot shows the University of Central Punjab admission portal. At the top, there is a red banner with the university's logo and name. Below the banner, there is a navigation menu with icons for 'Personal Information', 'Academics', 'Work Experience', 'Test & Examinations', and 'Extra Activities'. The main content area is titled 'Program' and contains a dropdown menu for 'Program Name' with 'Bachelor of Business Administration (BBA)' selected. Below the dropdown menu, there are two buttons: 'Update' and 'Next'. Both buttons are highlighted with red arrows pointing towards them.

**Fig. 9**

Confirm by clicking the **Update** button (**Fig. 9**).

### **Note:**

Make sure that your desired program is selected. In case there is any mistake kindly send an email to [admissions@ucp.edu.pk](mailto:admissions@ucp.edu.pk) for correction **before** updating the program. Once you update the program it will be unchangeable.

### Step 8:

After pressing the **Update** button, press the **Next** button (**Fig. 9**) to move to the second Section i.e. **Personal Information**.

## Step 9:

### Personal Information Section

The screenshot displays the University of Central Punjab student portal. At the top, there is a red header with the university's logo and name. Below the header is a navigation bar with several icons: Program Applied, Personal Information (highlighted with a red box and a red arrow), Academics, Work Experience, Test & Examinations, Extra Activities, and Submission. A 'Sign out' button is located in the top right corner. The main content area is titled 'Personal Information' and contains a form with the following fields:

Student Name	TEST STUDENT	Marital Status	
* CNIC #	33333-3333333-3	Receipt #	
* Date of Birth		Reference #	64821
Birth Place		* Phone #	0333777777
* Gender		* Cell	0333777777
* Religion		* Emergency #	
* Nationality		* Email	
* City			

Below the main form, there is a section for 'Father's Information'.

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

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

**Step 10:**

**1. Personal Information:** Some details in the Personal Information section (**Fig. 10**) 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.

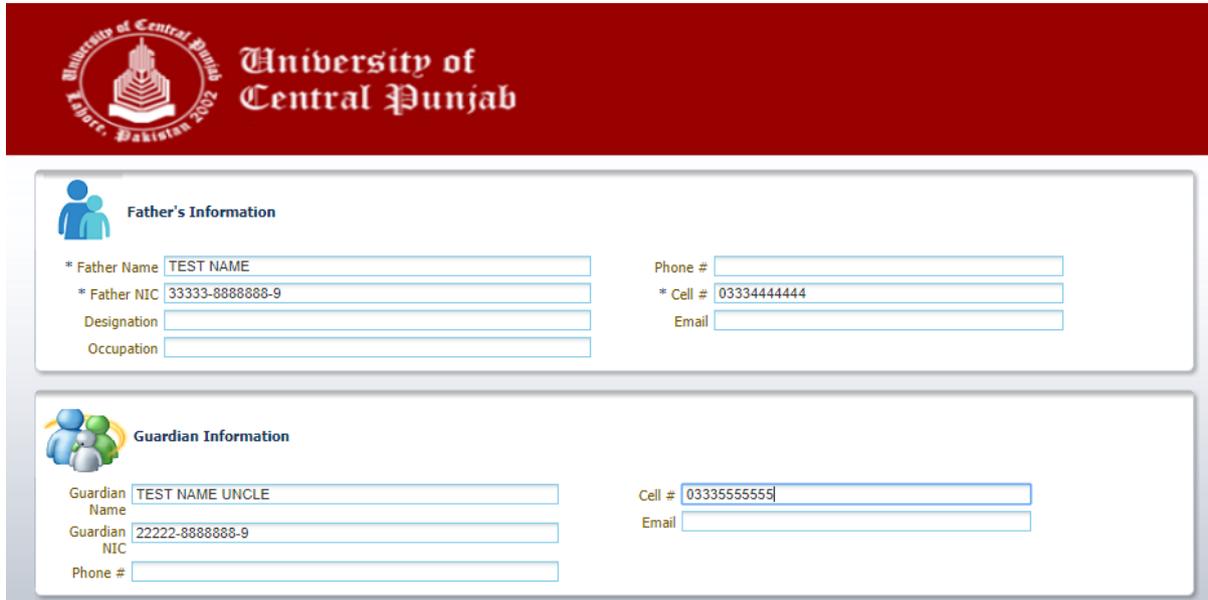
The screenshot displays the University of Central Punjab student portal. At the top, there is a red header with the university's logo and name. Below the header is a navigation bar with icons for Program Applied, Personal Information, Academics, Work Experience, Test & Examinations, Extra Activities, and Submission. The main content area shows the Personal Information section, which includes a profile icon and a list of fields. Some fields are pre-filled, while others are marked with an asterisk to indicate they are required.

Field	Value
Student Name	TEST STUDENT
* CNIC #	33333-3333333-3
* Date of Birth	7/16/1998
Birth Place	LAHORE
* Gender	Male
* Religion	Islam
* Nationality	PAKISTAN
* City	Lahore
Marital Status	Unmarried
Receipt #	
Reference #	64821
* Phone #	0333777777
* Cell	0333777777
* Emergency #	0333777777
* Em	

**Fig. 10**

## Step 11:

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



The screenshot shows the registration form for the University of Central Punjab. At the top, there is a red banner with the university's logo and name. Below the banner, there are two main sections: "Father's Information" and "Guardian Information".

**University of Central Punjab**  
Lahore, Pakistan 2002

**Father's Information**

\* Father Name: TEST NAME  
\* Father NIC: 33333-8888888-9  
Designation: \_\_\_\_\_  
Occupation: \_\_\_\_\_

Phone #: \_\_\_\_\_  
\* Cell #: 03334444444  
Email: \_\_\_\_\_

**Guardian Information**

Guardian Name: TEST NAME UNCLE  
Guardian NIC: 22222-8888888-9  
Phone #: \_\_\_\_\_

Cell #: 03335555555  
Email: \_\_\_\_\_

**Fig. 11**

#### **Father's Information:**

In this section (**Fig. 11**), 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.

## Step 12:

### 3. Permanent Address & Present Address

The screenshot shows the registration form for the University of Central Punjab. At the top, there is a red header with the university's logo and name. Below the header, there are input fields for 'Guardian ID', 'NIC', and 'Phone #'. The main form is divided into two columns: 'Permanent Address' and 'Present Address'. Each column has a house icon and an envelope icon respectively. Both columns have four input fields: '\* Address # 1', '\* Address # 2', '\* Address # 3', and '\* Select City'. The 'Other City' field is also present in both columns. A red arrow points to the 'Save' button, and a red box highlights the 'Save', 'Cancel', 'Back', and 'Next' buttons.

University of Central Punjab  
Lahore, Pakistan 2022

Guardian ID: 22222-0000000-9  
NIC:   
Phone #:

**Permanent Address**

\* Address # 1:   
\* Address # 2:   
\* Address # 3:   
\* Select City:   
Other City:

**Present Address**

\* Address # 1:   
\* Address # 2:   
\* Address # 3:   
\* Select City:   
Other City:

**Fig. 12**

In this section, you must enter your **Permanent & Present** addresses. If your Permanent address is same as present, you must enter the same information twice.

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** button and then **Next** to move to the next section i.e. **Academic Detail (Fig. 12)**.

If you want to make any changes, edit the information, select the **Save** button again and then select **Next** to move further (**Fig. 12**).

### Step 13:

#### **Academic Details.**

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

To add the record, press **Add** button (**Fig. 13**).



**Fig. 13**

### Step 14:

Enter your **Matriculation/O-LEVEL** details first. Enter your **Board/University**, **Matriculation Registration #** and **Matriculation Roll #**.

In the **Result Status**, if your result is announced, select **Declared** from the list (**Fig.14**). Once you select the Declared option, new section will appear at the right side of the page (**Fig. 14**). Enter the details of your Matriculation result such as Total Marks, Obtained Marks and Grade in this case.

The screenshot shows the 'Please Enter your Academics' form on the University of Central Punjab portal. The form includes fields for Board/University (Lahore), Registration # (33333-88888-2015), Roll # (022222), Result Status (Declared), Degree Name (Secondary School Certification Matriculation), Subject, Passing Year, and Institute Name. A red box highlights the 'Declared' option in the Result Status dropdown and the 'Obtain Marks', 'Grade', and 'CGPA' fields. Red arrows point to these elements.

Fig. 14

In the **Degree Name** tab select, **Secondary School Certification Matriculation/Secondary School Certification Matriculation**. (**Fig. 15**)

The screenshot shows the 'Please Enter your Academics' form with the 'Degree Name' dropdown menu open. The 'Secondary School Certification Matriculation' option is selected. The form also shows fields for Board/University, Registration #, Roll #, Result Status, Subject, Passing Year, and Institute Name. A red box highlights the 'Secondary School Certification Matriculation' option in the dropdown menu and the 'Obtain Marks' field. Red arrows point to these elements.

Fig. 15

### Step 15:

Once you have filled the details, select the **Save** button and your record will be added in the Academic Detail Section (**Fig. 16**).

University of Central Punjab  
Lahore, Pakistan 2002

University of Central Punjab

\* Board/University: Lahore  
\* Registration #: 33333-88888-2015  
Roll #: 022222  
\* Result Status: Declared  
Degree Name: Secondary School Certification Matriculation  
Subject: SCIENCE  
Passing Year: 2015  
Institute Name: GOVT HIGH SCHOOL LAHORE

\* Total Marks: 1050  
\* Obtain Marks: 850  
Grade: A  
CGPA:

Add

Academic Detail

Registration #	Roll #	Degree Name	Subject	Year	Total Marks	Obtain Marks	Grade	CGPA	Institi
33333-88888-2015	022222	Secondary School Certification Matricula...							

Save Cancel Back Next

Fig. 16

## Step 16:

To add **Intermediate/A- Level** details, press the **Add** button (**Fig. 17**) and enter the required Details.

The screenshot shows the 'Please Enter your Academics' form on the University of Central Punjab portal. The form contains the following fields and options:

- \* Board/University: Lahore
- \* Registration #: 88888-88888-2016
- Roll #: 099999
- \* Result Status: Waiting (highlighted with a red box)
- Degree Name: Declared (with options for Declared and Waiting)
- Subject: Certification Matriculation
- Passing Year: [empty]
- Institute Name: [empty]

On the right side of the form, there are three input fields:

- Ist Part Total Marks
- \* Ist Part Obtain Marks
- \* 2nd Part Roll #

The 'Add' button is located at the bottom right of the form and is highlighted with a red box. Red arrows point to the 'Waiting' option, the 'Add' button, and the 'Ist Part Obtain Marks' field.

Fig. 17

In case you are an Undergraduate admission candidate and waiting for 2<sup>nd</sup> year result, select **Waiting** in **Result Status** (**Fig. 17**). Enter the **1<sup>st</sup> year result details** and **2<sup>nd</sup> year's roll no.**

If you have any supplementary subject in First year exam. Enter the first-year marks without including the marks you scored in that subject.

**Note:** You must deduct the marks of supplementary subject from both Total & Obtained marks.

### Important Details:

- **In case of, Combined Result (1<sup>st</sup> year & 2<sup>nd</sup> year) Awaiting:**

You will select result waiting and enter 0 in the Total marks and 0 in the Obtained Marks. If result will not enter these details, form will not pursue further.

- **In case of, Completed Result:**

You will select result declared and Add the details accordingly.

In the Degree Name, select **Higher Secondary School Certificate A-Level / Higher Secondary School Certificate** (Fig. 18) according to your subject group (FA, I.Com., ICS, F.Sc., Pre-Medical , F.Sc. Pre-Engineering).

University of Central Punjab  
Lahore, Pakistan 2002

\* Board/University: Lahore  
 \* Registration #: 88888-88888-2016  
 Roll #: 099999  
 \* Result Status: Waiting

Ist Part Total Marks: 550  
 \* Ist Part Obtain Marks: 315  
 \* 2nd Part Roll #: 022222

Degree Name: Higher Secondary School Certificate F.A. or Equivalent  
 Subject: Secondary School Certification O-level  
 Passing Year: Secondary School Certification Matriculation  
 Institute Name: Higher Secondary School Certificate DAE

Higher Secondary School Certificate F.A. or Equivalent  
 Higher Secondary School Certificate I. Com.  
 Higher Secondary School Certificate ICS  
 Higher Secondary School Certificate F.Sc. ( Pre- Engineering)  
 Higher Secondary School Certificate A-Level  
 Higher Secondary School Certificate F.Sc. ( Pre- Medical)  
 Graduation B.A. (or Equivalent) 14 Years Graduation  
 Graduation Other Bachelors (Hons.) (16 Years Degree)  
 Graduation B.Sc. Elect Engg (Hons.) (16 Years Degree)  
 Graduation B.Sc. (14 Years Graduation)  
 Graduation B.Com. (14 Years Graduation)  
 Graduation BBA (Hons.) (16 Years Degree)  
 Graduation BCS (Hons.) (16 Years Degree)  
 Graduation B. Com. (Hons) (16 Years Degree)  
 Post Graduation Master Level  
 Post Graduation MS / MPHIL Level  
 Post Graduation Other

Registration #	Subject	Year	Total Marks	Obtain Marks	Grade	CGPA	Institu
88888-88888-2016							
33333-88888-2015	SCIENCE	2015	1050	850	A		GOVT HI

Save Cancel Back Next

Fig. 18

### Step 17:

Enter the details in the remaining fields and press **Save** (Fig. 19). The information will be saved and appear in the Academic Detail Section (Fig. 19).

University of Central Punjab  
Lahore, Pakistan 2002

\* Board/University: Lahore  
\* Registration #: 88888-88888-2016  
Roll #: 099999  
\* Result Status: Waiting  
Degree Name: Higher Secondary School Certificate F.A. or Equivalent  
Subject: PRE MEDICAL  
Passing Year: 2016  
Institute Name: GOVT COLLEGE LAHORE

Ist Part Total Marks: 550  
\* Ist Part Obtain Marks: 315  
\* 2nd Part Roll #: 022222

Add

**Academic Detail**

Registration #	Roll #	Degree Name	Subject	Year	Total Marks	Obtain Marks	Grade	CGPA	Institute
88888-88888-2016	099999	Higher Secondary School Certificate F.A. or Equivalent							
33333-88888-2015	022222	Secodary School Certification Matricula...	SCIENCE	2015	1050	850	A		GOVT HI

Save Cancel Back Next

Fig. 19

If you are an **Undergraduate admission** candidate, this is your complete academic detail. Press the **Next** button (Fig. 19) to move to the next section i.e. **Work Experience**

For Graduate admission candidate, keep adding the academic record up to your last completed degree.

## Step 18:

### Work Experience

Add your work experience (if any) by clicking on the **Add** Button, writing about the Work Experience and then the **Save** Button (**Fig. 20**).



The screenshot shows the University of Central Punjab portal. The top navigation bar includes icons for Program Applied, Personal Information, Academics, Work Experience, Test & Examinations, Extra Activities, and Submission. The main content area is titled "Professional Qualification & Work Experience (most recent first)". It contains a form with fields for Position, Name of Organization, From Date, and To Date. Below this form is an "Add" button, which is highlighted with a red box and a red arrow pointing to it. Underneath the form is an "Experience Detail" table with the following columns: Position, Name of Organization, From Date, and To Date. The table currently displays "No data to display." At the bottom of the page, there are four buttons: Save, Cancel, Back, and Next. The Save and Next buttons are highlighted with red boxes and red arrows pointing to them.

Position	Name of Organization	From Date	To Date
No data to display.			

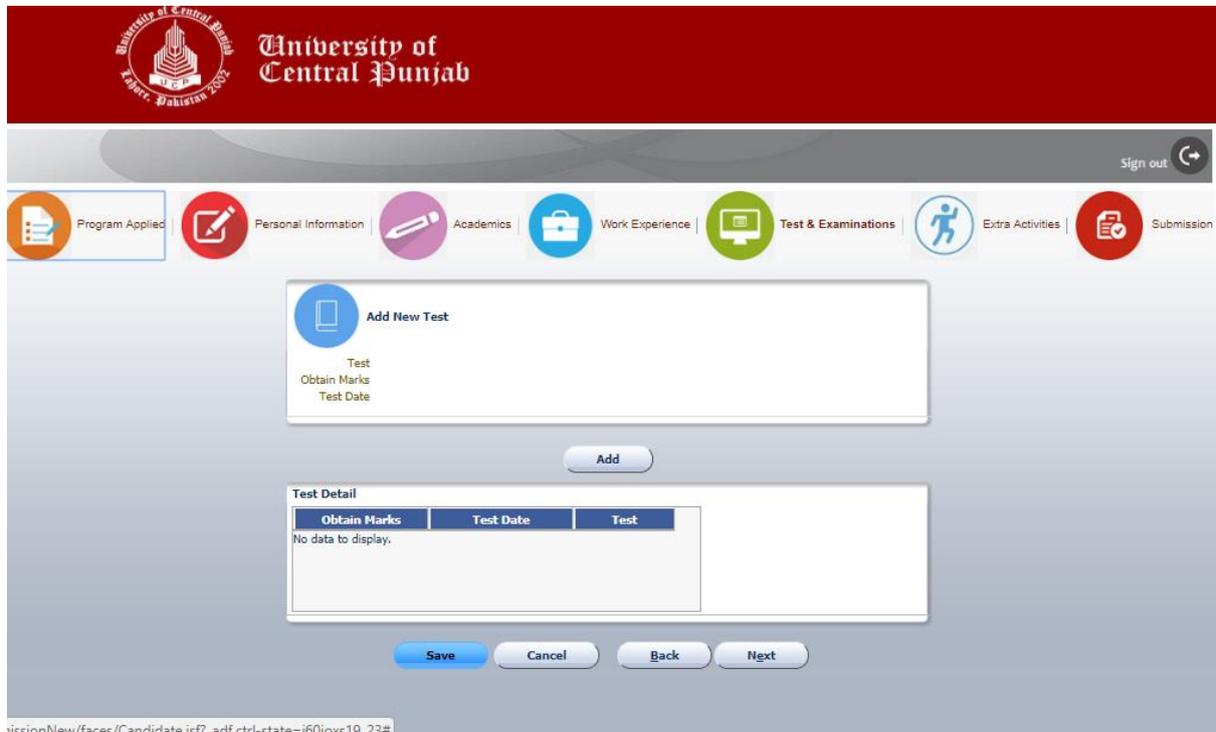
**Fig. 20**

Leave this section unfilled if you do not have any work experience and press **Next** to move to the next section i.e. **Test & Examination**

**Step 19:**

**Test & Examinations.**

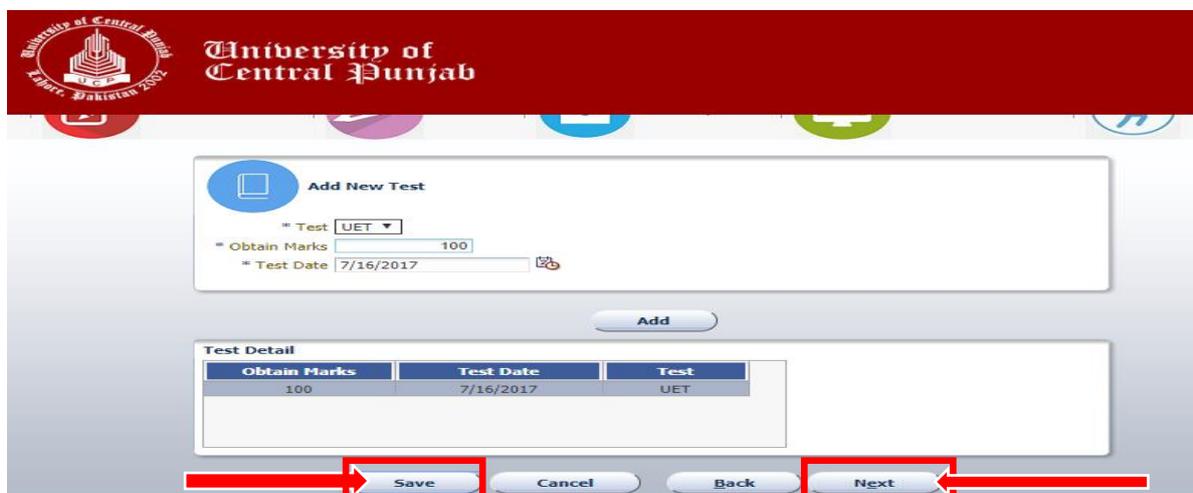
If you have given UET test, enter your details (Obtained Marks and Test Date) by pressing the **Add** button (Fig. 21).



**Fig. 21**

After entering the details, press the **Save** Button (Fig. 22) to add this in record.

Press the **Next** Button (Fig. 22) to move to the next Section i.e. **Extra Activities**



**Fig. 22**

## Step 20:

### **Extra Activities**

If you are into extracurricular Activities, add your details (Activity Name and Activity Description) by pressing the **Add** button (**Fig. 23**).

The screenshot shows the 'Add New Activity' form in the University of Central Punjab portal. The form contains two input fields: 'Activity Name' (with the value 'Head of Debating') and 'Activity Description' (with the value 'Arranging and training debating members for competition'). Below the form is a table titled 'Activitis Detail' with columns 'Activity Name' and 'Activity Description'. At the bottom of the form are buttons for 'Save', 'Cancel', 'Back', and 'Next'. Red arrows point to the 'Add' button, the 'Save' button, and the 'Next' button.

**Fig. 23**

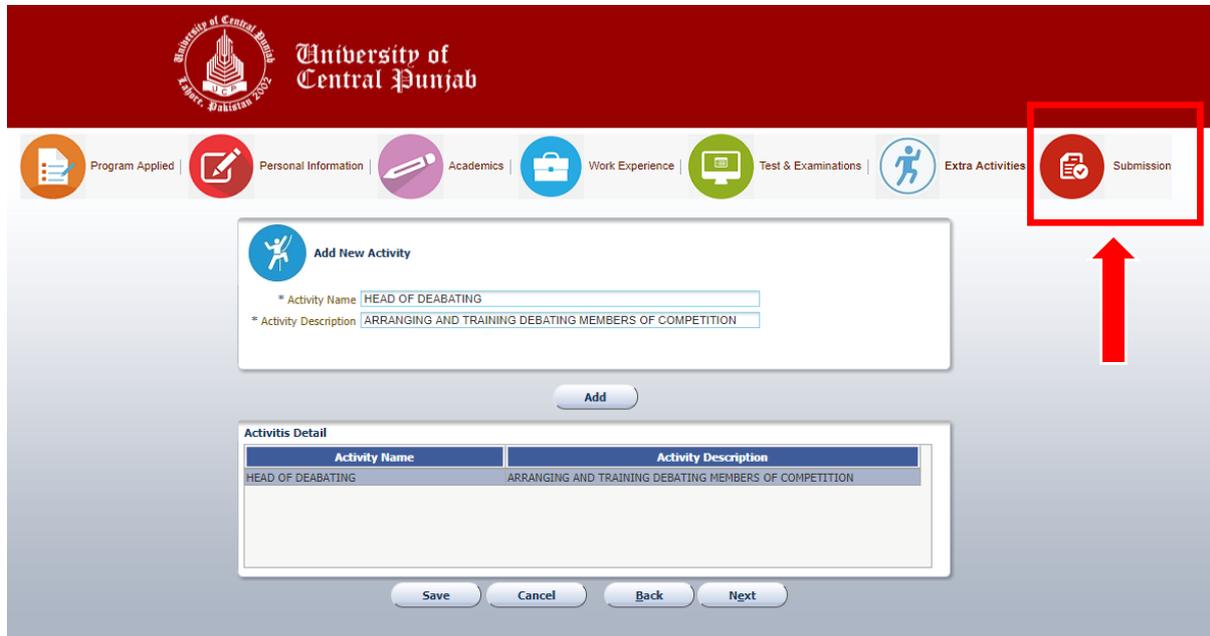
After entering the information, press the **Save** button (**Fig. 23**) to add the details in record and then press **Next**

If you do not have anything to enter in this section, you can leave it empty and press **Next** to move to the Submission part.

## Step 21:

### Submission

Press the **Submission** button (Fig. 24)



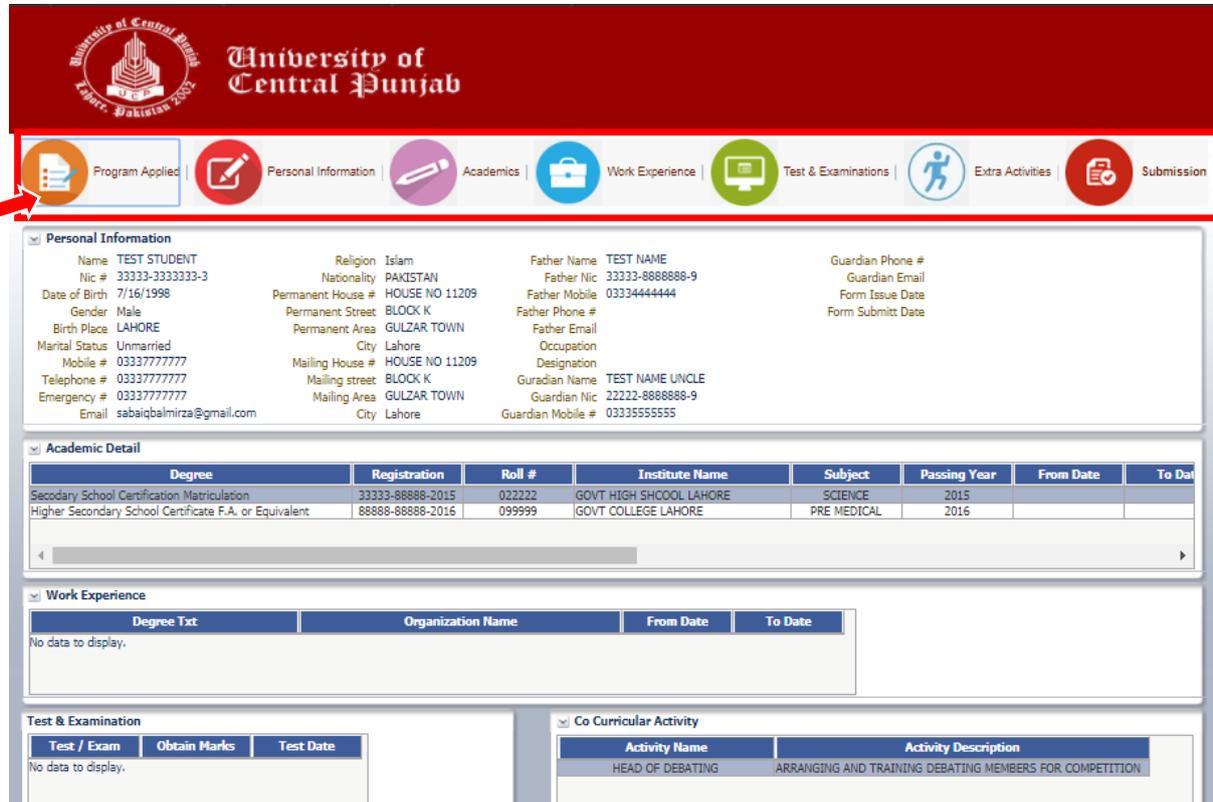
The screenshot displays the University of Central Punjab portal interface. At the top, the university's logo and name are visible. Below the header is a navigation menu with icons for various sections: Program Applied, Personal Information, Academics, Work Experience, Test & Examinations, Extra Activities, and Submission. The Submission button is highlighted with a red box, and a red arrow points to it from below. The main content area shows a form for adding a new activity. The form has two input fields: Activity Name (HEAD OF DEABATING) and Activity Description (ARRANGING AND TRAINING DEBATING MEMBERS OF COMPETITION). Below the form is an 'Add' button. Underneath the form is a table titled 'Activitis Detail' with two columns: Activity Name and Activity Description. The table contains one row with the same data as the form. At the bottom of the page are buttons for Save, Cancel, Back, and Next.

Activity Name	Activity Description
HEAD OF DEABATING	ARRANGING AND TRAINING DEBATING MEMBERS OF COMPETITION

Fig. 24

## Step 22:

The online form you filled will appear (**Fig. 25**), review it carefully. If you want to make any **changes** in the information you already saved. Click on the requisite Tab and change the information and Save (**Fig. 25**).



The screenshot displays the University of Central Punjab online form interface. At the top, there is a navigation bar with several tabs: Program Applied, Personal Information, Academics, Work Experience, Test & Examinations, Extra Activities, and Submission. A red arrow points to the 'Personal Information' tab. Below the navigation bar, the form is divided into several sections:

- Personal Information:** A form with fields for Name (TEST STUDENT), Religion (Islam), Father Name (TEST NAME), Guardian Phone #, Nic # (33333-3333333-3), Nationality (PAKISTAN), Father Nic (33333-8888888-9), Date of Birth (7/16/1998), Permanent House # (HOUSE NO 11209), Father Mobile (03334444444), Guardian Email, Gender (Male), Permanent Street (BLOCK K), Father Phone #, Form Issue Date, Birth Place (LAHORE), Permanent Area (GULZAR TOWN), Father Email, Form Submit Date, Marital Status (Unmarried), City (Lahore), Occupation, Mobile # (03337777777), Mailing House # (HOUSE NO 11209), Designation, Telephone # (03337777777), Mailing street (BLOCK K), Guardian Name (TEST NAME UNCLE), Emergency # (03337777777), Mailing Area (GULZAR TOWN), Guardian Nic (22222-8888888-9), Email (sabaibalmirza@gmail.com), City (Lahore), and Guardian Mobile # (03335555555).
- Academic Detail:** A table with columns: Degree, Registration, Roll #, Institute Name, Subject, Passing Year, From Date, and To Date. It lists two entries: Secondary School Certification Matriculation (Registration: 33333-88888-2015, Roll #: 022222, Institute: GOVVT HIGH SHCOOL LAHORE, Subject: SCIENCE, Passing Year: 2015) and Higher Secondary School Certificate F.A. or Equivalent (Registration: 88888-88888-2016, Roll #: 099999, Institute: GOVVT COLLEGE LAHORE, Subject: PRE MEDICAL, Passing Year: 2016).
- Work Experience:** A table with columns: Degree Txt, Organization Name, From Date, and To Date. It displays 'No data to display.'
- Test & Examination:** A table with columns: Test / Exam, Obtain Marks, and Test Date. It displays 'No data to display.'
- Co Curricular Activity:** A table with columns: Activity Name and Activity Description. It lists 'HEAD OF DEBATING' with the description 'ARRANGING AND TRAINING DEBATING MEMBERS FOR COMPETITION.'

**Fig. 25**

After you have made all the changes, Click the **Submission** button, at the top bar, again to recheck the saved information.

### Step 23:

#### Apply for concession.

Select the Concession Type (**Fig. 26 - a**).

If you want to transfer credits from some other institute, avail the hostel facility (Only for Girls) or avail any financial aid, do not forget to tick that portion (**Fig. 26 - b**).

Once you are satisfied with the information provided, tick the box saying **“Do you agree the detail you entered is correct”** (**Fig. 26 – c**)

The screenshot shows a web application interface with the following components:

- Test & Examination:** A section with tabs for 'Test / Exam', 'Obtain Marks', and 'Test Date'. Below the tabs, it says 'No data to display.'
- Co Curricular Activity:** A table with columns 'Activity Name' and 'Activity Description'. The first row contains 'HEAD OF DEBATING' and 'ARRANGING AND TRAINING DEBATING MEMBERS FOR COMPETITION'.
- Concession Selection:** A section titled 'I want to apply for concession of' with radio buttons for 'PGC Discount', 'Kinship Discount', 'Merit Based Scholarship', and 'No Discount'. Below this is a text area for 'Please write few lines about Degree objective'. A red box labeled 'a' highlights this section.
- Additional Options:** A section with three checkboxes: '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'. A red box labeled 'b' highlights this section.
- Important Note:** A red box labeled 'c' highlights a note that says 'Once you submitt, your application will not be editable !' with a checkbox for 'Do you agree the detail you entered is correct'.

Fig. 26

## Step 24:

Select **Yes**



The screenshot shows a web interface for the University of Central Punjab. At the top, there is a header with the university's logo and name. Below the header, there are several tables and form sections. A red box highlights a section of the form, and a red arrow points to a checkbox. A modal window with an 'Important Note' is overlaid on the form.

**Important Note :**  
Once you submit , application will not be editable !  
Do you agree the detail you entered is correct

Do you want to transfer credits from other institute.  
 Do you want to avail the hostel facility  
 Do you want to avail financial aid

**Important Note :**  
Once you submit, your application will not be editable !  
✓ Do you agree the detail you entered is correct

Submit

**Fig. 27**

Once you have ticked the box, a warning message will appear (**Fig. 27**), telling that the information cannot be edited once you press the **Yes** button.

After selecting the **Yes** button, you will be taken to the Home Page of your login (Fig. 28)

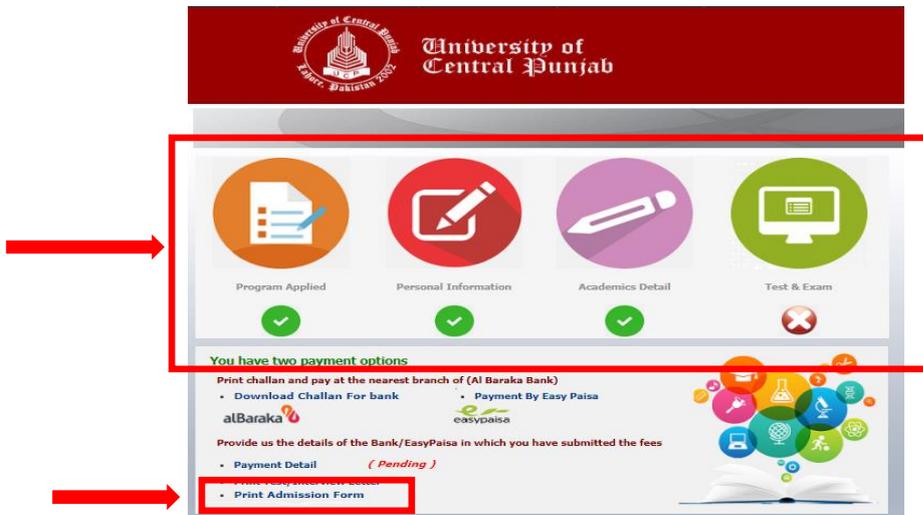


Fig. 28

The **Green Tick** under Program Applied, Personal Information and Academics Detail sections means that the information provided in these sections is complete (Fig. 28).

Whereas the **Red Cross** under the Test and Exam Section means that the candidate has not appeared in the UET Test thus has not provided the details (Fig. 28).

**Step 25:**

Click on the [Print Admission Form \(Fig. 28\)](#)

The below cite form will be displayed, showing your complete information.

Session F17	<b>University of Central</b>	Ref # 64821					
<b>APPLICATION FORM</b>							
Program Applied	Bachelor of Business Administration (BBA)						
<b>PERSONAL INFORMATION</b>							
Candidate's Name: TEST STUDENT							
Candidate's CNIC/B- 33333-3333333-3							
Date of Birth: 16 July 1998	Place of Birth: LAHORE						
Religion: Islam	Nationality: PAKISTAN						
Gender: Male	Marital Status: UnMarried						
Mobile #: 03337777777	Candidate's Phone #: 03337777777						
Domicile: Lahore							
<b>FATHER/GUARDIAN INFORMATION</b>							
Father Name:	TEST NAME						
Father CNIC#:	33333-8888888-9						
Father's occupation:	Designation:						
Father's Cell #: 03334444444	Phone:						
Father's Email:							
Guardian Name:	TEST NAME UNCLE						
Guardian Cell: 03335555555	Phone:						
Guardian Email:							
Permanent Address:	HOUSE NO 11209 BLOCK K GULZAR TOWN Lahore						
Mailing Address(if	HOUSE NO 11209 BLOCK K GULZAR TOWN Lahore						
Emergency Phone #:	03337777777	Email:					
<b>ACADEMIC BACKGROUND AND QUALIFICATIONS</b>							
Board/University	Registration #	Roll #	Degree/Certificate	Main Subject	Year of Passing	Marks/CGPA	Name of Institute
LHR	33333-88888-2015	022222	MAT	SCIENCE	2015	80.95	GOVT HIGH SHCOOL LAHORE
LHR	88888-88888-2016	099999	FA	PRE MEDICAL	2016		GOVT COLLEGE LAHORE
<b>PROFESSIONAL BACKGROUND AND EXPERIENCE</b>							
<b>OTHER TEST AND</b>							
<b>CO-CURRICULAR ACTIVITIES AND</b>							
Activity Name			Details				
HEAD OF DEBATING			ARRANGING AND TRAINING DEBATING MEMBERS FOR				

# Online Payment

## Option 1:

If you have selected Option 1 (Apply and pay online), then click on the [Payment Detail](#) as shown below:

The screenshot shows the University of Central Punjab online payment portal. At the top, there is a red header with the university's logo and name. Below the header, there are four circular icons representing different sections: Program Applied, Personal Information, Academics Detail, and Test & Exam. Each icon has a green checkmark below it, except for Test & Exam which has a red 'X'. Below these icons, there is a section titled "You have two payment options" with two bullet points: "Download Challan For bank" and "Payment By Easy Paisa". Below this, there is a list of options: "Payment Detail ( Pending )", "Print Test/ Interview Letter", and "Print Admission Form". A red arrow points to the "Payment Detail ( Pending )" option.

The below form will appear.

The screenshot shows the "Challan Payment Confirmation" form. The form has a red header with the university's logo and name. Below the header, there is a "Sign out" button with a circular arrow icon. The form itself is a white box with a blue header and a blue icon of a document. It contains the following fields: "Student Name" (TEST STUDENT), "Reference # 64821", "\* Payment Submitt by" (a dropdown menu), "\* Account # / Easy Paisa ID" (a dropdown menu with "AL BARAKA BANK" and "TELENOR EASY PAISA" options), "\* Challan / Receipt Paid Date" (a date field), and "Payment Description" (a text area). A red arrow points to the "Payment Submitt by" dropdown menu. At the bottom of the form, there is a "Save" button.

Select the payment mode. Click on the **Bank/Easy paisa** option and fill the details accordingly.

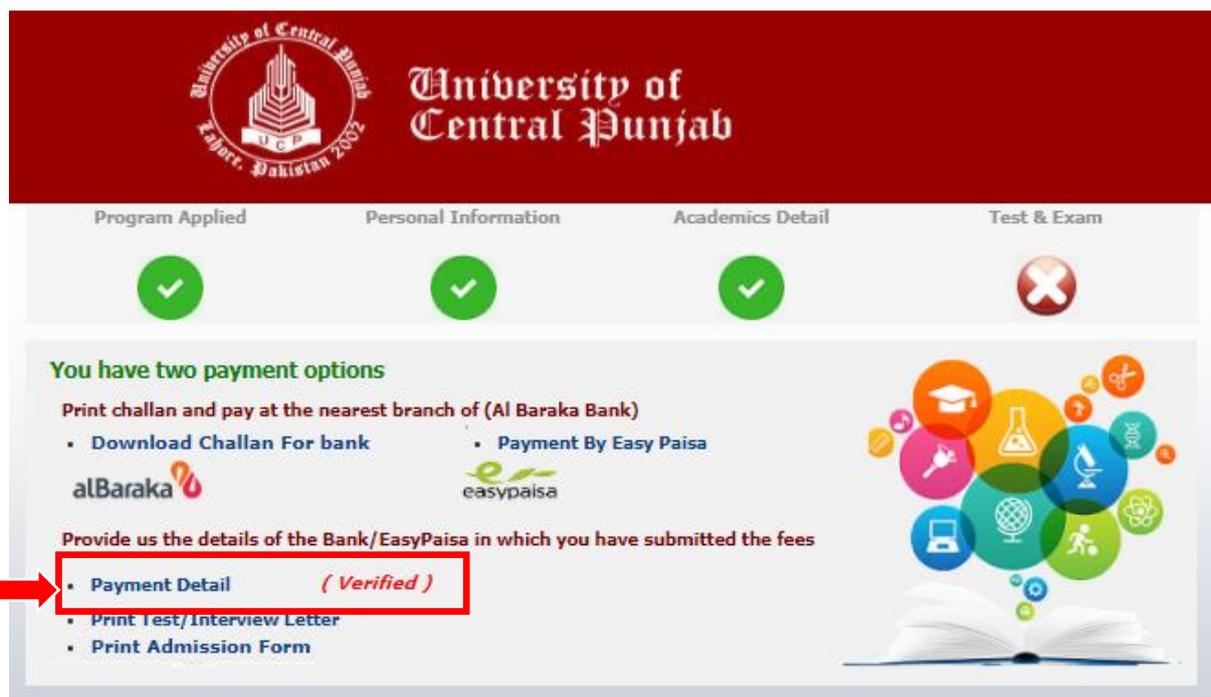
For fee submission through **Bank** option, you will get an online deposit slip. First you will submit the fee in bank and deposit one copy of the form in the Accounts Office of UCP.

For fee submission through **Easy Paisa**, you will have to enter the transaction details.

**Please Note:** It will take at least 2 days for payment verification. You will be able to get the Test date after verification.

## 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.



The screenshot displays the UCP online portal interface. At the top, the UCP logo and name are visible. Below is a progress bar with four stages: 'Program Applied', 'Personal Information', 'Academics Detail', and 'Test & Exam'. The first three stages are marked with green checkmarks, while 'Test & Exam' is marked with a red 'X'. The main content area is titled 'You have two payment options' and lists 'Print challan and pay at the nearest branch of (Al Baraka Bank)'. It offers two options: 'Download Challan For bank' (with alBaraka logo) and 'Payment By Easy Paisa' (with easypaisa logo). Below this, it asks to 'Provide us the details of the Bank/EasyPaisa in which you have submitted the fees'. A red box highlights the 'Payment Detail ( Verified )' option, with a red arrow pointing to it. Other options listed are 'Print Test/ Interview Letter' and 'Print Admission Form'. A decorative graphic of colorful icons and an open book is on the right side.

# Test/Interview Date Letter

The screenshot shows the University of Central Punjab portal. At the top, the university's logo and name are displayed. Below this is a progress bar with four stages: 'Program Applied', 'Personal Information', 'Academics Detail', and 'Test & Exam'. The first three stages are marked with green checkmarks, while 'Test & Exam' is marked with a red 'X'. Below the progress bar, a message states 'You have two payment options' and lists 'Download Challan For bank' (with alBaraka logo) and 'Payment By Easy Paisa' (with easypaisa logo). A red arrow points to the 'Print Test/Interview Letter' option in a list that also includes 'Payment Detail (Verified)' and 'Print Admission Form'. To the right of the list is a graphic of an open book with various educational icons floating above it.

You will have to click on [Print Test/Interview Letter](#). Below is the Sample of Test/Interview Letter.

The sample letter is dated 2017-07-19 with reference number 63976. It is addressed to Mr/Ms ABDUL SAMAD regarding the 'Schedule for Admission Test - Fall 2017'. The letter informs the applicant of the test date: WEDNESDAY SEPTEMBER 20, 2017 at 09:00 AM at ROOM - 114. It provides the username 63976 and a password field. A note states that the letter is not an offer of admission. Important instructions include bringing the original CNIC, the letter, and stationery, and not carrying cell phones, calculators, or other materials. The Registrar's contact information is provided at the bottom.

Date: 2017-07-19  
Ref. No: 63976

Mr/Ms ABDUL SAMAD  
Subject: Schedule for Admission Test - Fall 2017

Dear Applicant

We thank you for submitting your application for admission in Bachelor of Business Administration (BBA), at the University of Central Punjab.

The schedule for your admission test is given below.

Test: WEDNESDAY SEPTEMBER 20, 2017 at 09:00 AM at ROOM - 114

Username: 63976

Password:

Please note that this letter is NOT an offer of admission

**Important Instructions:**

- On the day of admission test, please bring
- Your Original CNIC (or any other photo ID Document as Driving License /Matriculation Certificate or Passport)
- This letter
- Stationery (pen, pencil, sharpener and eraser)

Please Do not carry cell phones, calculator, eatables or any help material

If you have any query please feel free to contact us at 042-35880007 (Ext. 137, 140). We look forward to seeing you on the day of test.

Sincerely,  
Registrar

## General Guidelines

- The asterisk sign (\*) means that the fields are compulsory to fill. Without entering the details in the requisite 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.
- Using the username and password, please make sure that your personal information is correct. In case of discrepancy, contact UCP Admissions Office.
- If you are paying online, wait for 2 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)