

:

**UCP ONLINE APPLICATION FORM
SUBMISSION
INSTRUCTION MANUAL**

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) 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.

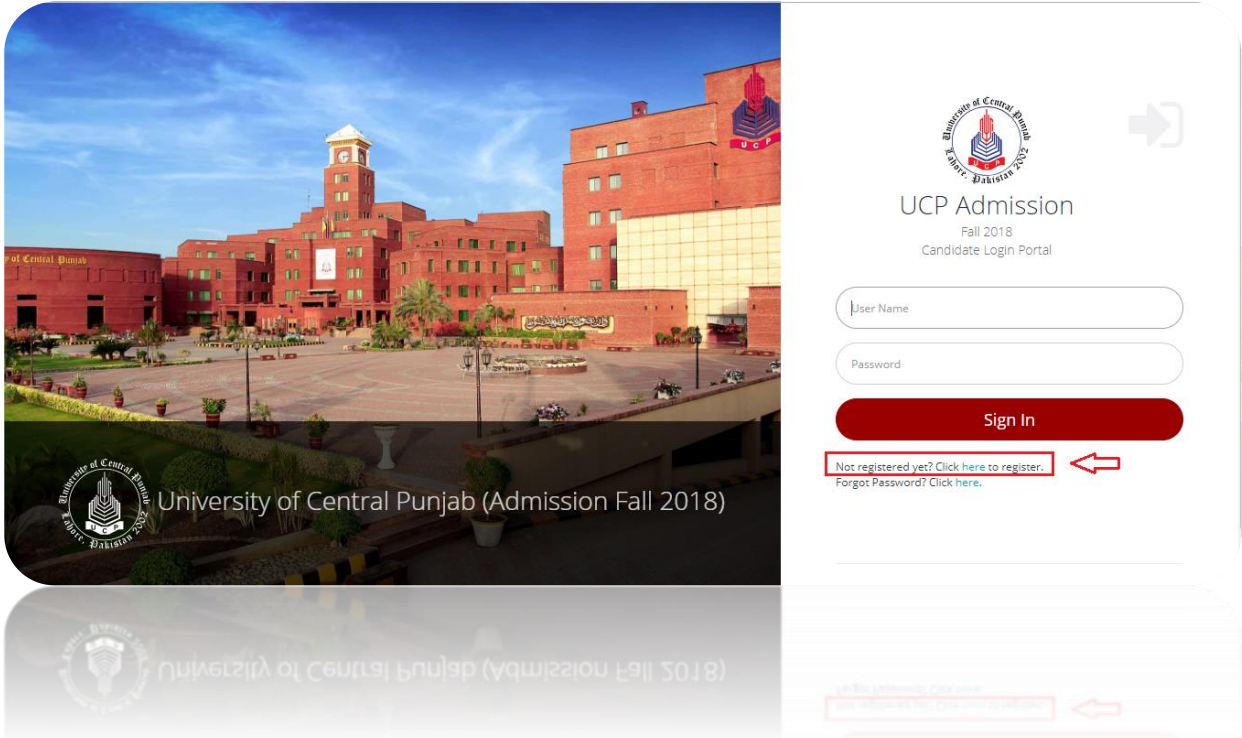
OPTION 1

Step (1/4):

Go to admissions.ucp.edu.pk.

Step (2/4):

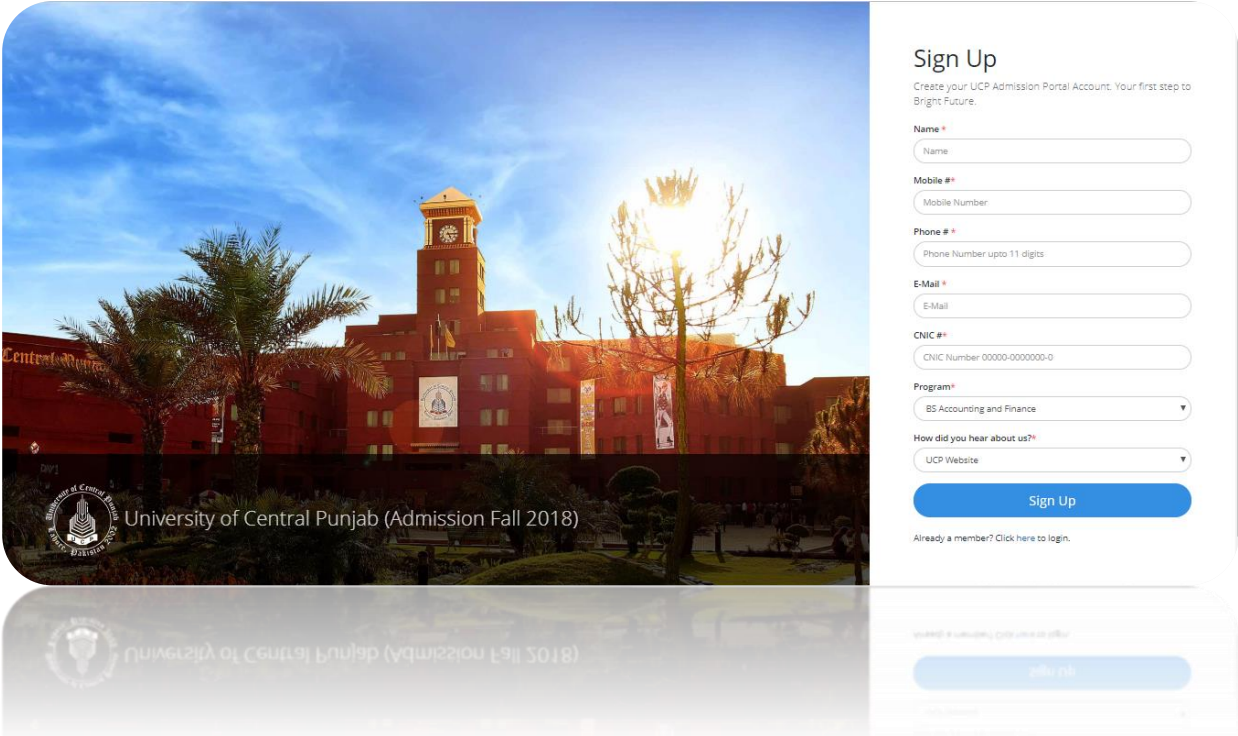
“Click [here](#) to register.” to enter basic information for online application form.



The image shows a screenshot of the University of Central Punjab (UCP) Admission Candidate Login Portal for Fall 2018. On the left, there is a photograph of the university's main building with a clock tower. Below the photo is the UCP logo and the text "University of Central Punjab (Admission Fall 2018)". On the right, the login portal interface is displayed. It includes the UCP logo at the top, followed by the text "UCP Admission Fall 2018 Candidate Login Portal". Below this are two input fields for "User Name" and "Password". A prominent red "Sign In" button is located below the password field. At the bottom of the login area, there are two links: "Not registered yet? Click here to register." and "Forgot Password? Click here.". A red arrow points to the registration link. The entire screenshot is overlaid on a semi-transparent reflection of the same content.

Step (3/4):

Fill the Sign Up form



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

Name *
Name

Mobile #*
Mobile Number

Phone # *
Phone Number upto 11 digits

E-Mail *
E-Mail

CNIC #*
CNIC Number 00000-0000000-0

Program*
BS Accounting and Finance

How did you hear about us?*
UCP Website

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:

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 : [REDACTED]

Password [REDACTED]

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

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.

192017 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).

Cash Receipt No

Program Applied for Bachelor of Science in Electrical Engineering

Name of Candidate

Cell & Phone

Please login our website: admissions.ucp.edu.pk

Your user name and password for online admission portal is:

Reference no: 65001

Password:

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> and phone No. 042-35880007 (Ext 121, 122, 117). We look forward to seeing you on the day of test.

Application Submission

If you select any of the two options, the below steps must be followed:

Step 1:

Go to 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.

A screenshot of the UCP Admission Candidate Login Portal. The page features the UCP logo at the top center, with the text "UCP Admission Fall 2018 Candidate Login Portal" below it. There are two input fields: the first contains the number "106399" and the second contains a masked password ".....". A red "Sign In" button is positioned below the password field. At the bottom, there are links for "Not registered yet? Click here to register." and "Forgot Password? Click here." The entire login area is enclosed in a red border.

Step 4:

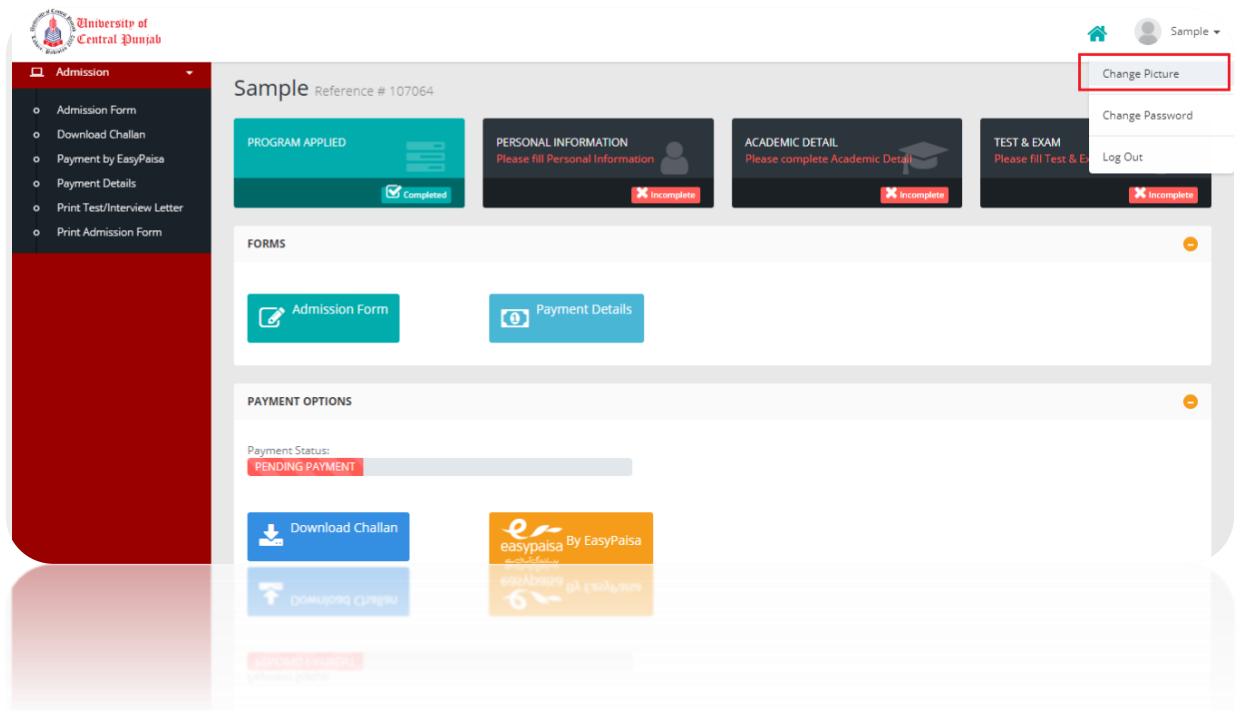
Once you successfully Sign in, the main dashboard will appear.

The screenshot displays the admission dashboard for the University of Central Punjab. The user is logged in as 'Sample' with a reference number of 107064. The dashboard is organized into several sections:

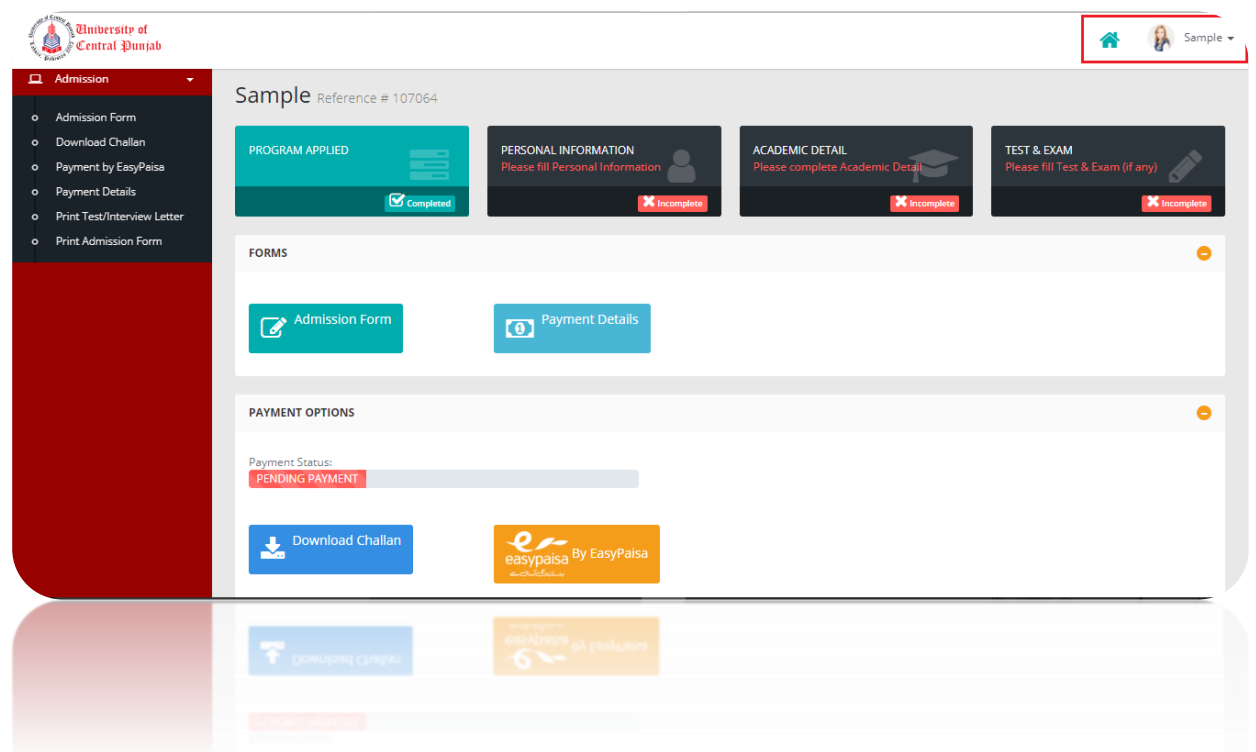
- Navigation Menu (Left):** Includes 'Admission' (selected), 'Admission Form', 'Download Challan', 'Payment by EasyPaisa', 'Payment Details', 'Print Test/Interview Letter', and 'Print Admission Form'.
- Header:** Shows the University of Central Punjab logo and the user's name 'Sample'.
- Progress Cards:** Four cards indicate the status of different sections:
 - PROGRAM APPLIED:** Completed (green checkmark).
 - PERSONAL INFORMATION:** Incomplete (red X).
 - ACADEMIC DETAIL:** Incomplete (red X).
 - TEST & EXAM:** Incomplete (red X).
- FORMS:** A section containing two buttons: 'Admission Form' and 'Payment Details'.
- PAYMENT OPTIONS:** A section showing the 'Payment Status' as 'PENDING PAYMENT' (red text). It includes a 'Download Challan' button and an 'easypaisa By EasyPaisa' logo.

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.

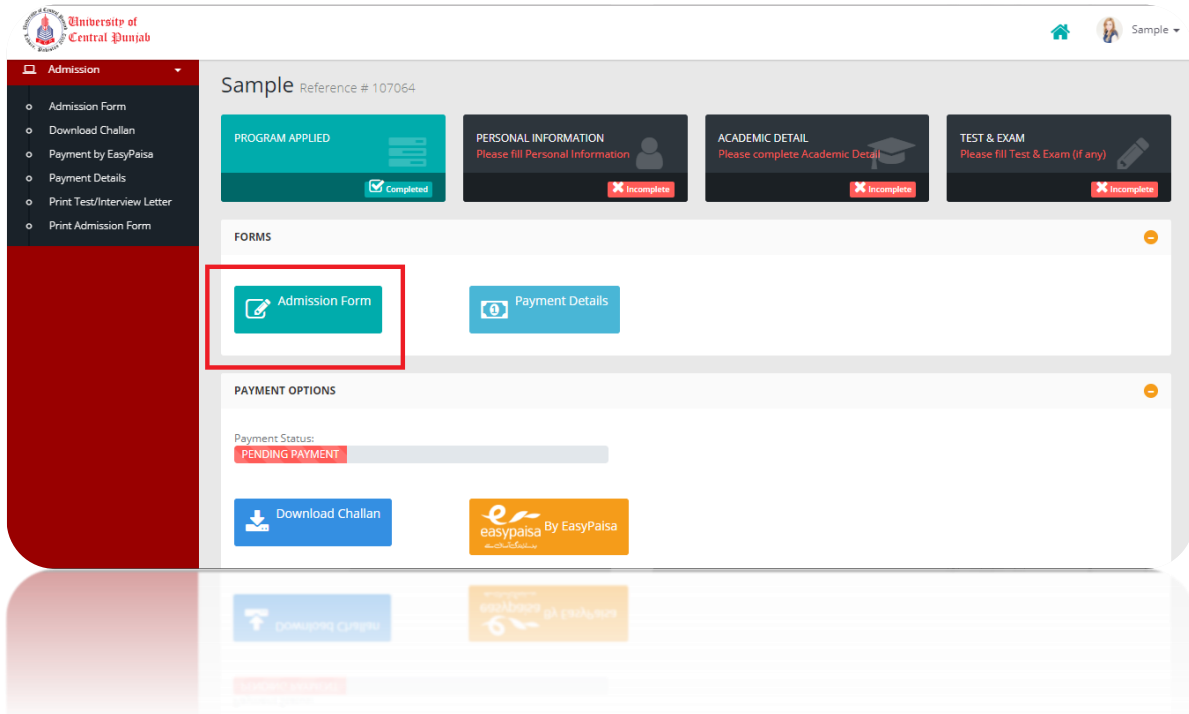


Your picture will be uploaded



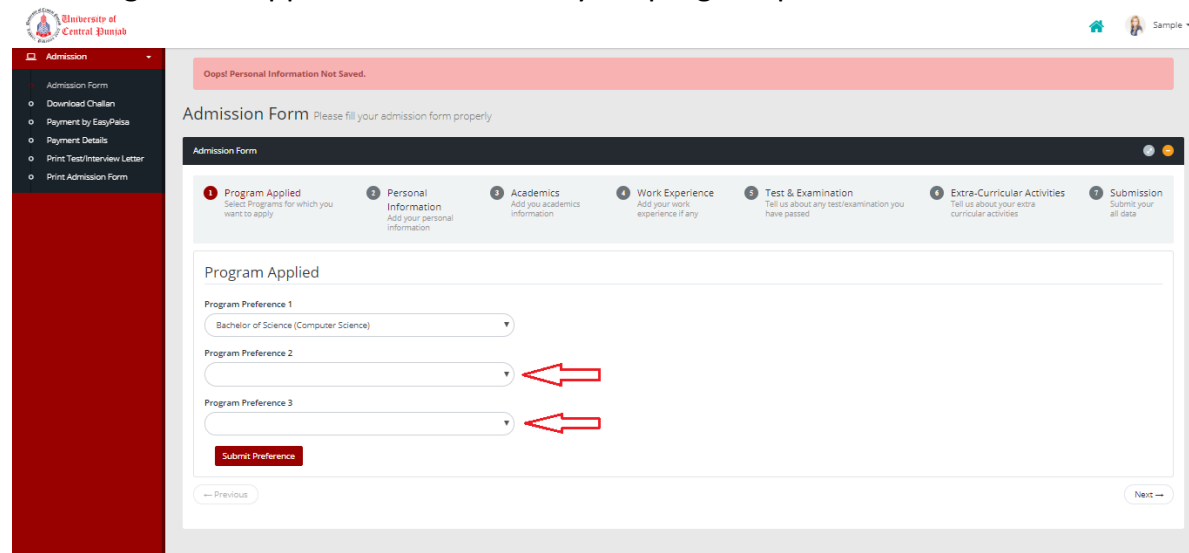
Step 6

Click the Admission Form button.



Step 7

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



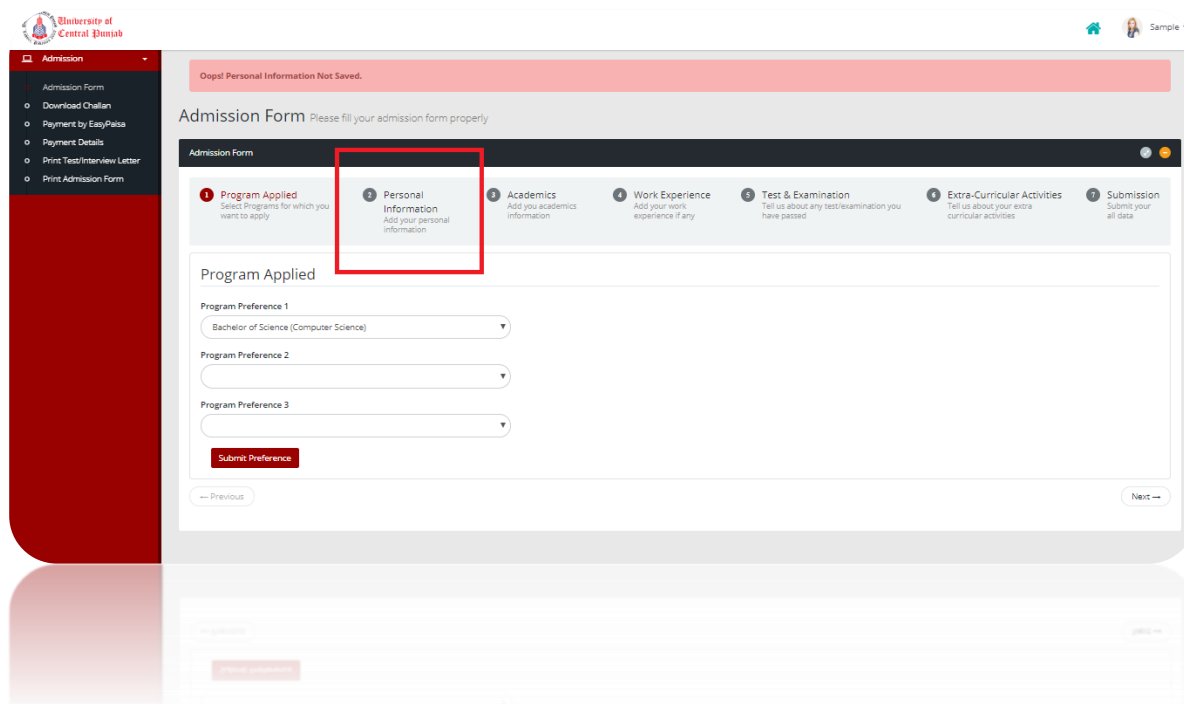
Save information by clicking the **Submit Preference** button

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 **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 'Admission Form' interface for the University of Central Punjab. The 'Personal Information' section is highlighted with a blue header. It contains the following fields:

- Student Name* (Text field, value: Sample)
- Nationality* (Dropdown menu, value: --Select Country--)
- CNIC #* (Text field, value: 11111-2222222-3)
- Date of Birth* (Text field, value: DD/MM/YYYY)
- Birth Place (Text field, value: e.g (Lahore))
- Gender* (Dropdown menu, value: --Select Gender--)
- Religion* (Text field)
- Marital Status (Dropdown menu, value: --Select Marital Status--)
- Reference# 107064 (Text field)
- Phone #* (Text field, value: 04231234567)
- Cell #* (Text field, value: 03231234567)
- Emergency #* (Text field, value: Emergency Cell Number 03330000000)
- Email* (Text field, value: kashifsheikh.ks1@gmail.com)
- City* (Text field)

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

The screenshot shows the 'Admission Form' interface for the University of Central Punjab, displaying the 'Father Information' and 'Guardian Information' sections.

Father Information

- Father Name* (Text field, value: Father Name)
- Father CNIC* (Text field, value: 00000-0000000-0 or 000000-000000-0)
- Designation (Text field, value: Designation)
- Email (Text field, value: e.g (someone@example.com))
- Phone # (Text field, value: 0420000000)
- Cell #* (Text field, value: Mobile Number 03330000000)
- Occupation (Text field, value: Occupation)

Guardian Information

- Guardian Name (Text field, value: Guardian Name)
- Guardian CNIC (Text field, value: 00000-0000000-0 or 000000-000000-0)
- Phone # (Text field, value: 0420000000)
- Cell # (Text field, value: Mobile Number 03330000000)
- Email (Text field, value: e.g (someone@example.com))

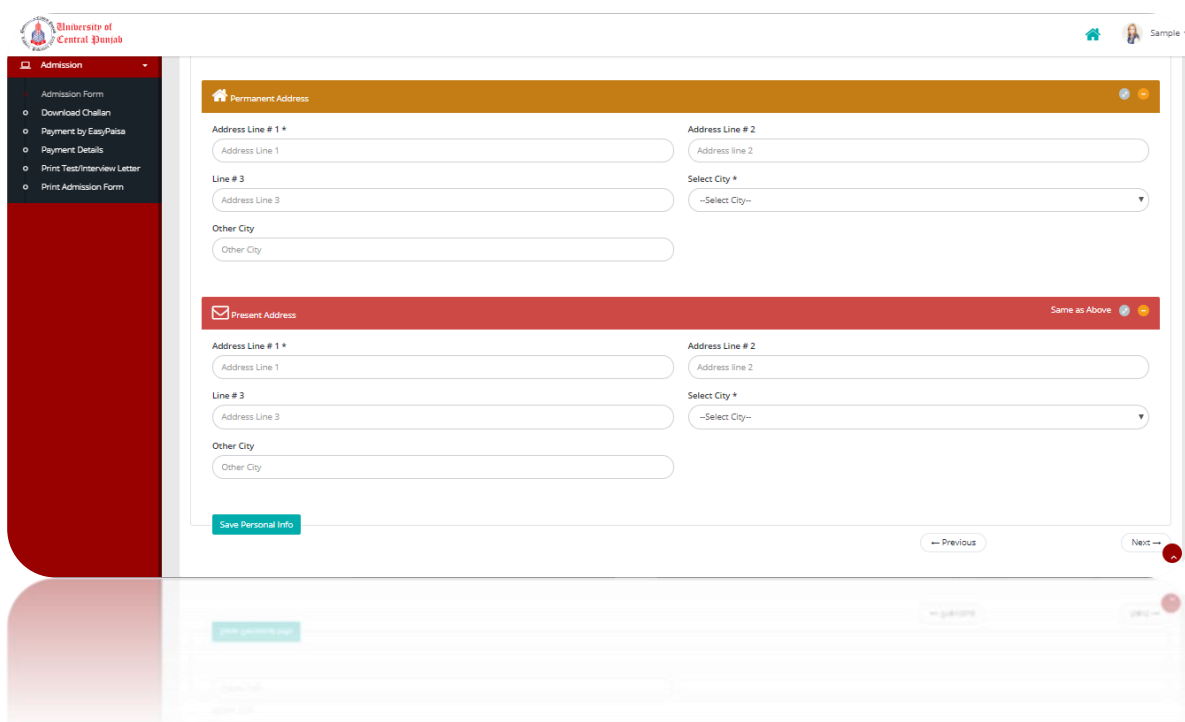
Father's Information:

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' form for the University of Central Punjab. The form is divided into two main sections: 'Permanent Address' and 'Present Address'. The 'Permanent Address' section includes fields for 'Address Line # 1 *', 'Address Line # 2', 'Line # 3', 'Other City', and a 'Select City *' dropdown menu. The 'Present Address' section is identical but includes a 'Same as Above' button on the right side. A 'Save Personal Info' button is located at the bottom left of the form, and 'Previous' and 'Next' navigation buttons are at the bottom right. The University of Central Punjab logo is visible in the top left corner, and a user profile icon labeled 'Sample' is in the top right corner.

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.

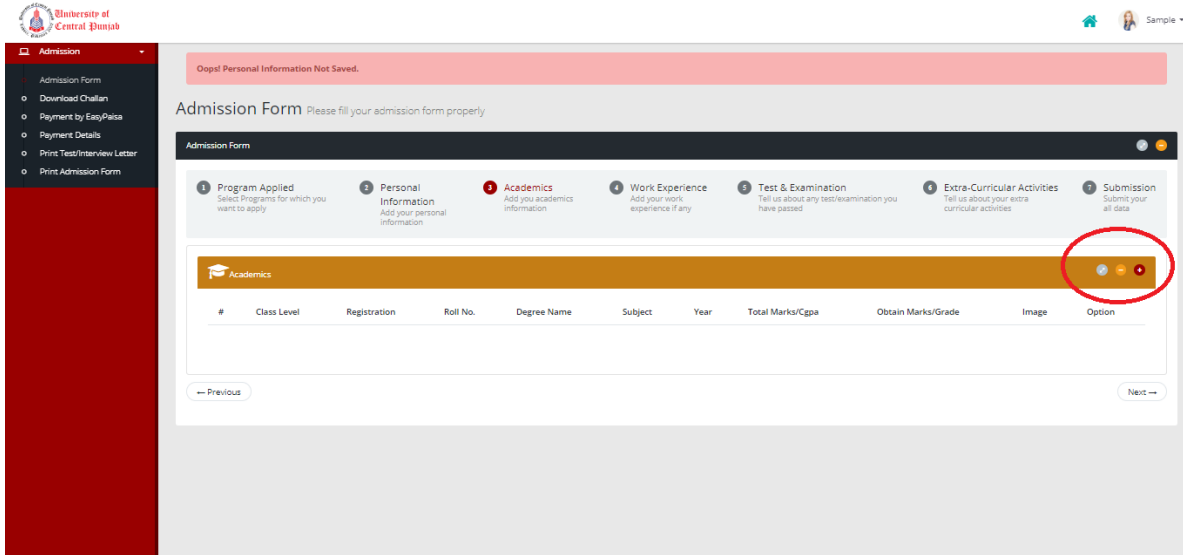
Select the **Save Personal Info** button and then **Next** to move to the next section i.e. **Academic Detail**.

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.



Oops! Personal Information Not Saved.

Admission Form Please fill your admission form properly

Admission Form

- 1 Program Applied
Select Programs for which you want to apply
- 2 Personal Information
Add your personal information
- 3 Academics
Add your academics information
- 4 Work Experience
Add your work experience if any
- 5 Test & Examination
Tell us about any test/examination you have passed
- 6 Extra-Curricular Activities
Tell us about your extra curricular activities
- 7 Submission
Submit your all data

Academics

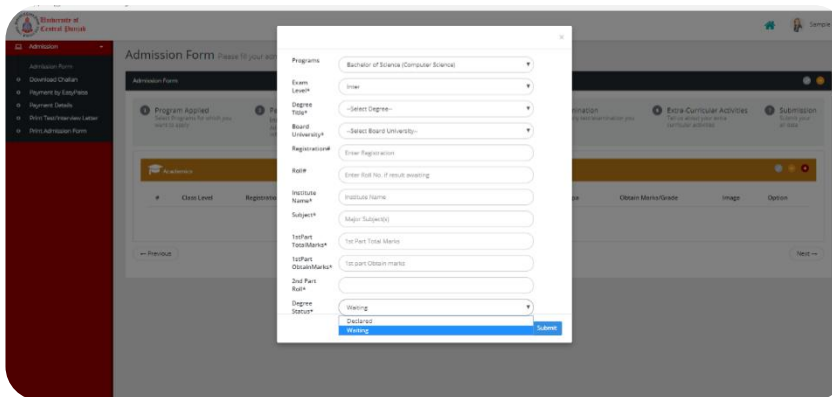
#	Class Level	Registration	Roll No.	Degree Name	Subject	Year	Total Marks/Cgpa	Obtain Marks/Grade	Image	Option
---	-------------	--------------	----------	-------------	---------	------	------------------	--------------------	-------	--------

← Previous

Next →

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 Graduate case.



Admission Form Please fill your admission form properly

Academics

Programs: Bachelor of Science (Computer Science)

Exam Level: Enter

Degree Status: 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)

1st Part Total Marks: 1st Part Total Marks

2nd Part Obtain Marks: 2nd Part Obtain marks

Degree Status: Declared, Waiting

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 **1st Part Total Marks*, 1st Part Obtain Marks*, 2nd Part Roll** as compulsory fields.

“Both above described cases are shown below.”

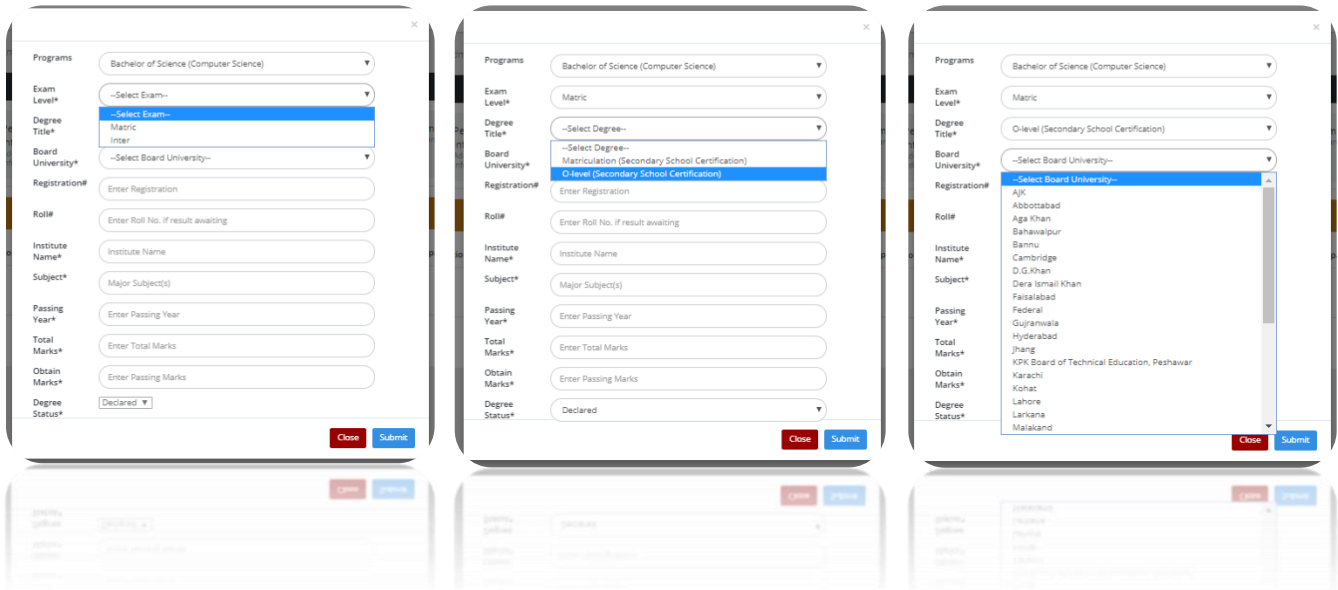
The image displays two side-by-side screenshots of a web form interface, likely for a university's online portal. Both screenshots show a form for entering student details and results. The form includes fields for Programs, Exam Level, Degree Title, Board University, Registration#, Roll#, Institute Name, Subject, Passing Year, Total Marks, Obtain Marks, and Degree Status. The left screenshot shows the 'Declared' status, with the 'Degree Status' dropdown menu highlighted in red. The right screenshot shows the 'Waiting' status, with the 'Degree Status' dropdown menu highlighted in red. Below the main screenshots are two smaller, faded versions of the same form, also showing the 'Declared' and 'Waiting' status dropdowns highlighted in red.

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.

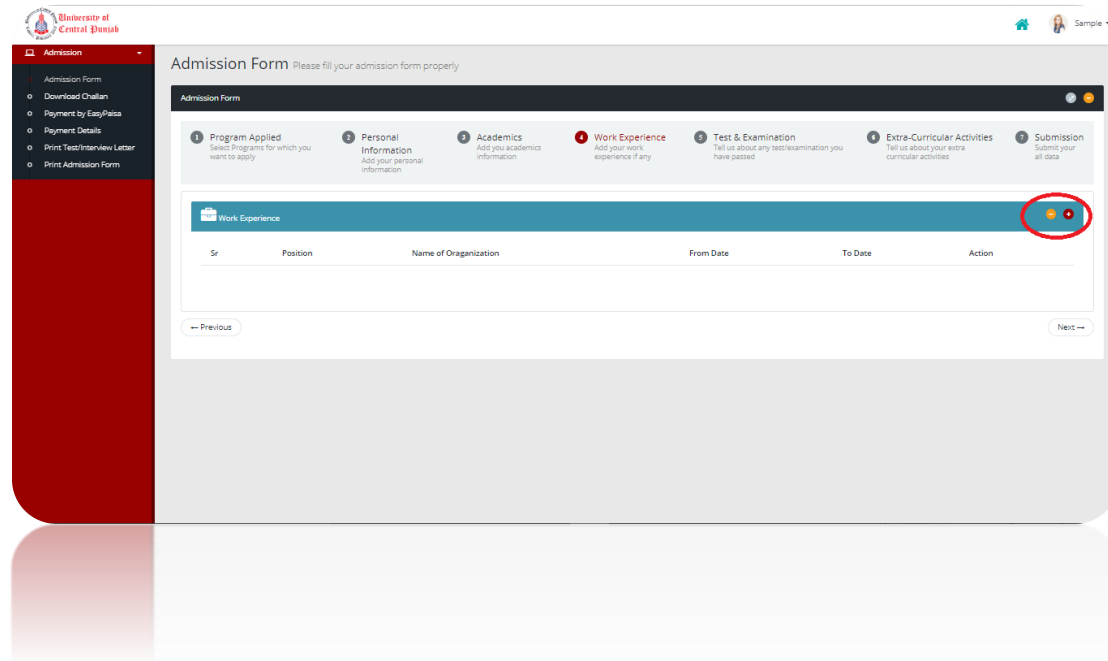
Then the portal demands your **Board/ University** name.

“Each case is described cases are shown below.”




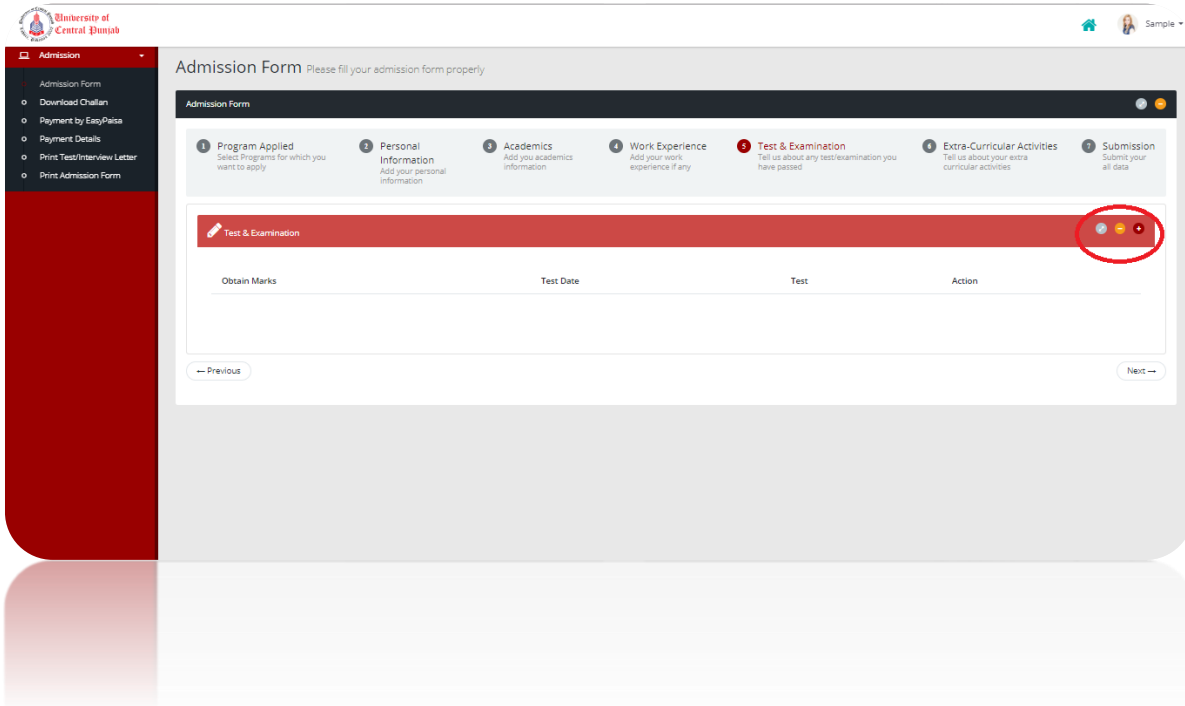
Work Experience:

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



Test & Examination:

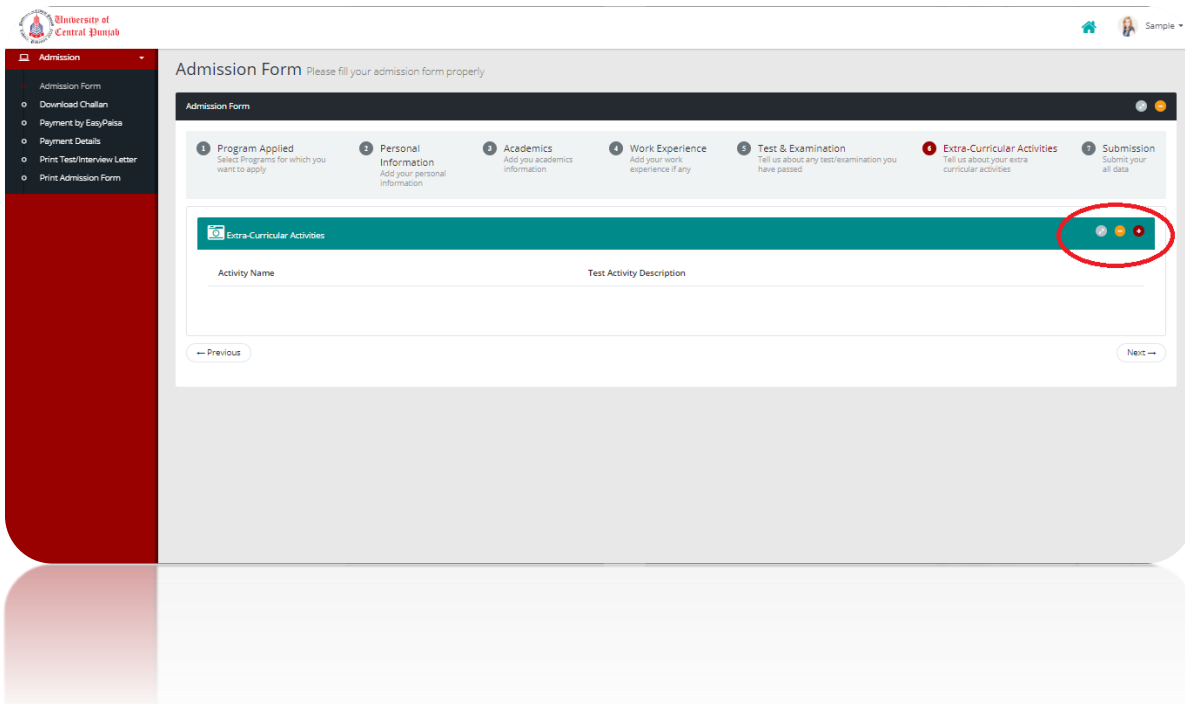
To add the record, press the button with “+”  sign.



The screenshot displays the 'Admission Form' interface for the University of Central Punjab. The left sidebar contains navigation options: Admission Form, Download Challan, Payment by EasyPaisa, Payment Details, Print Test/Interview Letter, and Print Admission Form. The main content area shows a progress bar with seven steps: 1. Program Applied, 2. Personal Information, 3. Academics, 4. Work Experience, 5. Test & Examination (highlighted in red), 6. Extra-Curricular Activities, and 7. Submission. Below the progress bar, the 'Test & Examination' section is active, featuring a table with columns: Obtain Marks, Test Date, Test, and Action. A red circle highlights the '+', '-', and 'x' control buttons in the top right corner of the section header. Navigation buttons for 'Previous' and 'Next' are located at the bottom of the form.

Extra-Curricular Activities:

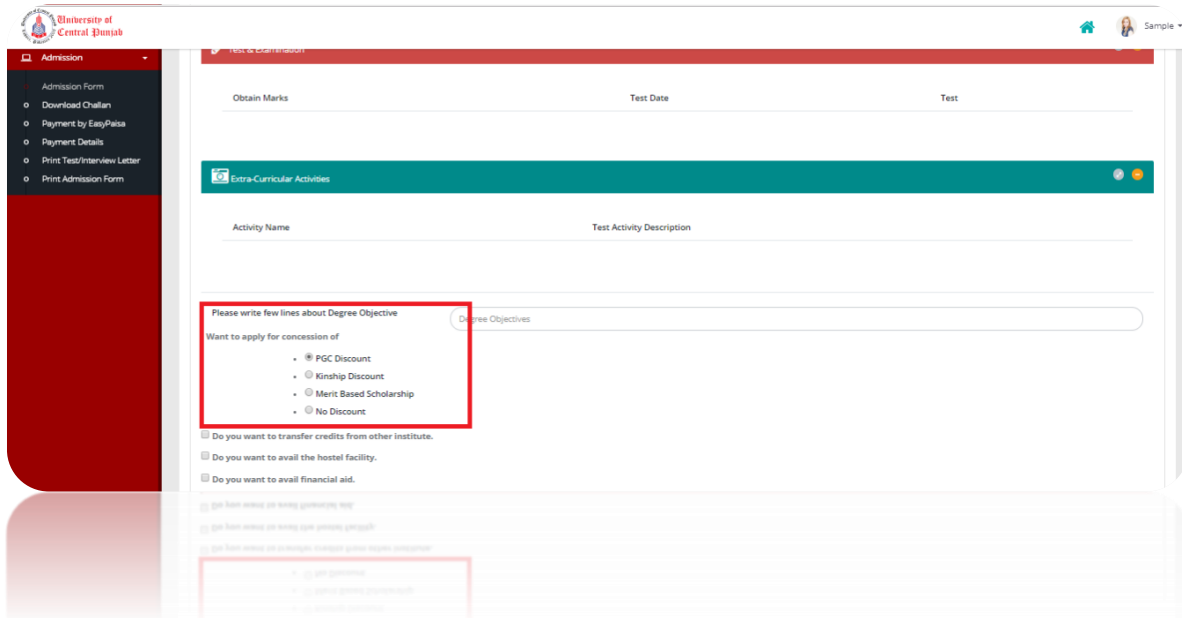
To add the record, press the button with “+”  sign.



The screenshot displays the 'Admission Form' interface for the University of Central Punjab, showing the 'Extra-Curricular Activities' section. The left sidebar and progress bar are identical to the previous screenshot. The progress bar step 6, 'Extra-Curricular Activities', is highlighted in teal. Below the progress bar, the 'Extra-Curricular Activities' section is active, featuring a table with columns: Activity Name and Test Activity Description. A red circle highlights the '+', '-', and 'x' control buttons in the top right corner of the section header. Navigation buttons for 'Previous' and 'Next' are located at the bottom of the form.

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 'Admission' section of the University of Central Punjab portal. The page is titled 'Test & Examination' and includes fields for 'Obtain Marks', 'Test Date', and 'Test'. Below this is the 'Extra-Curricular Activities' section with columns for 'Activity Name' and 'Test Activity Description'. A red box highlights the 'Please write few lines about Degree Objective' section, which includes a text input field and a list of scholarship options: PGC Discount, Kinship Discount, Merit Based Scholarship, and No Discount. Below the list are 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.'

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).

University of Central Punjab

Print Admission Form

Sample

PERSONAL INFORMATION

Program Applied	Priority 1: Bachelor of Science (Computer Science)				
CNIC	11111-222222-3	Mobile#	03331234567	Date of Birth	06/05/1995
Religion	Islam	Gender	Male	Domicile	Lahore
Place of Birth		Nationality	PAKISTAN	Marital Status	Unmarried
Candidate #	04231234567	Email	kashifshahid.kk18@gmail.com	Emergency #	04231234567
Permanent Address	UCP Lahore				
Mailing Address	UCP Lahore				

FATHER INFORMATION

Father Name	irsids	Father CNIC #	11111-222222-3	Father's Cell #	03331234567	Phone	
Occupation		Designation		Father's Email			

GUARDIAN INFORMATION

Guardian Name		Guardian's Cell #		Phone		Guardian's Email	
---------------	--	-------------------	--	-------	--	------------------	--

EDUCATION

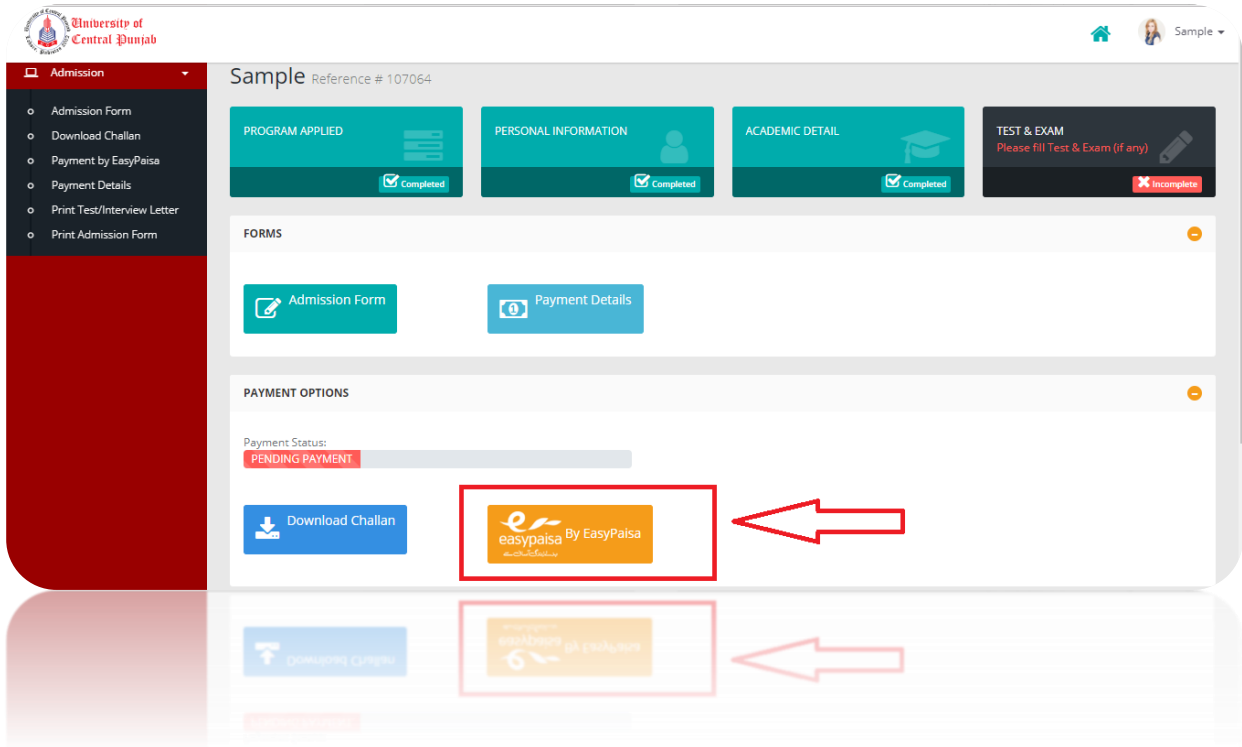
Sr#	Board/University	Registration #	Roll #	Degree/Certificate	Main Subject	Year of Passing	Marks/CGPA	Name of Institute
1	Lahore	1234567	7654321	Matriculation				
2	Lahore	1234567	7654321	F.Sc. (Pre-Engineering)				

Print

Online Payment

Option 1:

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



After selecting **By EasyPaiza** 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 EasyPaiza retailer. You will also get the confirmation message from EasyPaiza.



Select a Payment Method



Easypaiza Mobile Account



Easypaiza Shop



VISA/Mastercard

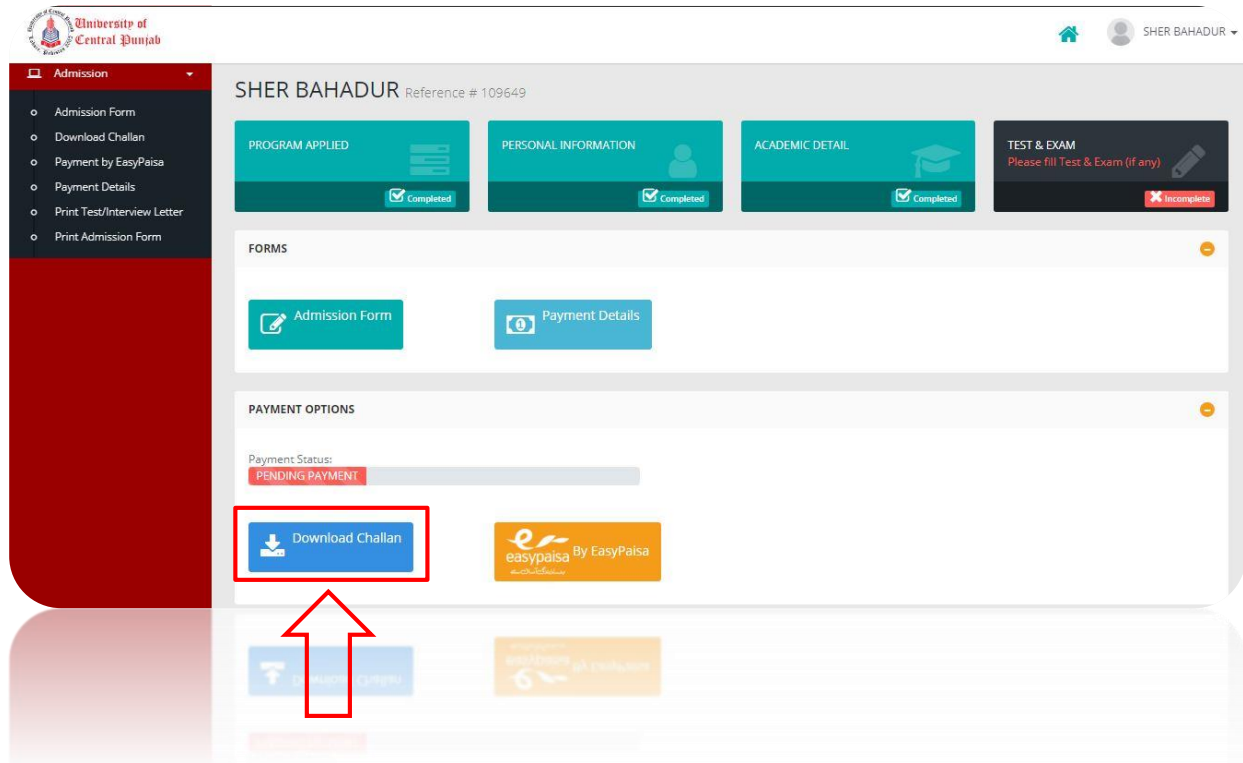
Order Summary

Order ID	BSENF1896505
Store Name	UCP
Amount	PKR. 2000.0



Session Time will expire in 9:40

OR Click on the option of **Download Challan** to download the challan form so that you can submit the payment in the bank. Below is the screenshot for your assistance.



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

<p align="center">University of Central Punjab Application Processing Fee Fall 2018 Bank Copy</p> <p align="center">Online Deposit Slip</p> <hr/> <p>alBaraka Al Baraka Bank (Pakistan) Ltd. Branch Name: 76, R-1, Johar Town, Lahore. A/C No.: 01002 44055 031</p> <hr/> <p>Candidate Ref Candidate CNIC/B Form # : Mobile # : Father Name : Degree Program :</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 5px auto;"></div> <p align="center">Valid 04-07-2018</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p>Amount : Rs.2000/- Amount in words Two Thousand Only</p> </div> <p align="center">Deposited By _____ Bank Stamp _____</p> <p align="center">* 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.</p> <p align="center">Challan issue date : Wednesday 20 June</p>	<p align="center">University of Central Punjab Application Processing Fee Fall 2018 Admissions Office Copy</p> <p align="center">Online Deposit Slip</p> <hr/> <p>alBaraka Al Baraka Bank (Pakistan) Ltd. Branch Name: 76, R-1, Johar Town, Lahore. A/C No.: 01002 44055 031</p> <hr/> <p>Candidate Ref Candidate CNIC/B Form # : Mobile # : Father Name : Degree Program :</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 5px auto;"></div> <p align="center">Valid 04-07-2018</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p>Amount : Rs.2000/- Amount in words Two Thousand Only</p> </div> <p align="center">Deposited By _____ Bank Stamp _____</p> <p align="center">* 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.</p> <p align="center">Challan issue date : Wednesday 20 June</p>	<p align="center">University of Central Punjab Application Processing Fee Fall 2018 Student Copy</p> <p align="center">Online Deposit Slip</p> <hr/> <p>alBaraka Al Baraka Bank (Pakistan) Ltd. Branch Name: 76, R-1, Johar Town, Lahore. A/C No.: 01002 44055 031</p> <hr/> <p>Candidate Ref Candidate CNIC/B Form # : Mobile # : Father Name : Degree Program :</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 5px auto;"></div> <p align="center">Valid 04-07-2018</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p>Amount : Rs.2000/- Amount in words Two Thousand Only</p> </div> <p align="center">Deposited By _____ Bank Stamp _____</p> <p align="center">* 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.</p> <p align="center">Challan issue date : Wednesday 20 June</p>
---	--	--

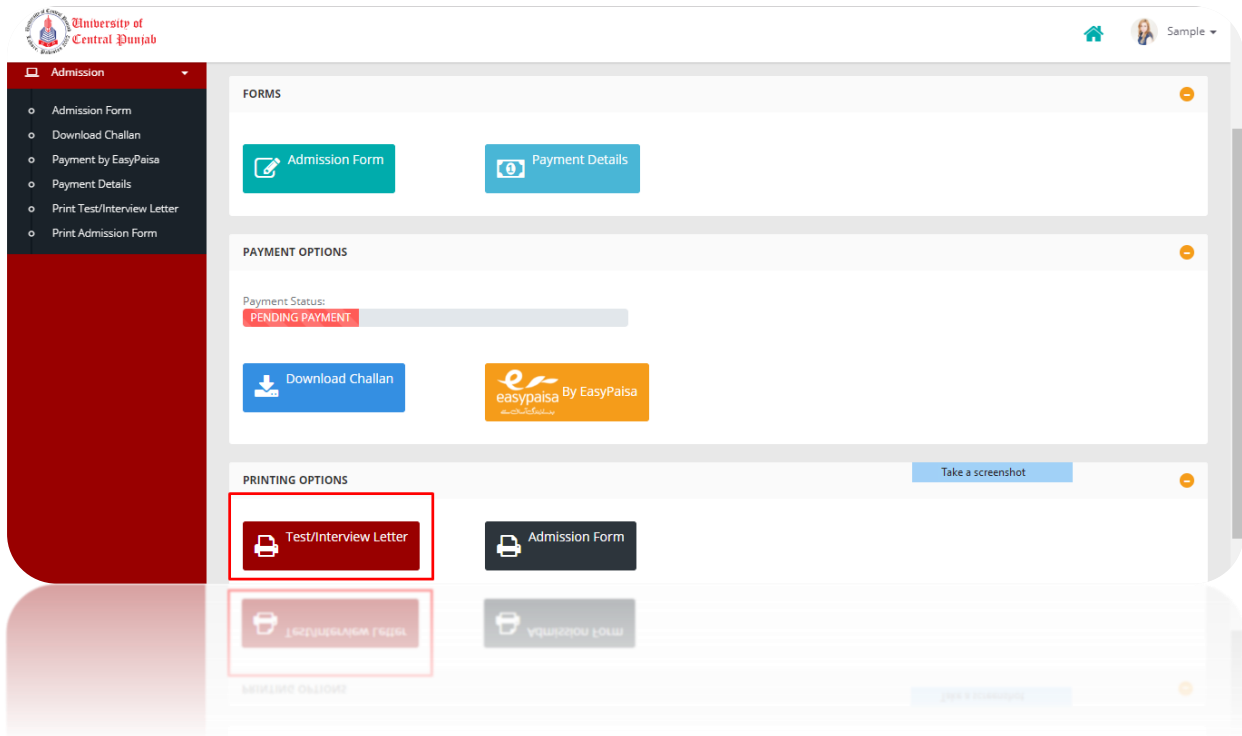
Option 2:

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.

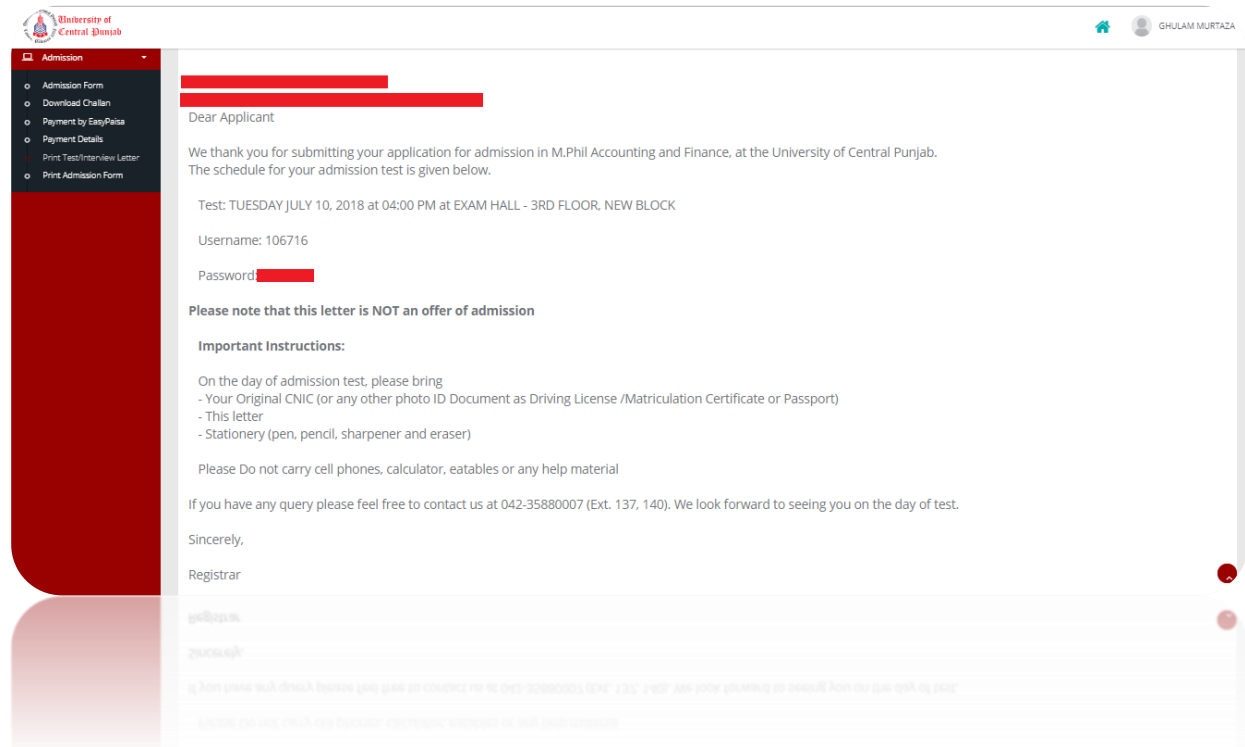
The screenshot displays the admission portal for the University of Central Punjab. The top navigation bar includes the university logo and name, a home icon, and a user profile icon. A left sidebar menu lists options: Admission Form, Download Challan, Payment by EasyPaisa, Payment Details, Print Test/Interview Letter, and Print Admission Form. The main content area features a progress bar with four stages: PROGRAM APPLIED (Completed), PERSONAL INFORMATION (Completed), ACADEMIC DETAIL (Completed), and TEST & EXAM (Incomplete). Below this, a 'FORMS' section contains 'Admission Form' and 'Payment Details' buttons. The 'PAYMENT OPTIONS' section shows a 'Payment Status: VERIFIED PAYMENT' indicator, which is highlighted with a red box. Other elements include a 'Download Challan' button, an 'easypaisa By EasyPaisa' logo, and a 'Take a screenshot' button.

Test/Interview Date Letter

You will have to click on [Print Test/Interview Letter](#).



Below is the Sample of Test/Interview Letter.



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