MUKABBIR COLLEGE

User Guide for MUKABBIR COLLEGE Admission Portal

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1. CREATING STUDENT LOGIN

➢ Click on **Apply Now/Sign Up** button on admission portal
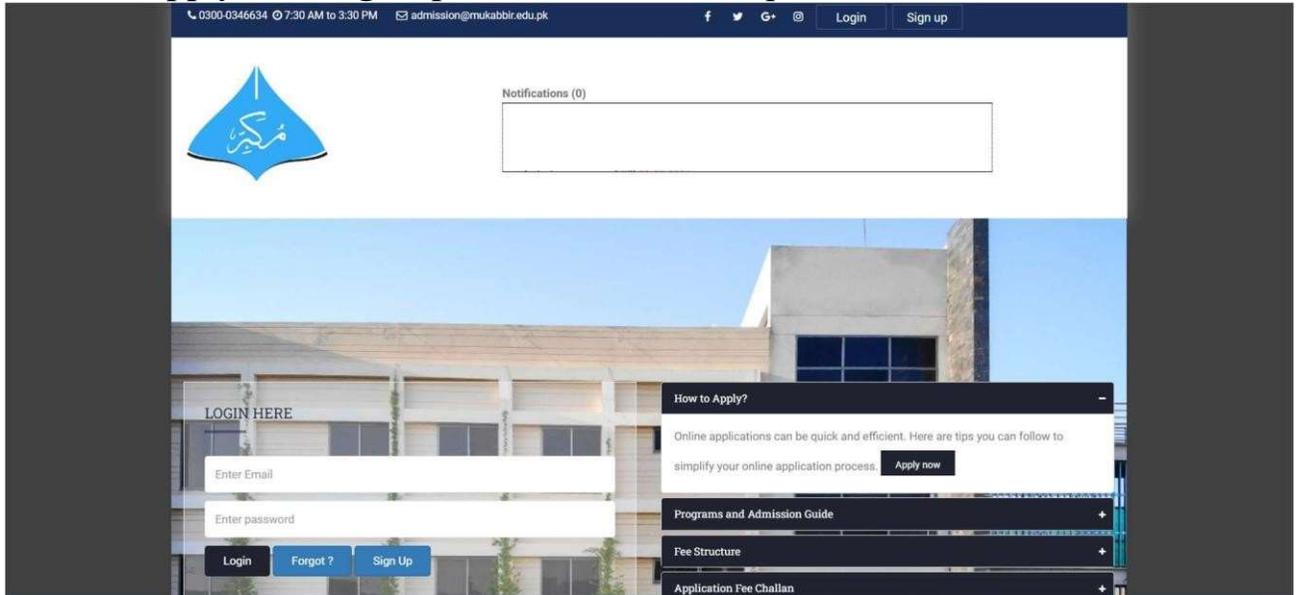
➢
➢ Create student Login account. Illustration is attached below
  o Email will be the candidates' personal email. This Email will be used for communication purposes
  o Father/ Guardian Contact number and candidate's mobile number will not be same
  o Candidate will must enter mobile number in format (92XXX for local or 30 Digit number for Foreign.

➢ After Clicking on **Apply now**, an email will be sent on the provided email address to the respective candidate

➢ Candidate will verify the Account by confirming from the link that is sent through email or Confirm button on that email
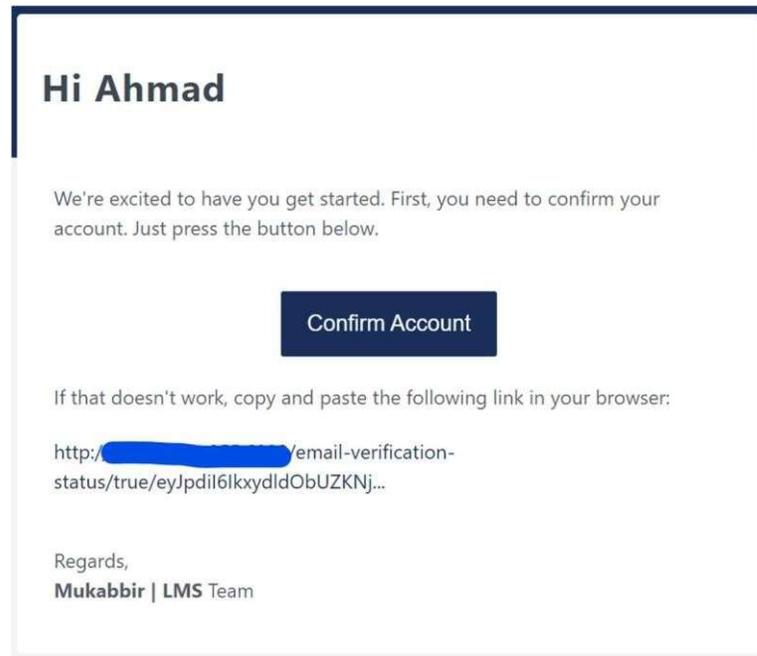
➢ As candidate confirms the account, he will be redirected to a new **Tab** on his/her browser

➢ Candidate will provide the registered email and password on that new tab

➢ If candidate forgets his / her password, then click on "Forgot?" Button to reset your password

➢ Provide the email on which password reset link will be sent
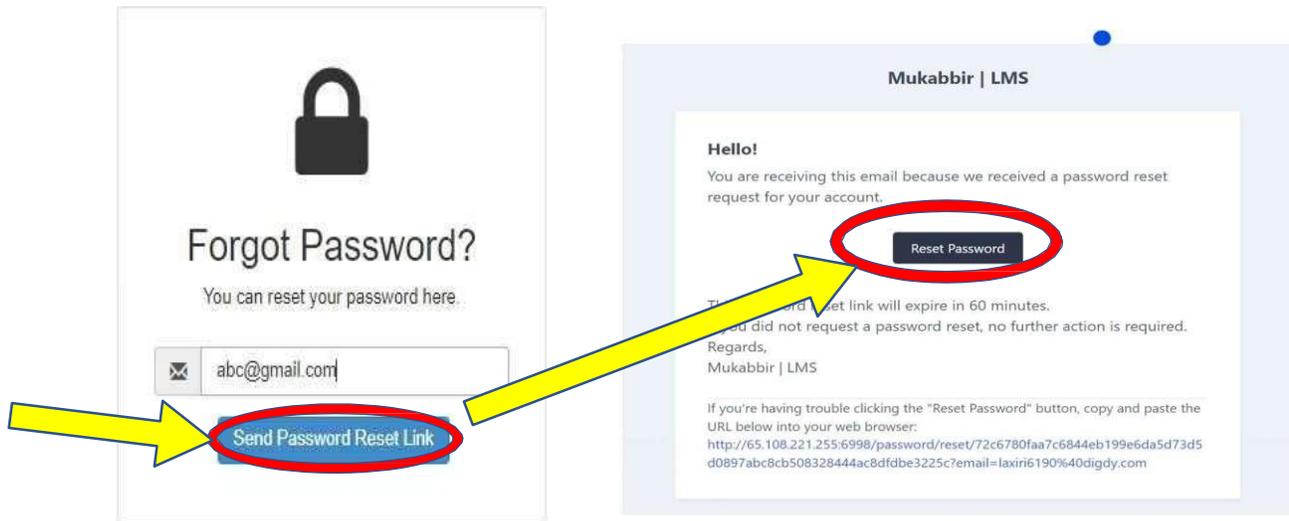
➢ On Clicking on Reset Password or on Link sent via email on above illustration, candidate will reset his / her password

➢ Password and confirm password will be same

2. SUBMITTING A NEW APPLICATION

2.1. ENTERING YOUR PERSONAL INFORMATION

➢ After Login, click on the submit new application button on the screen

➢ A new screen as (Step-1) will appear, where he/she will select the program

➢ On Step-2, candidate will select the applicant category either local or foreign/overseas

➢ After selecting the category, Student Information, Parent/Guardian and Emergency Contact information will be provided as per form below:

2.2.   ACADEMIC INFORMATION

➢ Candidate will provide the required data in the table, **Sequence wise** information to be uploaded

➢ 1st: Select Degree Title   ➢ 2nd: Exam Type

➢ 3rd: Registered Roll No.   ➢ 4th: Year

➢ 5th: Result
  o Result Type by default is **Awaiting in F.Sc./A-level**
    ▪ Candidate will select the Expected Date of result for either Part I or Part II

      ▪

➢ After Result is announced, candidate will go to his/her login and click on the link to submit the credentials of result announced

➢ Candidate will update the required fields and click on update button to submit his/her application.

2.3. OTHER DOCUMENTS

➢ On 1ˢᵗ Step, Candidate will select the Identity type either CNIC, B-Form / Passport

   o If B-Form is selected then only one side Photo of that form is required
   o If CNIC (for Local or Overseas Pakistani) is selected then Photos of both (front and back) sides are required
   o If Passport is selected (for Foreign Candidate) then only one side Photo of that form is required

➢ On 2ⁿᵈ Step, Provide the required Documents as mentioned in below illustration but the format of required documents will be as follows:

   o Academic Document in **pdf. Format**
   o CNIC/B-form to be uploaded as photo format e.g., **Jpg.** Format
   o Profile Photo to be uploaded as photo format e.g., **Jpg.** Format

➤ All documents will be uploaded in given **SEQUENCE 1-BY-1**
  - 1st **select the file** in a required format, click on **Upload Button** and wait for prompt message of uploaded document and then 2nd Document and so on
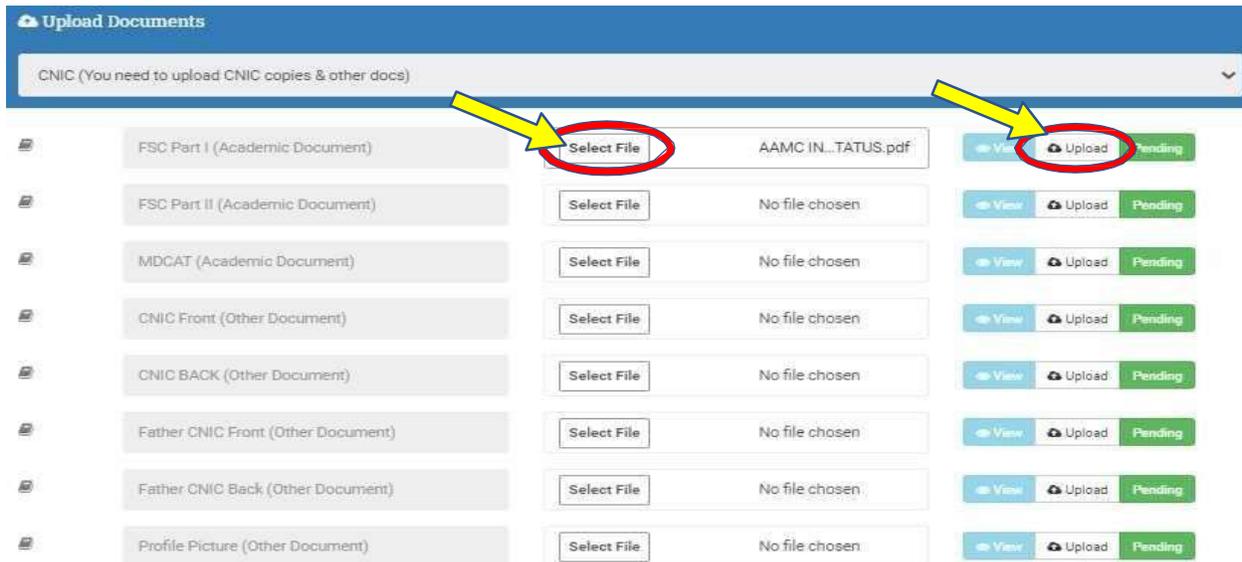
➤ After Uploading all documents, there will be the option available to view, or update the submitted document
  - To **Update**, 1st **select file** and then click on **update** button
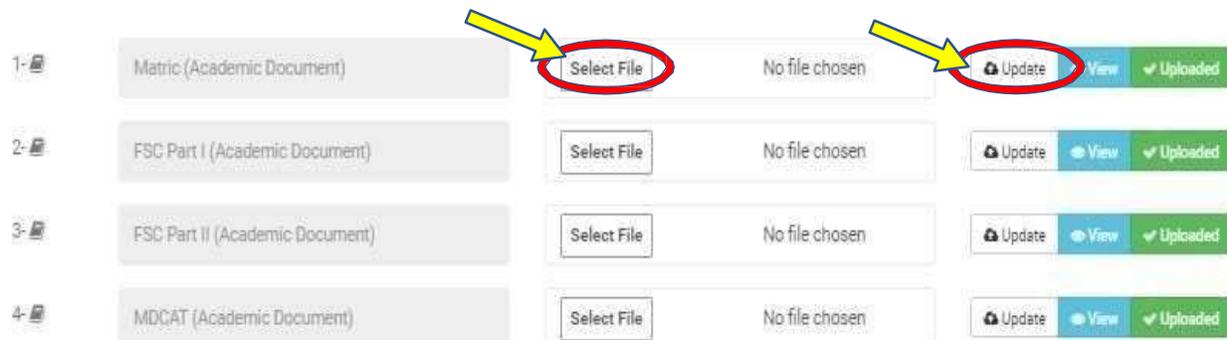
2.4.   FORM PREVIEW

➢ On Form preview screen, candidate can review all of his/her information in a complete application form format. Candidate can:
- Edit Personal Information
- Profile Photo

2.5.   APPLICATION FEE

➢ On Application Screen, candidate will have two options:
- If candidate selects Download Challan option and he/she makes payment physically in bank, then he/she will upload that challan via the link.
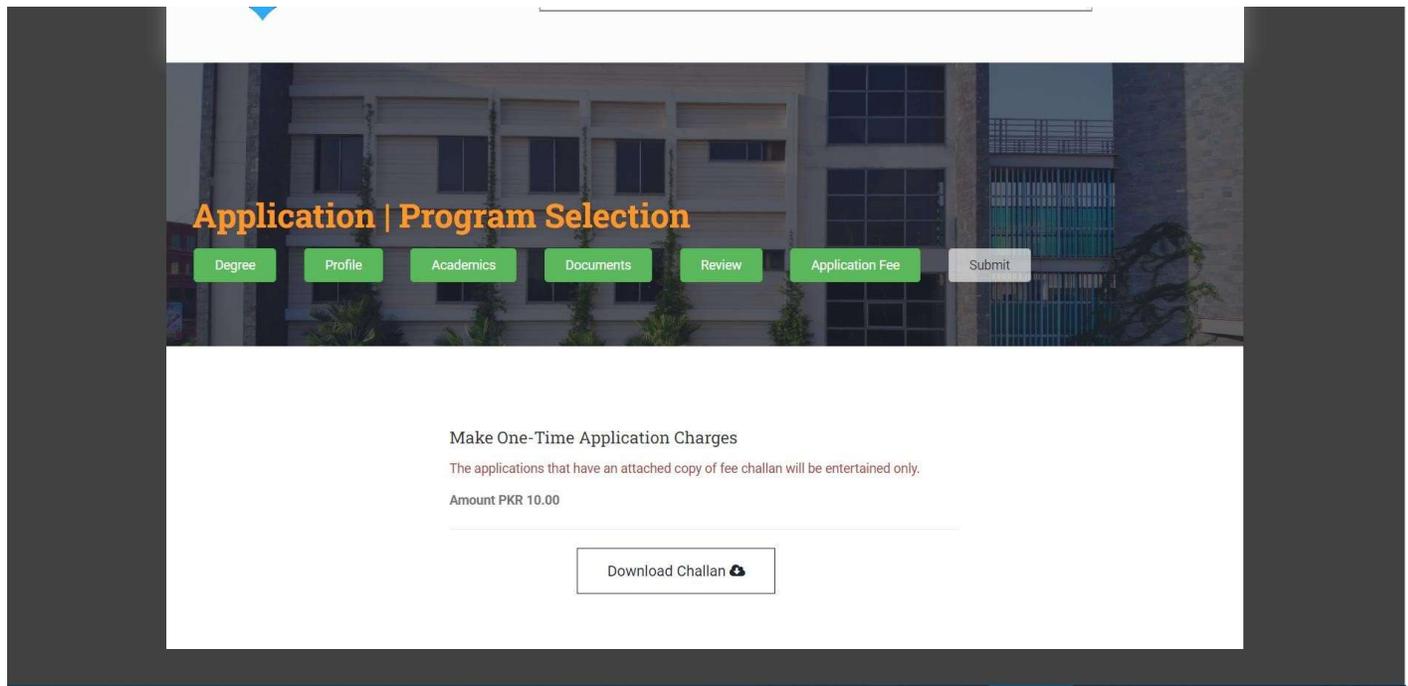
2.6.   MY APPLICATIONS

➢ For result awaiting candidates, there is a link to update that result on the required field. Student shall update their academic records on announcement of result.

Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-202130000009	MBBS	Thursday, 01-Jul-21 05:27:34 PKT	Submitted	☑ Update Academic Records │ ⬚ PDF

➢ Here, candidate can review his/her application form and can download it for record purpose.

Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-202130000005	MBBS	Thursday, 01-Jul-21 03:09:37 PKT	Submitted	⬚ PDF

➢ Admission Process on student's end is now complete and is under process/review with Mukabbir College.

➢ Candidate will receive the messages and emails from MUKABBIR COLLEGE Management regarding the further proceedings / updates of admissions