

Help Manual – Online Application System



How to Apply?

National University of Modern Languages



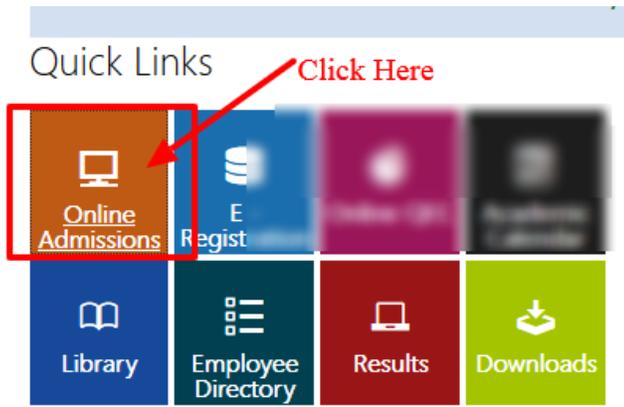
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NOTE: There is no need to send hard copies of application/documents to NUML Islamabad Main Campus

1. Main Page

At NUML main website <https://numl.edu.pk/>



https://numl.edu.pk/admission_navigation.aspx



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2. NUML Admissions

<http://onlineadmission.numl.edu.pk/addmax/app/index.aspx>

You have to create two separate Accounts to apply in Summer Short Courses and Regular Fall or Spring Admissions:

- a. Summer Short Courses
- b. Regular Admissions

- c. If you want to apply online but do not have any internet facility you can visit NUML Islamabad Main Campus and apply for admission through NUML Facilitation Center Islamabad Main Campus. (Processing fee is 1500 Pkr).

National University of Modern Languages
Online Admission System

NUML ADMISSIONS

Admissions in two sessions (Summer Course – 5 weeks and Fall 2019 Regular Semester Admission) are being offered at the same time. Therefore, the candidates are required to make appropriate choices as per their needs. However, those who are interested in applying for both sessions will have to create separate profile/admission form for Summer Course (five week program) and Regular Admission Fall-2019.

a. Summer Short Courses - 5 weeks
Processing Fee is Rs 1000/-

b. Regular Admissions
Processing Fee is Rs 1000/-
GAT Fee is Rs 1200/-

c. Through NUML Facilitation Center
Visit NUML admission facilitation center in H-9 Islamabad campus with original documents:
Processing Fee is Rs 1500/-

3. Offline Application

If you want to apply offline (Download Application Form and Challan form to fill manually all required information for application)

Apply Offline ()

Hard copy of filled admission form (available on NUML Website) with attested copies of educational documents and processing fee slip (Rs. 1500 in original) should reach respective campus/branch till

Download Offline Form
Download Challan Form

Processing Fee is Rs 1500/-

Last Date For Offline : 2019-08-31

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Download Application Form and Fee Challan Form, if you are not applying through "NUML Online Application System"

ts to

4. Sign Up

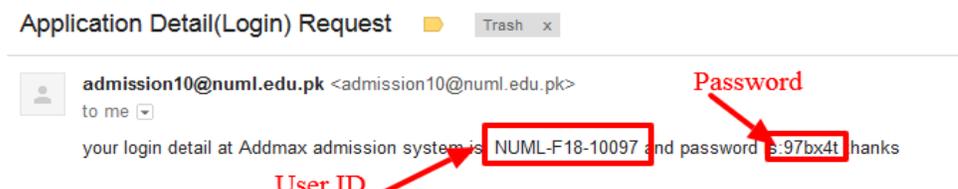
Please provide your valid/active email address because User ID and Password will be sent to you on provided email address.

The screenshot shows a 'Sign up' form with a blue header. A red box highlights the input fields for 'Your Full Name', 'Email', and 'Confirm Email', with a red arrow pointing to the 'Your Full Name' field. Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'Sign up' button. Red arrows point to the checkbox and the button. A red text label 'Select this checkbox' is positioned below the checkbox, and 'Click this to Signup' is below the button. A link for 'Forgot your password?' is also visible.

5. Email Message

After Pressing Signup button you will receive an email on email address that you've provided.

- **If you do not have received email, please check spam/junk/bulk folder.**



Use this System Generated ID and Password to login your Dashboard/ Account.

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6. Sign-In

Enter User ID and Password that you have received in your email.

Online Admission Account

Enter User ID and Password that received in your email

Sign In

NUML-F18-10097

.....

Sign me in

Forgot your password?
click [here](#) to get your password.

7. Student Application Dashboard

After Login you will have this Dashboard Page.

Home

Dear Student, Please start with "Application" on the left menu and complete all areas of ONLINE Application.

Please review **Eligibility Requirements** before applying. Application Fee once paid will not be refunded.

Admissions Fall-2018

Dates to Remember

Last Date to Apply
15th July 2018

Application Processing Fees

Open Merit (Local) Applicants

- Any Program Rs. 1000

Foreign Applicants

- Any Program Rs. 1000

If you want to apply in both open merit and foreign categories you will need to submit two separate applications with two separate email addresses and respective application fee.

Prospectus & Help

- NUML Prospectus 2018
- Online Application Help
- Admissions FAQs

NUML Entry Test
19-23 July 2018
Test Centers:
NUML Islamabad and Regional Campuses

8. Application Steps

Click on the Application link on the left menu and complete all sections of the application form.

Program, Personal Information and Academic Information sections are compulsory.

Application

- » Programme
- » Personal Information
- » Academic Information
- » Test Information

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9. Program

- If you are applying in three Programs, fee is Rs. 1000 for all programs you've applied.

Apply in Program **You can apply maximum in 3 Programs**

You can apply in 3 Programs at max

Campus : **Select your campus where you want to apply for admission**
Islamabad (Main Campus)

Degree : **Select your degree choice in which you want to apply**
MPhil/MS

Program : **Select your Program choice**
MS Software Engineering -

Eligibility : **Please read carefully Eligibility Criteria according to your selection of Degree and Program**

Please make sure you are eligible as per the program eligibility.
a. Master degree (16 years of education) in relevant discipline from HEC recognized University with minimum 2.5 out of 4.0 CGPA or Grade 'B' under semester system or 50 % marks under annual system (45% marks for Urdu / English programs). b. Selection in the respective program will be subject

When you have submitted your first Program application for Program in the application portal, that application will automatically be given priority 1. If you submit more than one application for the same start date, you must choose in what order the applications should be prioritized, as you can only be offered admission to one of your applications.

Quota :

Priority: **Add Second Program if you want to Apply**
1st **Move to Next Section Button if you have completed all information here.**

Add Program **Next Section**

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10. Personal Information

Fill all fields with mentioned with '*'. Press Save Personal Information Button and then Next Section Button.

Personal Information

Applicant ID	<input type="text"/>	
* Category	Select ..	
* Applicant's Name	<input type="text"/>	
* Father's Name	<input type="text"/>	
* Birth Date	<input type="text"/>	DD/MM/YYYY
* Gender	Select...	
Marital Status	<input type="text"/>	
* Present Mailing Address	<input type="text"/>	enter complete address
* Country	Pakistan	
* Province/State	Select ...	
* City	Select ..	
Residence Phone	92 - <input type="text"/> - <input type="text"/>	
* Cell Phone	92 - <input type="text"/> - <input type="text"/>	
E-Mail Address	<input type="text"/>	
Sponsored:	No	
Chronic Disease(if any):	No	



It should be a document picture, passport sized with light background

No file selected.

* Nationality	Pakistani	
CNIC/Form-B	<input type="text"/>	Mandatory for local students
Passport No.	<input type="text"/>	Mandatory for Foreign students
Annual Income Father/Guardian	<input type="text"/>	
* District/Domicile	Select ..	

11. Academic Information

Programme Personal Info Academic Info Test Info Work Experience Attachments

Add Academic Information

⚠ Please review [Eligibility Requirements](#) before applying. Application Fee once paid will not be refunded. Candidates having foreign certificates/degrees should provide equivalence certificates and conversion higher level degrees and from Inter Board Committee for Matric and Intermediate level. Certificates/Degrees with CGPA of local Universities / Institutions also require conversion of grades in Institutions in Pakistan.

* Degree/Certificate :	SSC	
* Year :	<input type="text"/>	(e.g., 2018)
* Institution Attended :	<input type="text"/>	
* Board/University :	Select...	
Total Marks:	<input type="text"/>	
Marks Obtained/Equivalence	<input type="text"/>	

NOTE: There is no need to send hard copies of application/documents to NUML Islamabad Main Campus

12. Test Information

Test information is optional. Leave all fields blank if not applicable and press Next Button.

The screenshot shows a progress bar at the top with steps: Programme, Personal Info, Academic Info, Test Info, Work Experience, and Attachments. The first three steps are marked with green checkmarks, while Test Info, Work Experience, and Attachments are marked with empty circles. Below the progress bar, the heading reads "Add Test Information(Optional, Fill only if Applicable)". A green message box with a checkmark icon contains the text: "Dear Applicant you can skip this step if you have not passed this test". Below this, there are five required fields: "Test:", "Year Taken:", "Roll No.:", "Total Marks.:", and "Marks Obtained:". The "Test:" field is a dropdown menu with "Select..." and a downward arrow. The "Year Taken:" field has a red note: "e.g., 2017". The "Marks Obtained:" field has a red note: "marks should not be less than specified criteria". At the bottom right, there are two buttons: "Save" and "Next Section".

13. Fee Payment

When Fee is calculated and your voucher has been created you will not be able to Change your Applied Program

The screenshot shows a progress bar at the top with steps: Programme, Personal Info, Academic Info, Test Info, Work Experience, Attachments, and Fee Payment. The first six steps are marked with green checkmarks, while Fee Payment is marked with an empty circle. Below the progress bar, the heading reads "Fee Payment". A pink message box contains the text: "You will not be allowed to change 'Programs Applied' and 'Applicant Category' after fee calculation. The Application Processing Fee is non-refundable." Below this, there is a table of fees:

Application Processing Fee:	PKR:1000
GAT Fee:	PKR: 1200
Total Fee	PKR 2200

At the bottom left, there are two buttons: "Pay Fee" and "Next Section". A red arrow points from the "Pay Fee" button to the text: "Click here to see Digital Challan Form".

NOTE: There is no need to send hard copies of application/documents to NUML Islamabad Main Campus

14. Fee Challan Preview

Print (Please print in landscape mode)

Bank Copy		Accounts Copy		Departmental Copy		Student Copy	
 askari bank Askari Bank Ltd		 askari bank Askari Bank Ltd		 askari bank Askari Bank Ltd		 askari bank Askari Bank Ltd	
 National University of Modern Languages Islamabad (Main Campus) Campus.		 National University of Modern Languages Islamabad (Main Campus) Campus.		 National University of Modern Languages Islamabad (Main Campus) Campus.		 National University of Modern Languages Islamabad (Main Campus) Campus.	
Industrial Area I-9 Islamabad A/C Title : Functional Course Fee		Industrial Area I-9 Islamabad A/C Title : Functional Course Fee		Industrial Area I-9 Islamabad A/C Title : Functional Course Fee		Industrial Area I-9 Islamabad A/C Title : Functional Course Fee	
FALL 2018		FALL 2018		FALL 2018		FALL 2018	
Credit Bank Account#: [REDACTED]		Credit Bank Account#: [REDACTED]		Credit Bank Account#: [REDACTED]		Credit Bank Account#: [REDACTED]	
Admission Form #	[REDACTED]	Admission Form #	[REDACTED]	Admission Form #	[REDACTED]	Admission Form #	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]	Name:	[REDACTED]	Name:	[REDACTED]
Program Applying:	MPhil Islamic Studies (Afternoon)	Program Applying:	MPhil Islamic Studies (Afternoon)	Program Applying:	MPhil Islamic Studies (Afternoon)	Program Applying:	MPhil Islamic Studies (Afternoon)
Challan Form #	10047	Challan Form #	10047	Challan Form #	10047	Challan Form #	10047
Issue Date	7/9/2018	Issue Date	7/9/2018	Issue Date	7/9/2018	Issue Date	7/9/2018
Description	Amount (Rupees)	Description	Amount (Rupees)	Description	Amount (Rupees)	Description	Amount (Rupees)
Form Processing Fee	1000	Form Processing Fee	1000	Form Processing Fee	1000	Form Processing Fee	1000
GAT Fee:	1200	GAT Fee:	1200	GAT Fee:	1200	GAT Fee:	1200
Bank Stamp		Bank Stamp		Bank Stamp		Bank Stamp	

Open Merit (Local Applicant): Print the fee voucher and pay fee in Bank

Fee Payment

You will not be allowed to change 'Programs Applied' and 'Applicant Category' after fee calculation.
The Application Processing Fee is non-refundable.

Your admission fee invoice No is: [NUML-F18-24175](#)

Please print the bank voucher and pay fee in Bank.

Application Processing Fee:

PKR:1000

GAT Fee:

PKR: 1200

Total Fee

PKR 2200

[Print Fee Voucher \(Local Applicants\)](#)

[Next Section](#)

You can print your voucher

NOTE: There is no need to send hard copies of application/documents to NUML Islamabad Main Campus

15. Final Submit

- a. **Review and submit** the application. Please remember that after final submission you will not be able to edit your application. Online application without application fee will not be processed by admission office.

Personal Information

Applicant ID	NUML-F18-24175		
Category	Local (Non-Provisional)		
Applicant's Name	Test ICT User		
Birth Date	28/03/2019		
Gender	Male		
Marital Status	Married		
Present Mailing Address	XYZ XYZ XYZ		
Country	Pakistan		
Province/State	FEDERAL CAPITAL TERRITORY		
City	ISLAMABAD		
Res Phone	92 - 62 - 022200	Nationality	Pakistani
Cell Phone	92 - 0000 - 000000	CNIC/Form-B	36302588977777
E-Mail Address	freelancer1011@gmail.com	Passport No.	363025889777774
Applying Status	First Time	Permanent Address	363025889777774
		Country	Pakistan

Father and Guardian Information

Father's Name	Test ABC
Father's Profession	
Res Phone	92 - -
Office Phone	92 - -
Cell Phone	92 - -
E-Mail Address	

Applied Program List

Priority	Program	Quota
1	MPhil Economics (Afternoon)	

Academic Information Detail

Year	Degree	Board	Total Marks	Marks Obtained
2019	SSC	Bacha Khan University	1100	850

- b. Scan Paid Fee Challan slip and upload, press final submit button to submit your application

The University Management reserves every right to reject the admission at any time or on any grounds. Mere submission of the app admission in University.

I accept the above statement

Paid Fee Slip Attachement

[Image Placeholder]	[Image Placeholder]	[Image Placeholder]	[Image Placeholder]
[Image Placeholder]	[Image Placeholder]	[Image Placeholder]	[Image Placeholder]
[Image Placeholder]	[Image Placeholder]	[Image Placeholder]	[Image Placeholder]
[Image Placeholder]	[Image Placeholder]	[Image Placeholder]	[Image Placeholder]

NOTE: 1 NUML I

Browse your Paid Challan Voucher Image

Browse...

 No file selected.

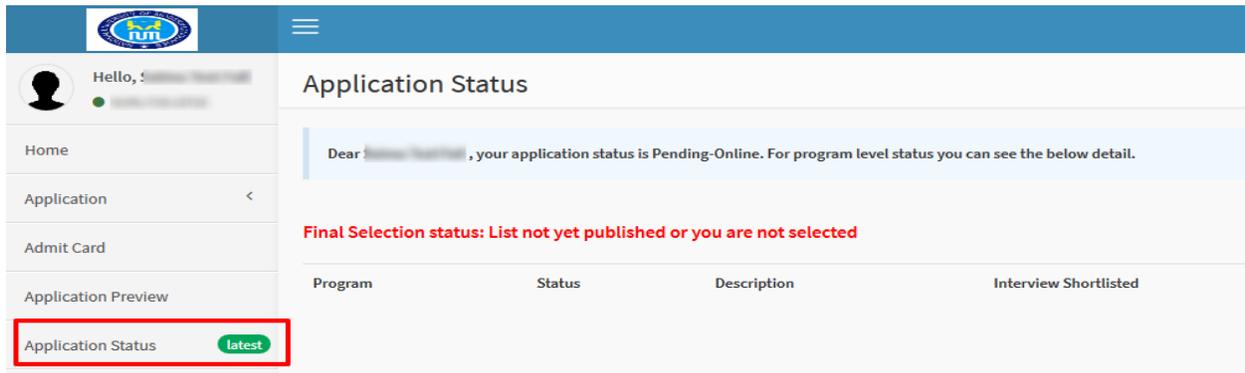
Upload Image

Upload image

Press Final Submit Button to submit your Application Online

Final Submit

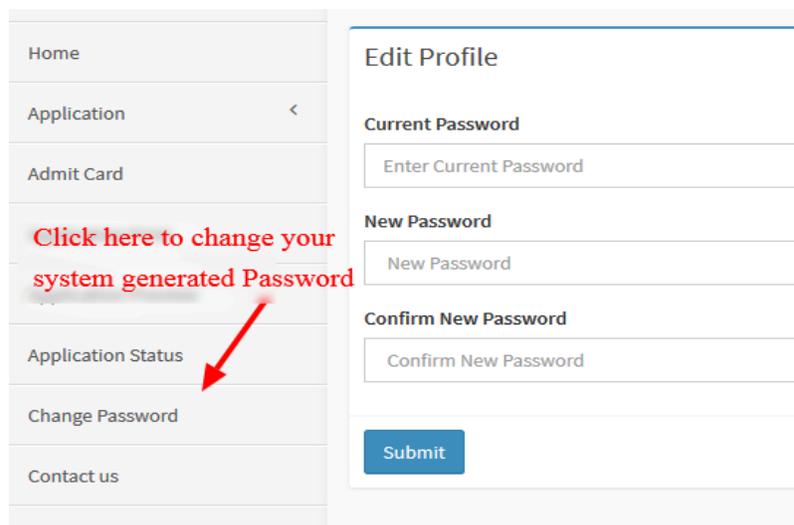
16. Application Status



The screenshot shows a user interface for checking application status. On the left is a navigation menu with items: Home, Application, Admit Card, Application Preview, and Application Status (highlighted with a red box and a 'latest' badge). The main content area is titled 'Application Status' and contains a message: 'Dear [Name], your application status is Pending-Online. For program level status you can see the below detail.' Below this is a red warning message: 'Final Selection status: List not yet published or you are not selected'. At the bottom, there is a table with columns: Program, Status, Description, and Interview Shortlisted.

17. Change Password

You can change your default password to your own choice's password.



The screenshot shows the 'Edit Profile' page. On the left is a navigation menu with items: Home, Application, Admit Card, Application Status, Change Password (highlighted with a red box and a red arrow pointing to it), and Contact us. A red text overlay says 'Click here to change your system generated Password' with a red arrow pointing to the 'Change Password' menu item. The main content area is titled 'Edit Profile' and contains three password input fields: 'Current Password' (with placeholder 'Enter Current Password'), 'New Password' (with placeholder 'New Password'), and 'Confirm New Password' (with placeholder 'Confirm New Password'). A blue 'Submit' button is at the bottom.

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