



Admission System

Applicant Account Creation



1 Introduction

This manual provides a step-by-step guide to assist applicant in successfully account creation. It covers each stage, from account creation to final submission, ensuring that applicants can navigate the process efficiently and without errors. This guide is essential for prospective students applying for undergraduate or postgraduate programs through the official University portal. Please read each section carefully before proceeding with your application.

2 System Requirements

To ensure a seamless experience while filling out the online admission form, applicant should meet the following system requirements:

- **Device:** Laptop, desktop computer, or smartphone.
- **Internet Connection:** Stable and fast internet connection to avoid interruptions.
- **Web Browser:** Latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.
- **File Formats for Uploads:** PDF, JPEG, or PNG formats.
- **Document Size Limit:** Ensure that each uploaded file is within the size limit specified on the portal (usually 0.5 to 1 MB per file).

3 Accessing the Portal

Follow these steps to access the Admission Portal:

- Open the web browser.
- Type the following URL into the address bar:
- <https://admissions.uoch.edu.pk/application/index.php>
- Press **Enter** to load the admission portal.
- You will be redirected to the homepage of the Admission Portal.

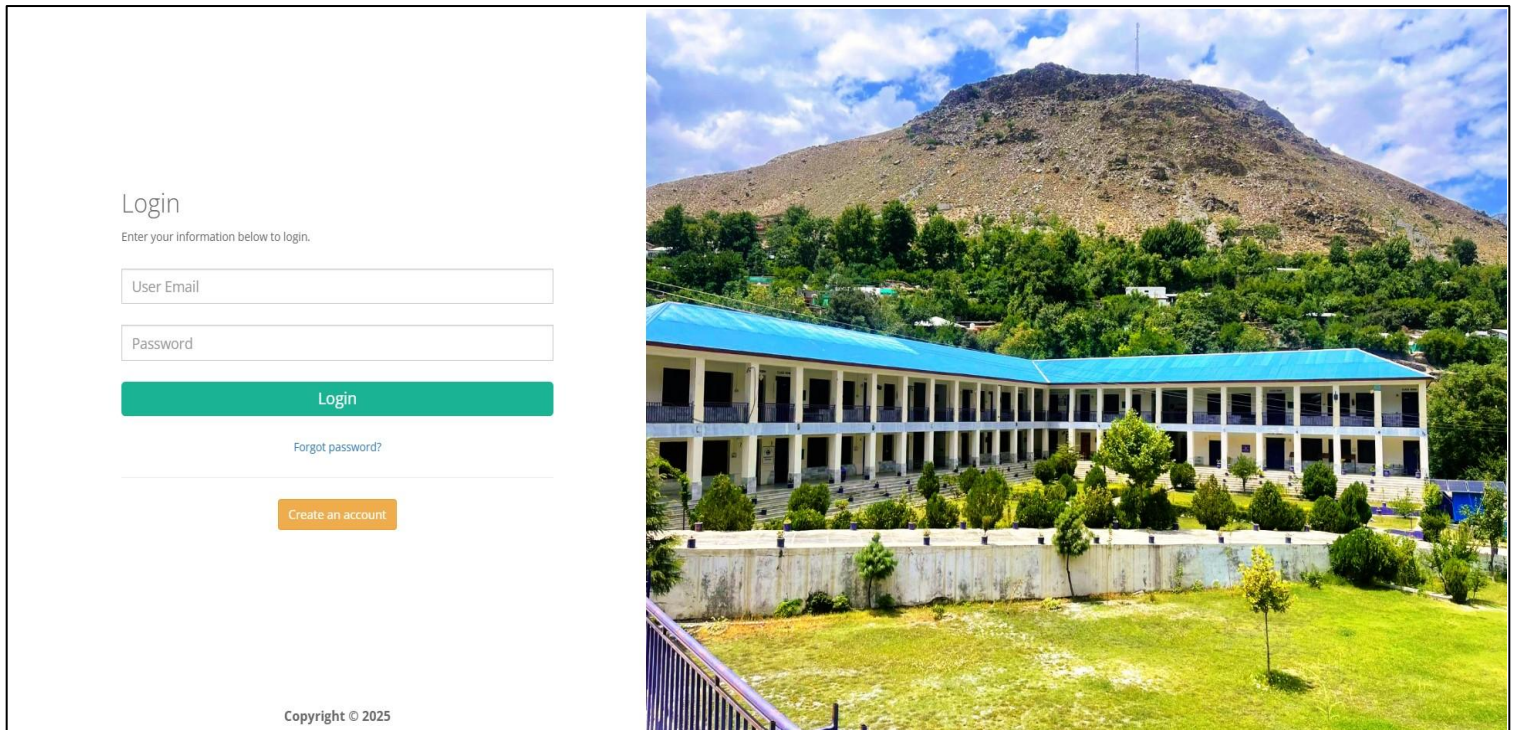


Figure 1 Interface of Admission Application Portal

4 Creating an Account

The applicant who wishes to apply for an admission, must ***“Create an Account”*** first by following these steps:

1. On the homepage, click on the **“Create an Account”** icon.
2. Fill in the required information:
 - **Full Name**
 - **Last Name**
 - **Email Address**
 - **Mobile/Cell Number**
 - **Password** (Create minimum 8 Characters with a combination of uppercase, lowercase, numeric, and special characters.)
 - **Confirm Password** (Re-enter the password typed above)

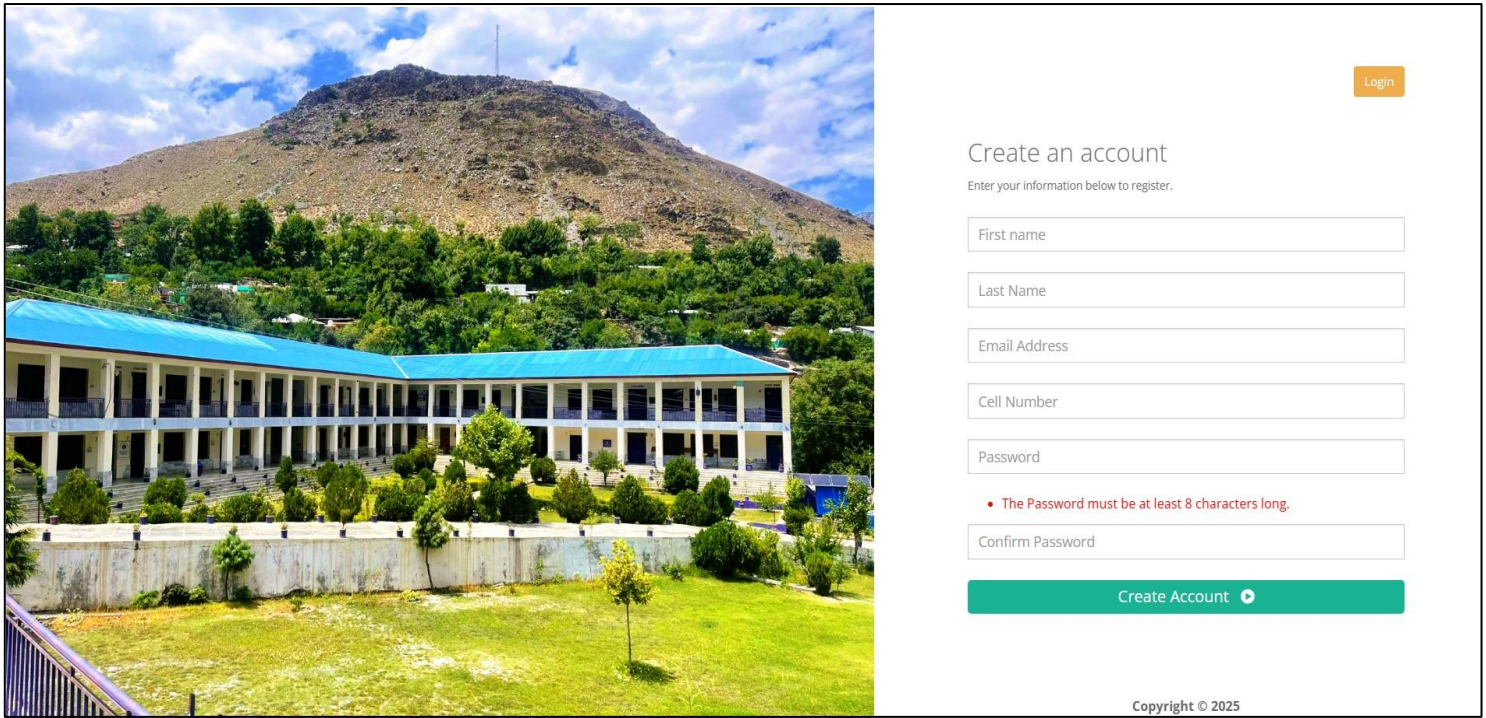
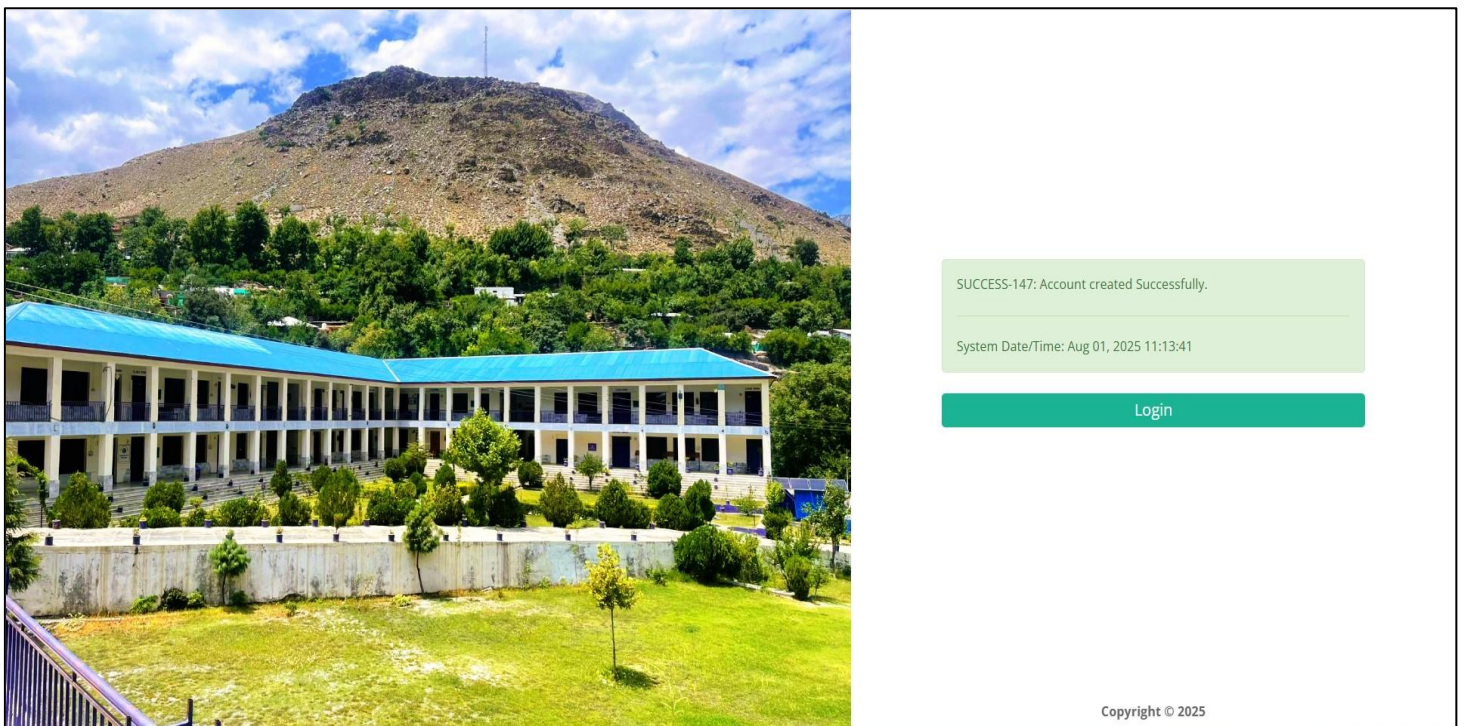


Figure 2 Create an Account Interface

3. Click "**Create Account**", an interface for activate account will appear.

After entering the account creation details, the login screen will appear again. You need to enter the same ID and password that you used during account creation.



An interface will appear with “Success” message.

Now, enter your “Email ID” and “password” and Click on Login.

Application Form Filling & Submission

1 Introduction

This training manual provides a step-by-step guide for prospective students to navigate the Admission Portal. The portal facilitates online applications for admission, enabling a seamless and efficient process for students.

Key Features of the Portal:

- Secure registration and login.
- Online application submission.
- Tracking application status.
- Printing essential documents such as admit cards.

2 Accessing the Portal

1. Open a web browser (e.g., Google Chrome, Edge, Mozilla Firefox).
2. Navigate to the Admission Portal:

<https://admissions.uoch.edu.pk/application/index.php>

3. Ensure a stable internet connection to avoid disruptions.

3 Login into the Portal

1. Enter your registered email address and password (as shown in image)
2. Click **Login** to access your dashboard.

Login

Enter your information below to login.

Login

[Forgot password?](#)

[Create an account](#)

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4 Program Group

After Login, following interface will appear:


The screenshot shows the admissions portal for the University of Chitral. On the left is a dark blue sidebar with the university logo and navigation links: '+ Apply for Admission', 'Applied Program(s)', 'Ask Admission', 'Change Password', and 'Logout'. The main content area has a top bar with the user email '(S12336976@GMAIL.COM)', a chat icon for 'Ask admission', and a 'Log out' button. Below this is a 'Select Option' section containing a table of program groups. Each row has a radio button for selection. A red rectangle highlights the 'Create New Application' button at the bottom of the table. Below the table is a green button that says 'Click Here To Go To The Previous Applications.' The footer shows the URL 'https://admissions.uoch.edu.pk/application/program-apply.php' and 'Copyright © 2025'.

S.#	Program Group	Session	Deadline	Eligibility/Guideline
<input type="radio"/> 1	M.Phil Programs	Fall 2025	Tuesday, September 30, 2025 23:59	Download Eligibility Criteria
<input type="radio"/> 2	BS Programs	Fall 2025	Tuesday, September 30, 2025 18:38	Download Eligibility Criteria
<input type="radio"/> 3	Lateral Entry in BS 5th Semester Programs	Fall 2025	Tuesday, September 30, 2025 23:59	Download Eligibility Criteria
<input type="radio"/> 4	Associate Degree Programs	Fall 2025	Tuesday, September 30, 2025 16:10	Download Eligibility Criteria
<input type="radio"/> 5	B.Ed. 1.5 Program	Fall 2025	Tuesday, September 30, 2025 15:12	Download Eligibility Criteria

Create New Application

Click Here To Go To The Previous Applications.

1. Select, desired program such as “**BS Program, AD Program, MS/MPHIL and B. Ed Programs.**”
2. After selecting, Program, click on “**Create New Application.**”
3. After selection of Program Group, following interface will appear:



- Apply for Admission
- Applied Program(s)
- Ask Admission
- Change Password
- Logout

(SI2336976@GMAIL.COM) Ask admission Log out


My Applications

TRACKING ID	SESSION	APPLICANT NAME	PROGRAM GROUP	PROGRAM	APPLY DATE	SUBMISSION DATE	APPLICATION STATUS	GUIDELINES	ACTIONS
16-001-2025-00049	Fall 2025		BS Programs		Friday, August 01, 2025 11:20		In Process		Open Application Delete Application

To apply for more programs click here


Copyright © 2025

Here Click on **Icon** [Open Application](#) and Proceed
Following Interface will appear,



- Apply for Admission
- Applied Program(s)
- Ask Admission
- Change Password
- Logout

(SI2336976@GMAIL.COM) Ask admission Log out





Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid


Program Group
BS Programs
Fall 2025


Current Address
-
-
-

0%


Personal Information
Last Update:


Academic Record
Last Update:


Program of Study
Last Update:


Photograph and Documents
Last Update:

Pending

Pending

Pending

Pending

Application Deadline

60 Days 7 Hours 12 Minutes 34 Seconds

Appointments/Interview

Currently, you have no appointments.

Evaluations

Currently, no evaluations are available.

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5 Application Form Filling

1. Select “*Personal Information*”.

In this form, applicant will fill his/her personal details.

UNIVERSITY CHITRAL

Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid

Program Group
BS Programs
Fall 2025

Current Address

0%

Biographical Data

* Gender [Select an Option]

* Title [Select an Option]

* First Name

* Last Name

* Date of Birth Month Day Year

Note: As per SSC Certificate /or Equivalent

* Religion [Select an Option]

* Marital Status [Select an Option]

Blood Group [Select an Option]

Hafiz-e-Quran ☐ I am Hafiz/Hafiza

After completing the form, applicant will click on “Save & Complete Selection” Icon

Father Information

* Title [Select an Option]

* Name

* Father CNIC

Email Address

* Mobile No

How Did you Hear about us?

Source Information [Select an Option]

Facilities Information

Hostel Facility ☐ Need Hostel Facility

Transport Facility ☐ Need Transport Facility

Application Form Save & Complete Section

Then, following screen appears.

2. Then Select “*Academic Record*”.

In this form, applicant will fill his/her Previous Academic Record.

The screenshot shows the admission portal for the University of Chitral. The user is logged in as (S12336976@GMAIL.COM). The application status is 'Not Submitted' and the fee status is 'Not Paid'. The program group is 'BS Programs' for 'Fall 2025'. The current address is blank. The application deadline is 60 days, 7 hours, 12 minutes, and 34 seconds. The 'Academic Record' section is highlighted with a red box, showing a 'Pending' status. Other sections include 'Personal Information', 'Program of Study', 'Photograph and Documents', 'Appointments/Interview', and 'Evaluations'.

Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid

Program Group
BS Programs
Fall 2025

Current Address
-

0%

Personal Information
Last Update: Pending

Academic Record
Last Update: Pending

Program of Study
Last Update: Pending

Photograph and Documents
Last Update: Pending

Application Deadline
60 Days 7 Hours 12 Minutes 34 Seconds

Appointments/Interview
Currently, you have no appointments.

Evaluations
Currently, no evaluations are available.

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3. Then Select “Add Academic Record”.

Then, start saving your previous academic records one by one. First, enter the details of your Matric (SSC)/equivalent qualification and click Save. After that, click on “**Add Academic Record**” again and enter the details of HSSC /equivalent qualification, then save it. Repeat the same process for all previous degrees in order, one by one.

The screenshot shows the admission portal for the University of Chitral. The user is logged in as (S12336976@GMAIL.COM). The application status is 'Not Submitted' and the fee status is 'Not Paid'. The program group is 'BS Programs' for 'Fall 2025'. The current address is blank. The application deadline is 0%. The 'Add Academic Record' button is highlighted with a red box. Below the button, there are two sections for adding academic records: '10th/O-Levels/Diploma/Equivalent SSC, O'Level, 10th' and '12/HSSC/A-Level/Diploma/Eqv. (HSSC, A'Level, 12th grade, Diploma)'. Each section has a table with columns: S.#, Degree Type, Degree, Preference/Major, Start Year, End Year, Obtained, Total, and Action. The 'Add Academic Record' button is highlighted with a red box.

Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid

Program Group
BS Programs
Fall 2025

Current Address
-

0%

Add Academic Record

10th/O-Levels/Diploma/Equivalent SSC, O'Level, 10th

S.#	Degree Type	Degree	Preference/Major	Start Year	End Year	Obtained	Total	Action
Currently no "10th/O-Levels/Diploma/Equivalent" degree/diploma added.								

12/HSSC/A-Level/Diploma/Eqv. (HSSC, A'Level, 12th grade, Diploma)

S.#	Degree Type	Degree	Preference/Major	Start Year	End Year	Obtained	Total	Action
Currently no "12/HSSC/A-Level/Diploma/Eqv." degree/diploma added.								

Application Form Save & Complete Section

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4. Then Enter your previous academic records and click on **Save & click Section**.

The screenshot shows a web form for entering academic records. The form includes the following fields:

- * Degree Type: Degree
- * Degree Level: 12/HSSC/A-Level/Diploma/Eqv.
- * Degree: HSSC Part (I & II)
- * Preference/Major: HSSC Part (I,II) F.Sc Pre-Medical
- * Board/University: BISE Peshawar
- * Roll Number: 00000d
- * Start Year: 2023
- * End Year: 2025
- Grading: Marks
- * Total Marks: 1200
- * Obtained Marks: 1153
- Grades: A+

At the bottom right, there are two buttons: "Academic Main" and "Save & Complete Section". The "Save & Complete Section" button is highlighted with a red rectangle.

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The screenshot shows a user dashboard for a university. The user's name is "Sas Sdfsdf" with a tracking ID of 16-001-2025-00049. The dashboard includes the following sections:

- Personal Information:** Completed (Last Update: 01-Aug-2025 12:00 AM)
- Academic Record:** Completed (Last Update: 01-Aug-2025 12:00 AM)
- Program of Study:** Pending (Last Update: 01-Aug-2025 12:00 AM)
- Photograph and Documents:** Pending (Last Update: 01-Aug-2025 12:00 AM)

The "Program of Study" section is highlighted with a red rectangle. On the right side, there is a circular progress indicator showing 30% completion. Below it, there is a countdown timer for the application deadline: 60 Days, 6 Hours, 46 Minutes, and 15 Seconds. The dashboard also includes sections for "Appointments/Interview" and "Evaluations", both of which currently have no data.

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5. Then click on **Program of Study** to select the program in which you want to apply for admission.

6. Enter the required details and then click the **"Add Program to List"** button.

(Note: An applicant can choose 3 preferences in one application program.)

CHITRAL UNIVERSITY

Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid

BS Programs
Fall 2025
Chitral
Khyber Pakhtunkhwa
Pakistan

30%

Select Program of Study

* Campus: Main Campus
* Quota: Open Merit
* Program: BS English - 96300521
* Preference: 2nd

Add Program to List

Open Merit Program(s)

S.#	Campus	Faculty	Department	Program	Quota	Preference	Action
1	Main Campus	Faculty of Acamemics	Botany	BS Botany - 96300508	Open Merit	1st	Delete

Application Form Save & Complete Section

After it, Click on **Save & Complete Section**

7. Now click on **Photograph and Document** so you can upload your photo and the required documents.

CHITRAL UNIVERSITY

Sas Sdfdsf
Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92340-4197413
Application Status: Not Submitted Fee Status: Not Paid

Program Group: BS Programs Fall 2025
Current Address: chitralower Khyber Pakhtunkhwa Chitral Pakistan

78%

Personal Information
Last Update: 01-Aug-2025 12:00 AM
Completed

Academic Record
Last Update: 01-Aug-2025 12:00 AM
Completed

Program of Study
Last Update: 01-Aug-2025 12:00 AM
Completed

Photograph and Documents
Last Update: 01-Aug-2025 12:00 AM
Pending

Application Deadline
60 Days 6 Hours 39 Minutes 47 Seconds

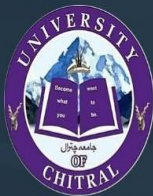
Appointments/Interview
Currently, you have no appointments.

Evaluations
Currently, no evaluations are available.

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Now, one by one, click on **Choose File** for each required document and upload them.

8. Then Click on **Save & Complete Section** Button.



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Apply for Admission

≡

Applied Program(s)

💬


Ask Admission

🔍

Change Password

🚪

Logout



Sas Sdfsdf

Tracking ID: 16-001-2025-00049

Username: si2336976@gmail.com

Phone: +92346-4197413

Application Status: Not Submitted Fee Status: Not Paid

Program Group

BS Programs

Fall 2025

Current Address

chitrallower

Khyber Pakhtunkhwa

Chitral

Pakistan

78%

Academic

* Matriculation Certificate or Degree (Max File Size (8 MB))

File Format: jpeg,jpg,png,pdf

File Name: **

Drop files here

or

Choose File No file chosen

* Intermediate Certificate or Degree (Max File Size (8 MB))

File Format: jpeg,jpg,png,pdf

File Name: **

Drop files here

or

Choose File No file chosen

Applicant

* CNIC-National Identity Card/B-Form (Max File Size (8 MB))

File Format: jpeg,jpg,png,pdf

File Name: **

Drop files here

or

Choose File No file chosen

* Domicile Certificate (Max File Size (0.5 MB))

File Format: jpeg,jpg,png,pdf

File Name: **

Drop files here

or

Choose File No file chosen

Character Certificate From Last Institute Attended (Max File Size (0.5 MB))

File Format: jpeg,jpg,bmp,png,pdf,docx

File Name: **

Drop files here

or

Choose File No file chosen

Application Form

Save & Complete Section

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9. Then, after completing all the steps a final Undertaking option will appear and after checking that option applicant will click on “**Submit Application**” option.

The screenshot displays the admission application form for the University of Chitral. The user is Sas Sdfsdf, with Tracking ID: 16-001-2025-00049, Username: si2336976@gmail.com, and Phone: +92346-4197413. The Program Group is BS Programs, Fall 2025. The Current Address is chitrallower, Khyber Pakhtunkhwa, Chitral, Pakistan. The Application Status is Not Submitted, and the Fee Status is Not Paid. A progress bar shows 98% completion. The form includes sections for Personal Information, Academic Record, Program of Study, and Photograph and Documents, all marked as Completed. The Undertaking section is highlighted with a red box, containing a checkbox and the text: "I certify that I have provided complete and correct information about my academic career. I understand that any misrepresentation can result in the disqualification of my application or subsequent separation from Admission." A "Submit Application" button is located below the Undertaking section. The Application Deadline is 60 Days, 6 Hours, 31 Minutes, and 43 Seconds. The Appointments/Interview section states: "Currently, you have no appointments." The Evaluations section states: "Currently, no evaluations are available."

University of Chitral

Sas Sdfsdf
Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Not Submitted Fee Status: Not Paid

Program Group
BS Programs
Fall 2025

Current Address
chitrallower
Khyber Pakhtunkhwa
Chitral
Pakistan

98%

Personal Information
Last Update: 01-Aug-2025 12:00 AM Completed

Academic Record
Last Update: 01-Aug-2025 12:00 AM Completed

Program of Study
Last Update: 01-Aug-2025 12:00 AM Completed

Photograph and Documents
Last Update: 01-Aug-2025 12:00 AM Completed

Undertaking
☐ I certify that I have provided complete and correct information about my academic career. I understand that any misrepresentation can result in the disqualification of my application or subsequent separation from Admission.
Submit Application

Application Deadline
60 Days 6 Hours 31 Minutes 43 Seconds

Appointments/Interview
Currently, you have no appointments.

Evaluations
Currently, no evaluations are available.

https://admissions.uoch.edu.pk/application/program-study-quota.php?_ID=pOhtRCrDpFvmhl8qBh9e39fijqjMpvFC2pT4Tyuww Copyright © 2025

10. After submitting the form, the applicant can download both the Admission Form and the Admission Processing Fee challan by clicking the respective icons shown below.

The screenshot displays the admission application form for the University of Chitral after successful submission. The user is Sas Sdfsdf, with Tracking ID: 16-001-2025-00049, Username: si2336976@gmail.com, and Phone: +92346-4197413. The Program Group is BS Programs, Fall 2025. The Current Address is chitrallower, Khyber Pakhtunkhwa, Chitral, Pakistan. The Application Status is Submitted, and the Fee Status is Not Paid. A progress bar shows 99% completion. The form includes sections for Personal Information, Academic Record, Program of Study, and Photograph and Documents, all marked as Completed. A green success message states: "SUCCESS-122: Your application is submitted successfully." The System Date/Time is Aug 01, 2025 12:08:34. The Application Deadline is 60 Days, 6 Hours, 29 Minutes, and 20 Seconds. The Application Documents section is highlighted with a red box, containing links for "Download Application Form" and "Download Voucher". The BS English section states: "Application currently in process."

University of Chitral

Sas Sdfsdf
Tracking ID: 16-001-2025-00049
Username: si2336976@gmail.com
Phone: +92346-4197413
Application Status: Submitted Fee Status: Not Paid

Program Group
BS Programs
Fall 2025

Current Address
chitrallower
Khyber Pakhtunkhwa
Chitral
Pakistan

99%

SUCCESS-122: Your application is submitted successfully.
System Date/Time: Aug 01, 2025 12:08:34

Personal Information
Last Update: 01-Aug-2025 12:00 AM Completed

Academic Record
Last Update: 01-Aug-2025 12:00 AM Completed

Program of Study
Last Update: 01-Aug-2025 12:00 AM Completed

Photograph and Documents
Last Update: 01-Aug-2025 12:00 AM Completed

Application Documents
Application Form (PDF) Download Application Form
Admission Application Processing Fee Voucher (Un-Paid) Download Voucher

BS English
Application currently in process

11. After submitting your fee, upload your **fee voucher** here.

Application currently in process

BS Botany

Application currently in process

Upload Challan [Paid Fee Voucher]

Maximum Upload File Size is 2 MB.
Allowed Formats are (png,jpg,peg,pdf)

Drop files here or

Choose File No file chosen

Appointments/Interview

Currently, you have no appointments.

Evaluations

Currently, no evaluations are available.

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For further details and queries, please contact us at:

✉ **Email:** admissions@uoch.edu.pk

☎ **Phone:** 0943-415006

📞 **Cell:** 0345-33227063

💬 **WhatsApp:** 0322-4105608