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.
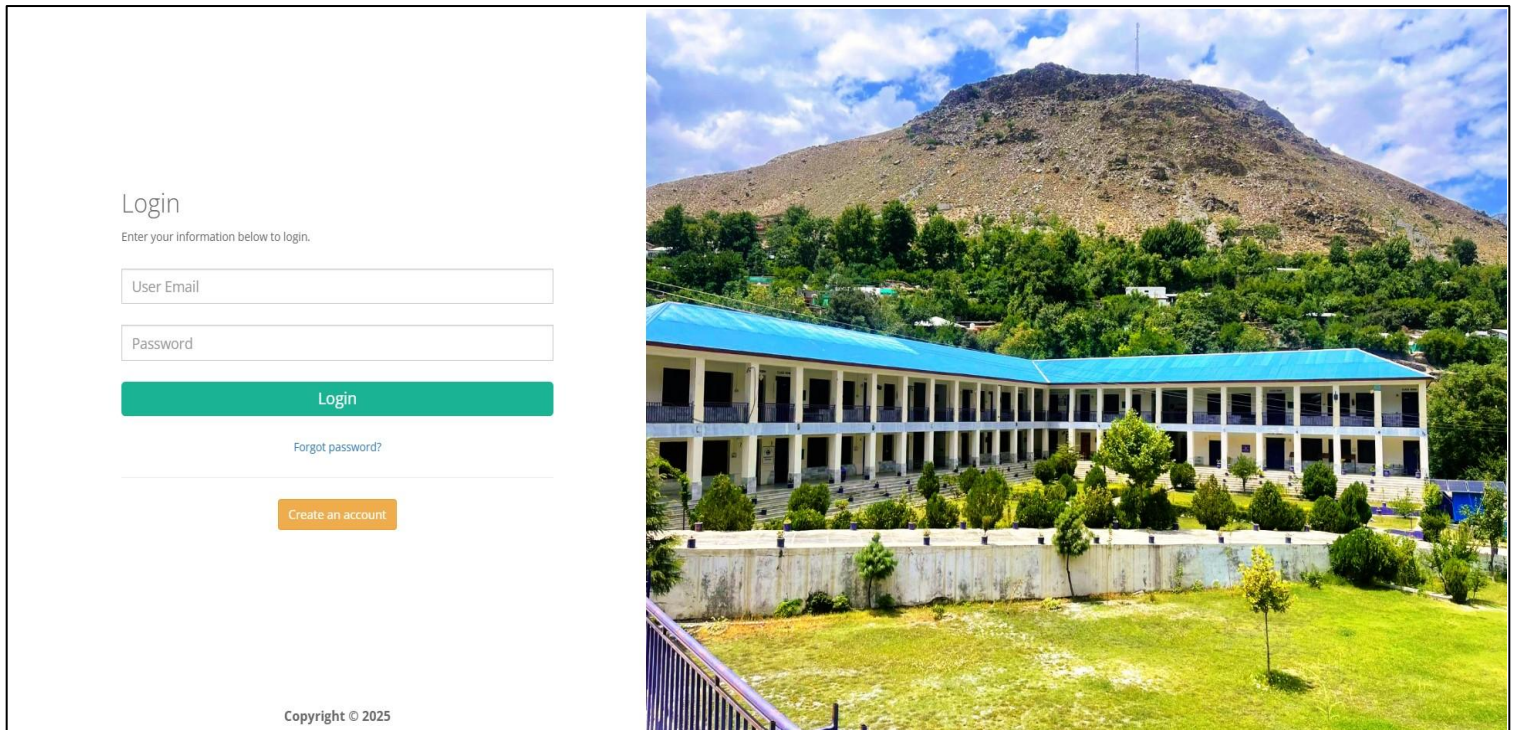- You will be redirected to the homepage of the Admission Portal.

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)
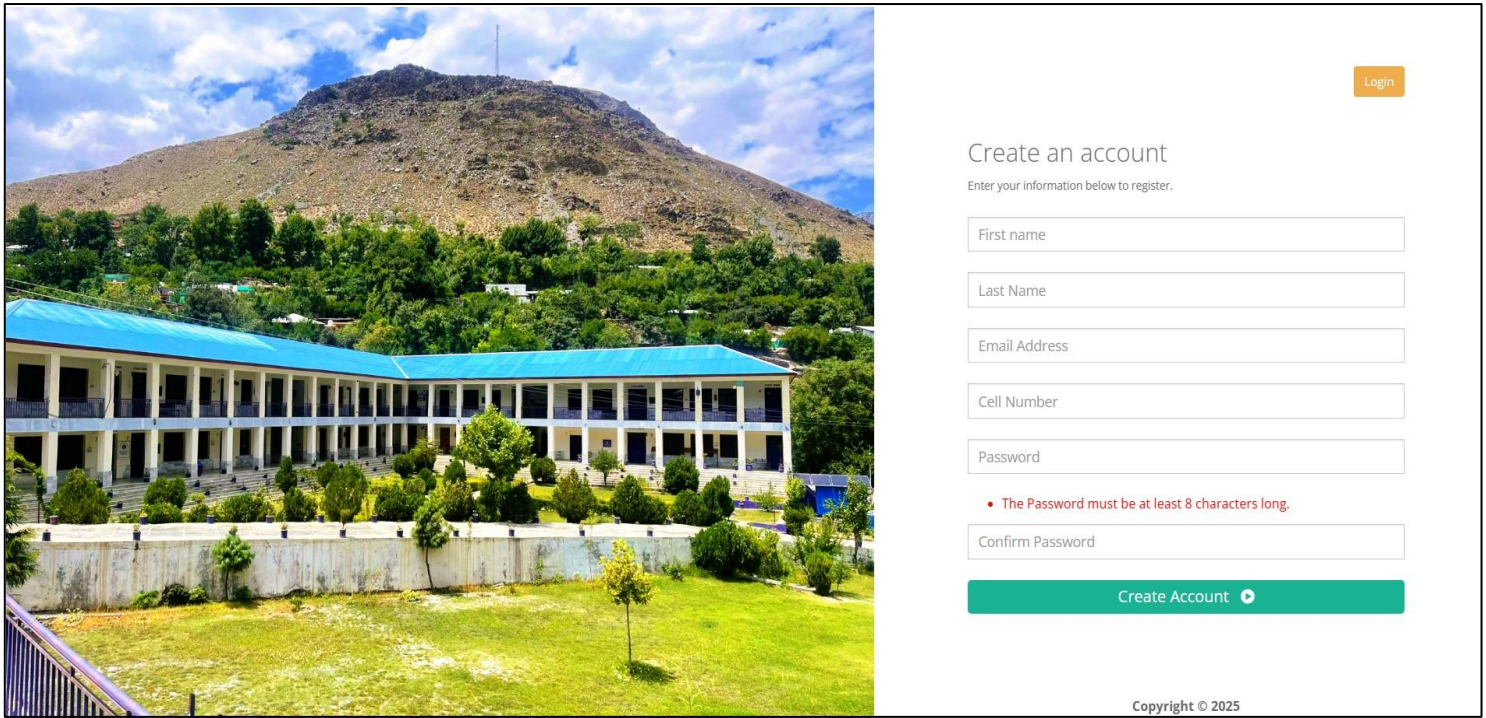
Figure 2 Create an Account Interface

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.
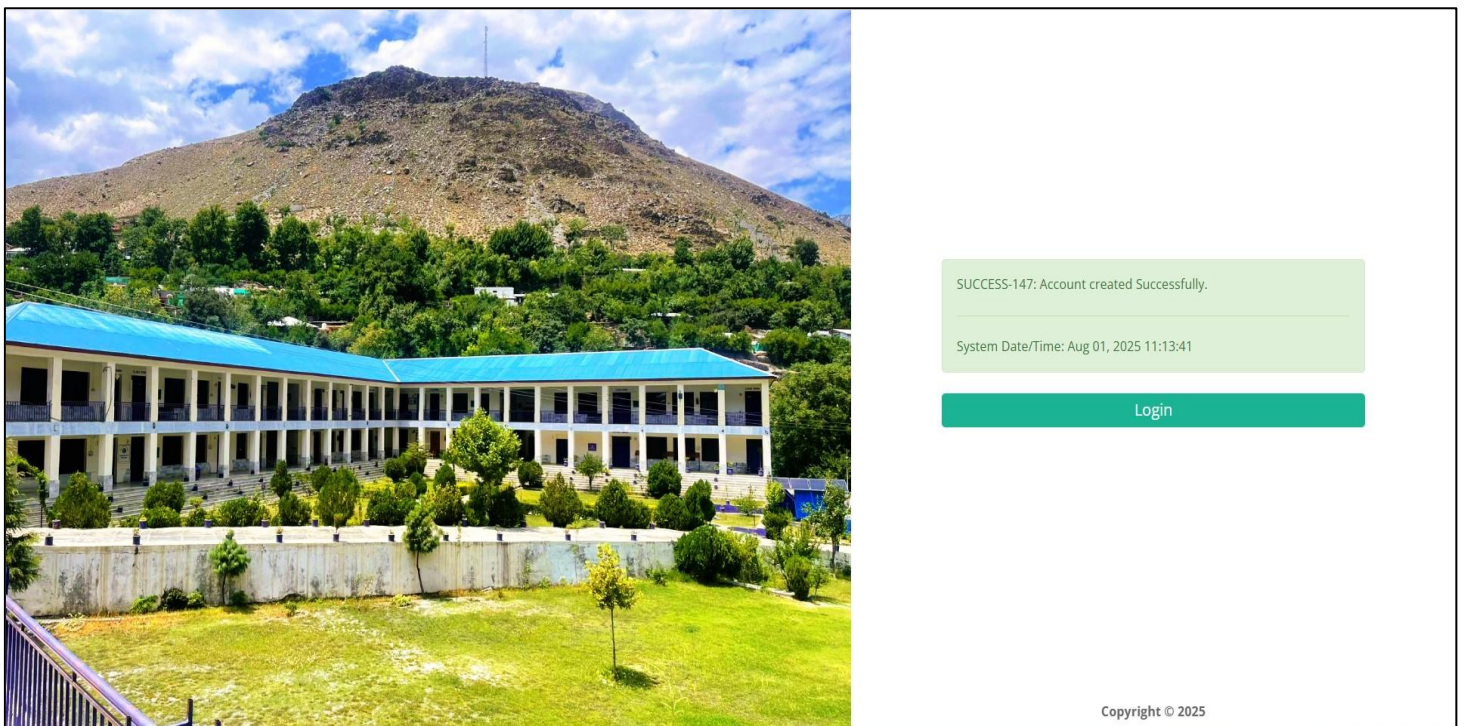
An interface will appear with "Success" message.

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.

User Email

Password

Login

Forgot password?

Create an account

4   Program Group

After Login, following interface will appear:

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:

Here Click on *Icon* **Open Application** and Proceed
Following Interface will appear,

5 Application Form Filling
1. Select *"Personal Information"*.

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

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

Then, following screen appears.

2. Then Select "*Academic Record".*
In this form, applicant will fill his/her Previous Academic Record.

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.

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

* 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	000000
* Start Year	2023
* End Year	2025
Grading	Marks
* Total Marks	1200
* Obtained Marks	1153
Grades	A+

Academic Main   **Save & Complete Section**

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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

30%

(SI2336976@GMAIL.COM)   Ask admission   Log out

+ Apply for Admission
≡ Applied Program(s)
💬 Ask Admission ▾
🔑 Change Password
⏻ Logout

👤 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	Pending	✏
✌ Photograph and Documents ⏱ Last Update: 01-Aug-2025 12:00 AM	Pending	✏

Application Deadline

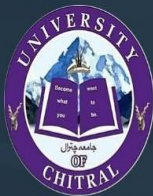| 60	6	46	15
Days	Hours	Minutes	Seconds

Appointments/Interview

Currently, you have no appointments.

Evaluations

Currently, no evaluations are available.

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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.

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

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

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

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

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.

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.

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

For further details and queries, please contact us at:

✉ **Email:** admissions@uoch.edu.pk

☎ **Phone:** 0943-415006

▦ **Cell:** 0345-33227063

💬 **WhatsApp:** 0322-4105608