



MUKABBIR COLLEGE

**User Guide for MUKABBIR COLLEGE
Admission Portal**

TABLE OF CONTENTS

1. CREATING STUDENT LOGIN..... 3

2. SUBMITTING A NEW APPLICATION 6

2.1. ENTERING YOUR PERSONAL INFORMATION..... 6

2.2. ACADEMIC INFORMATION 7

2.3. OTHER DOCUMENTS 8

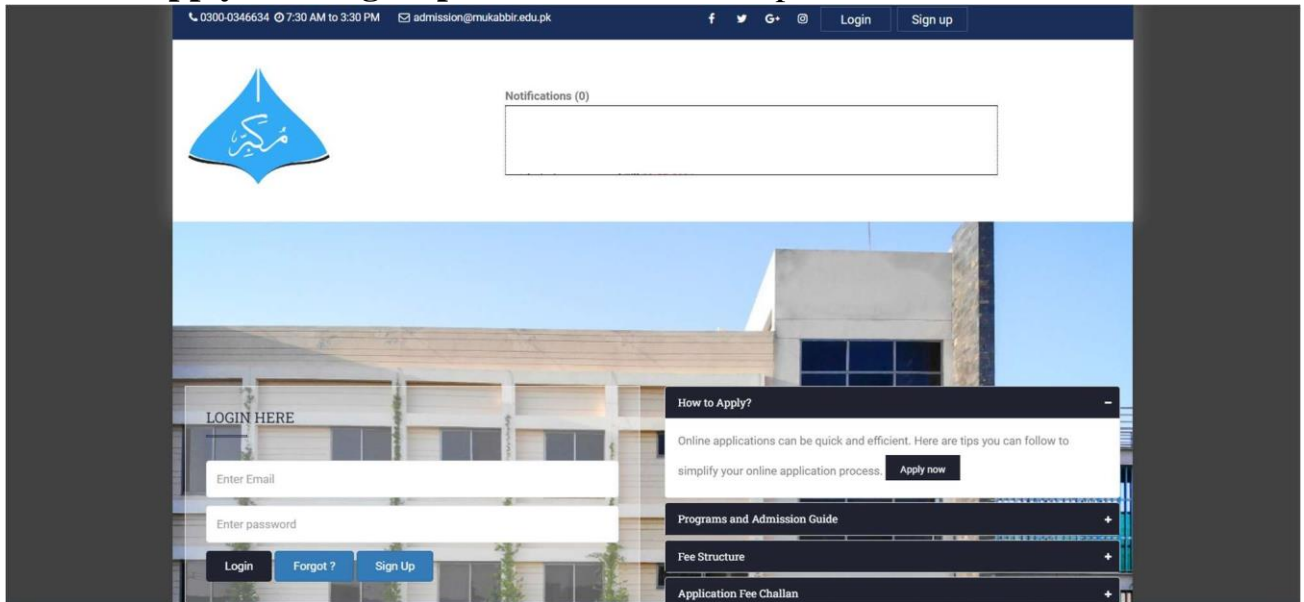
2.4. FORM PREVIEW 10

2.5. APPLICATION..... 10

2.6. MY APPLICATIONS 11

1. CREATING STUDENT LOGIN

- Click on **Apply Now/Sign Up** button on admission portal



- Create student Login account. Illustration is attached below
 - Email will be the candidates’ personal email. This Email will be used for communication purposes
 - Father/ Guardian Contact number and candidate’s mobile number will not be same
 - Candidate will must enter mobile number in format (92XXX for local or 30 Digit number for Foreign

Apply Now

Please fill out these fields.

Local Foreign

First Name * Last Name *

CNIC / Passport* Email *

Father / Guardian Contact* Mobile *

Password * Confirm Password *

*Note: Password must have 8 characters

I agree with the [terms and condition](#) of AAMC.

Apply Now

Apply Now

Please fill out these fields.

Local Foreign

First Name Last Name *

CNIC / Passport* Email *

Father / Guardian Contact* Mobile *

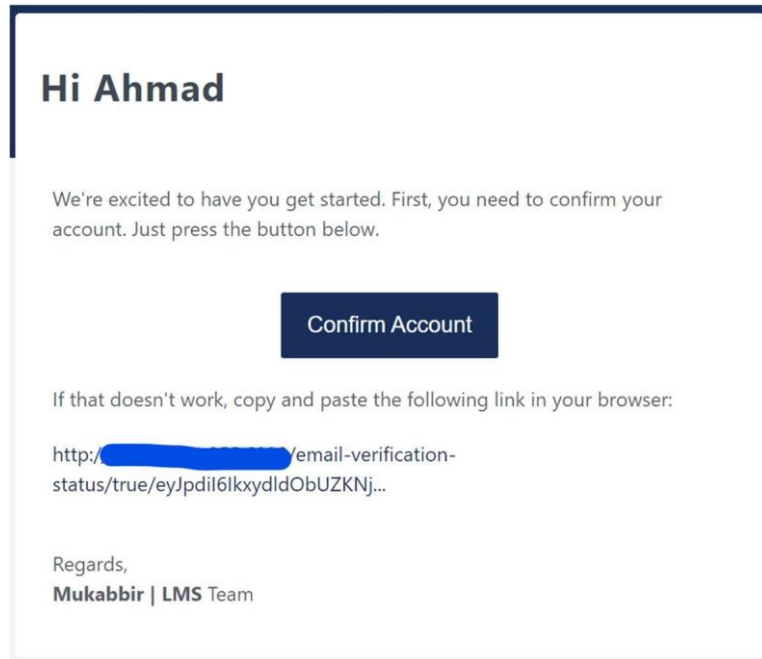
Password * Confirm Password *

*Note: Password must have 8 characters

I agree with the [terms and condition](#) of AAMC.

Apply Now

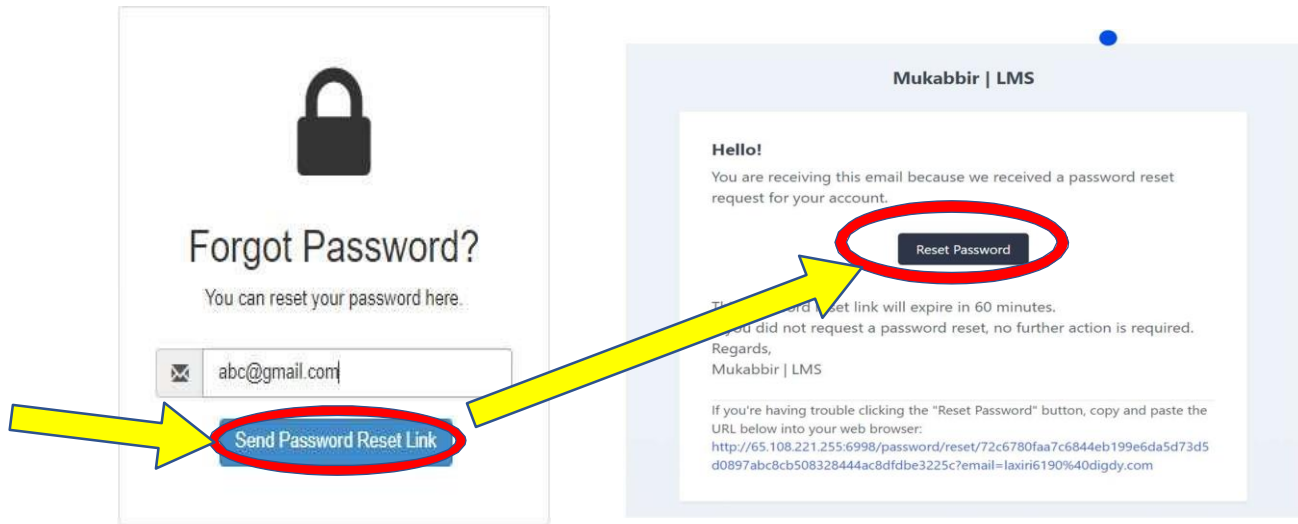
- After Clicking on **Apply now**, an email will be sent on the provided email address to the respective candidate
- Candidate will verify the Account by confirming from the link that is sent through email or Confirm button on that email



- 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

The image shows a screenshot of a login form. At the top, it says "LOGIN HERE" with a horizontal line underneath. Below that, it says "Campus Login." There are two input fields: the first one is labeled "Enter Email" and the second one is labeled "Enter password". At the bottom, there are two buttons: a dark blue button labeled "Login" and a light blue button labeled "Forgot ?".

- 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

Reset Password

E-Mail Address

Password

Confirm Password

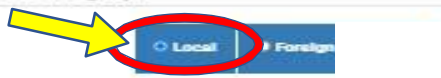
A yellow arrow points from the 'Reset Password' button to the left.

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:

Application Category:



Local Foreign

Student Information:

FIRST NAME	<input type="text" value="Abdul Hannan"/>	(max 30 characters)
LAST NAME	<input type="text" value="Suhail"/>	(max 30 characters)
CNIC / B-FORM	<input type="text" value="222222"/>	(max 13 number without dashes)
DATE OF BIRTH	Day: <input type="text" value=""/> Month: <input type="text" value=""/> 2021 <input type="text" value=""/>	
EMAIL ID	<input type="text" value=""/>	
MOBILE NUMBER	<input type="text" value=""/>	(11 digit number)
GENDER	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	
CURRENT ADDRESS	<input type="text" value="Enter your current address"/>	
PERMANENT ADDRESS	<input type="text" value="Enter your permanent address"/>	
COUNTRY	<input type="text" value="Pakistan"/>	
STATE	<input type="text" value=""/>	(max 30 characters a-z and A-Z)
CITY	<input type="text" value="Lahora"/>	
POSTAL CODE	<input type="text" value=""/>	(6 digit number)

Parent / Guardian Information:

FATHER NAME	<input type="text" value=""/>	(max 30 characters)
FATHER MOBILE	<input type="text" value="222222222"/>	(max 11 number)
FATHER CNIC	<input type="text" value=""/>	(max 13 number without dashes)

Emergency Contact Information:

PERSON NAME	<input type="text" value=""/>	(max 30 characters)
MOBILE	<input type="text" value=""/>	(max 11 number)
Email	<input type="text" value="Person email address"/>	

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
 - 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

Reg./RollNo. *	Year *	Exam Type *	Total Marks *	Obtained Marks *	Percentage (%) *	Subjects/	Board/University
1001	2014	Full Exam	1100	900	81.818	Science	Gujran
101	2024	Select			0	Science	Gujranwa

mm/dd/yyyy

Go Back Continue

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

Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-202130000009	MBBS	Thursday, 01-Jul-21 05:27:34 PKT	Submitted	<input checked="" type="checkbox"/> Update Academic Records PDF

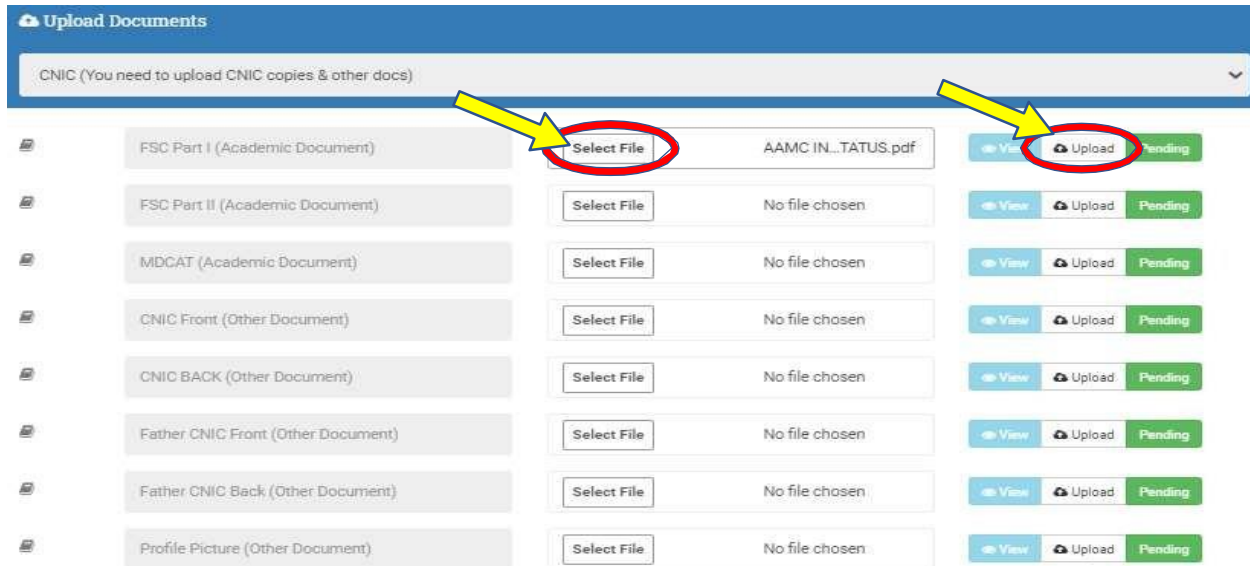
- Candidate will update the required fields and click on update button to submit his/her application.

2.3. OTHER DOCUMENTS

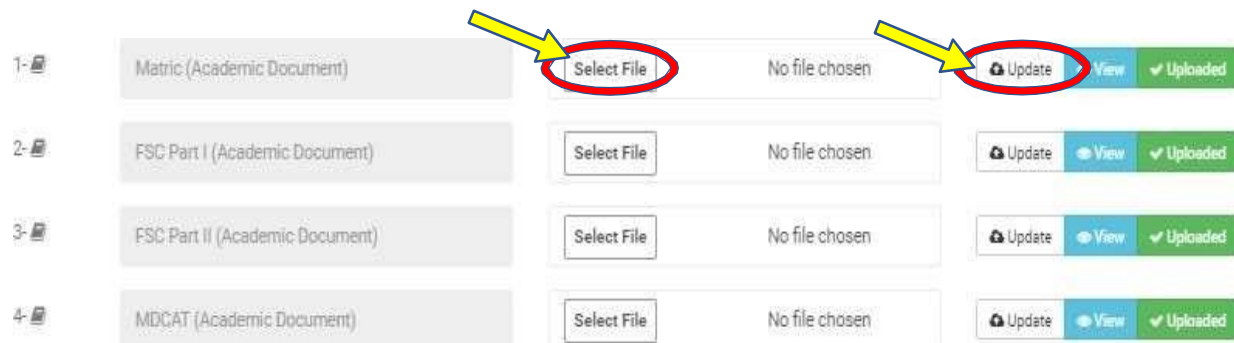
- On 1st Step, Candidate will select the Identity type either CNIC, B-Form / Passport
 - If B-Form is selected then only one side Photo of that form is required
 - If CNIC (for Local or Overseas Pakistani) is selected then Photos of both (front and back) sides are required
 - If Passport is selected (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:
 - Academic Document in **pdf. Format**
 - CNIC/B-form to be uploaded as photo format e.g., **Jpg. Format**
 - 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

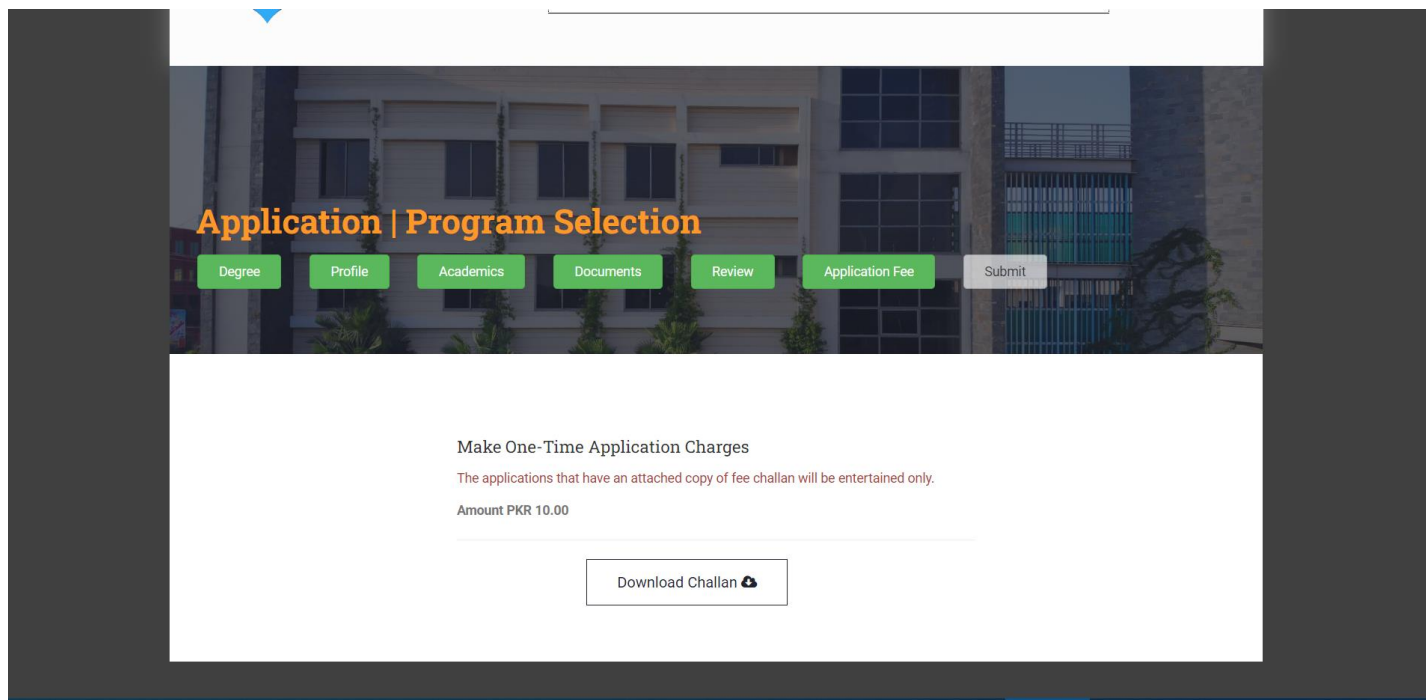


2.4. FORM PREVIEW

- 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