

INSTRUCTIONS FOR CANDIDATES WHOSE NAMES APPEAR IN THE ADMISSION LIST

Candidates whose names appear in the admission list must complete following formalities for admission confirmation within the stipulated time, otherwise their admission will lapse and no claim will be entertained:

Step 1: Candidate must submit **"ADMISSION FEE"** (see *Appendix-K* of the Prospectus-2018) in any branch of **Habib Bank Limited (HBL)** by using regular **HBL Deposit Slip** from **January 2 to 12, 2018**.

Note:

- A candidate whose name appeared in admission lists of more than one programs, can secure admission in *ONLY ONE* program/department, hence she/he should submit fee of that program/department only.
- Pay-order, ATM/Interbank fund transfer and cheque are not allowed. Only cash submission using 'HBL deposit Slip' is required.

Step 2: After fee submission for the desired department/program, candidate must fill the **"ENROLLMENT FORM"** available at uokadmission.edu.pk from **January 2 to 12, 2018**.

Note:

- Candidates must fill this form carefully, as no change/modification will be possible after its submission. This information will be used to issue 'identity and enrollment cards'.
- Scanned images of the *FEE DEPOSIT SLIP* (from step-1) and candidate's *PHOTOGRAPH* (Professional passport-size photo against light background) must be attached with the enrollment form.

Step 3: After submission of admission fee and enrollment form, candidate will receive an *invitation* via SMS and E-mail to visit **"ADMISSION DIRECTORATE"** of the University to collect her/his 'identity and enrollment cards'. However, ***candidates must bring following documents:***

- Original Admission Fee Deposited Slip of HBL.
- Printed copy of Enrolment Form (from step -2).
- Original Marks Sheet of the last examination i.e. H.S.C./Intermediate or equivalent for Bachelors and Bachelors/Graduation Marks Sheet for Master's Program (***non-returnable***).
- Original character certificate from the Head of the last attended institution. For external candidates, a character certificate is required from any gazetted officer (***non-returnable***).
- Migration certificate (if applicable).
- Original and copy of the CNIC of the candidate. In case where the candidate is below 18 years of age, the original and copy of his/her parents' (father/mother)/guardian CNIC. The original will be returned after verification.
- The original certificate of S.S.C. / Matric, H.S.C. / Intermediate, A/O Level and an attested copy of the same. The original will be returned after verification.
- Three (3) recent photographs (1x1.5 inch) on a white background.
- Signed copy of an ***UNDERTAKING*** on Rs.100/ stamp paper (Page-128 of Prospectus -2018).