

# HOW TO APPLY

## STEP 1 ACCOUNT CREATION

- a. Go to website <https://bgnu.edu.pk/> click Admission.
- b. Go to admission website <https://bgnu.edu.pk/admissions/2023/> select program and click Apply Online.
- c. If you are a new user please, create a new account with BGNU Online Admission Portal and Click on Create Account and provide following information:
  - i. Full Name
  - ii. Email Address (It will be the username also to login in future)
  - iii. Mobile Number (please provide a valid mobile number)
  - iv. CINC (without dashes e.g., 362021111110)
  - v. Password and confirm password
  - vi. Check the terms and condition option
  - vii. Click Register
- d. Applicants are advised to use their own email addresses to create account. Avoid creating multiple accounts.

## STEP 2 PERSONAL INFORMATION, ADDRESS DETAIL, DISABILITY DETAIL, OTHER INFORMATION, ACADEMIC QUALIFICATION INFORMATION

- a. Provide personal information to proceed further.
- b. Fields with red \* are mandatory.
- c. On blood group field select N/A if you don't know about your blood group.
- d. Provide accurate and correct information.
- e. After completing this page, click Save button and then Next button to move to the next step.
- f. Provide postal and permanent address information. Press Save and Next button to move forward.
- g. Provide disability details if any. Press Save and Next button to move forward.
- h. If you are applying for Bachelors (4 years) (BS), first you will provide the required information of your academic qualifications.
- i. The students with complete results of FA/FSc/DAE/I.Com /D.Com/ICS or equivalent will enter their complete result (i.e., obtained marks & Total Marks).
- j. The provided information must be according to your transcripts/degrees or diplomas.
- k. At this stage to make any changes in your academic information, you have to first remove that qualification and add it again with correct information.

## STEP 3 ADMISSION APPLICATION SUBMISSION

To submit your admission application please follow this procedure:

- i. Select your University.
  - ii. Select your desired program (Regular/Self-supporting, Replica).
  - iii. Select the merit quota.
  - iv. Select the program you want to apply for. (If you are not eligible the system will not accept your application.)
  - v. You can repeat these steps to apply for more programs.
    - a. Once you have applied even for a single program. You cannot remove your academic qualification data. However, you can make changes to following data:
- STEP 4 PRINT CHALLAN AND FORM**
- a. Go to My Applications click print challan and download the challan. Take a print of the challan and deposit the challan Fee at any branch of The Bank of Punjab (BOP).
  - b. Submit separate online application form for each application.

## STEP 5 MAKES CHANGES TO ACADEMIC QUALIFICATION AFTER APPLYING

- a. Click Apply Here menu.
- b. Choose Program Level and click Next.
- c. From the list click on Edit button under Action menu to edit the academic qualification.
- d. Make necessary corrections and click Update Qualification button.