

<u>Guidelines for Profile Creation & Application Submission in</u> <u>Online Admission System</u>

- Visit BUITEMS website *i.e.* <u>https://www.buitms.edu.pk</u> for Admission Fall 2016 advertisement.
- Click "Apply Online" option.
- Follow the steps (1-9)

Step-1: Account Creation

	Online Admission An	nlication	
	Please sign in to get acco		
Ema	ail address		
Pas	sword		
		Forgot Password?	Click here to
	Login 🕑		Create an Account

1.1. Enter a valid Email address where you will receive an activation link.

i. Enter a valid Email address		will be displayed		
	Create New Account Enter a valid email address. An activation link will be send on this email address.	[SUCCESS-MSG-0013] Your account is created kindly check \propto your email for activation link.		
	Enter valid email address	Create New Account		
		Enter a valid email address. An activiation link will be send on this email address.		
	Password	Enter valid email address		
	Confirm Password	Password		
ii. Enter your	Create Account 🕒	Confirm Password		
desired password and re-enter to	Already have an account? Login to your Account!	Create Account O		
confirm		Already have an account? Login to your Account		

1.2. Login your Email account and follow the instructions provided in email:



BUITEMS Admissions	
Dear Applicant,	
Thank you for signing up your ne	ew "BUITEMS online admission account".
To activate your account:	
Either, click the following link	
Click Here	Click here to activate your
	account
OR, copy and paste the followin	g on er windows,
Best of luck	
Admission Office	
Addition office,	
BUITEMS, Quetta.	

- **1.3.** Once the account is activated, the following page will show success message **"Account Activated successfully**. **"**
- **1.4.** Follow 'Click here' option to login into admission system.

	Account Activation	
	[SUCCESS-MSG-0034] Account Activate successfully. Click here to login.	i. Click here to Login. ii. Enter your Email and
1.5. Once 1.6. Enable	you Login the following page will be displayed. e the check of "Undergraduate Admissions Fall 2016" then	password click "select Program" .

		Apply I	or Program			
(i. Enable this					
	check					

\leq	No	Program	Session	Deadline
0	1	Undergraduate Admissions Fall 2016	Fall 2016	Friday , July 22, 2016 09:00
			ii. Click h	ere Select Program
				Select Pr

1.7. Application status page will appear, mentioning applicants tracking id and application status.

No	Program	Session	Tracking ID	Apply Date	Application Status	Submission Date	Action
1	Undergraduate Admissions Fall 2016	Fall 2016	01-2016-1-00000027	Wednesday, June 22, 2016 11:12	In Process		Open



Step-2: Program of Study

2.1. Click "Program of Study" to select program you want to apply.

Application Form			
			Application Fo
semame: m: Fall 2016 polication Status: Not Submitted	Tracking ID: 012016-100000027 Name: Undergraduate Admissions F	all 2016	Image Not
	i. Click Here		Found
No Form		Status	Action
1 Program of Study		۲	Open
2 Personal Information		•	Open
3 Guardian Information		•	Open
4 Academic Record		•	Open
5 External Test Record		•	Open
6 Check List		•	Open
ndertaking			
l hereby confirm that the int misrepresentation or omiss	ormation provided by me in this application form is true and to the best of r ions of facts may result in a rejection of admission or expulsion from the Ui	my knowledge. I understand and agree	e that any false informatio
] I agree to abide by all the ru	les and regulations enforced by BUITEMS from time to time.		
] I understand that I have gor information.	e through with the information provided in this form very carefully; by clicki	ing submission button l won't be able t	o edit and modify any

2.2. On **"Program of Study"** page select Faculty/program. Table (A) will help you in this selection.

ii. Select "Program"		* Program	[Select an Option]	Add Program to List		iv. Assig No. to e	ın "Preference each program
	Selected	i Program List					
	No	Faculty		Program	Fee	Preference	Action
	1	Faculty of Informat Technology	ion and Communications	BS Software Engineering	2,500	1 •	Delete
	2	Faculty of Life Scier	nces & Informatics	BS Microbiology	2,500	2 🔻	Delete
	3	Faculty of Arts & Ba	asic Science	BS International Relations	2,500	3 🔻	Delete
				Total (F	Rs.) 7,500		
	Note:	Repeat abo	ove steps for app	olying in another program(s).	Applicati	on Form Save & Compl	Complete Secti

Table (A) – Faculty / Offered Program List



BUITEMS

Quality & Excellence in Education ISO 9001-2008 certified, HEC recognized public sector university

Faculty of Arts and Basic Sciences	Faculty of Engineering	Faculty of Information and Communication Technology	Faculty of Management Sciences	Faculty of Life Sciences and Informatics
B Fine Arts	B Architecture	BS Computer Engineering	BS Business Administration	BS Biotechnology
BS Chemistry	BS Chemical Engineering	BS Computer Science	BS Commerce	BS Environmental Sciences
BS English Language & Literature	BS Civil Engineering	BS Electrical Engineering	BS Economics	BS Microbiology
BS International Relations	BS Geological Engineering	BS Electronic Engineering	BS Public Administration	
BS Law	BS Mechanical Engineering	BS Information Technology		
BS Mass Communication	BS Mining Engineering	BS Software Engineering		
BS Mathematics	BS Petroleum And Gas Engg	BS Telecom Engineering		
BS Physics	BS Textile Engineering			
BS Sociology				

Step-3: Personal Information

3.1. Click "Personal Information" to enter your personal details.

No	Form	Status	Action
1	Program of Study i. Click Here	•	Open
2	Personal Information	•	Open
3	Guardian Information	•	Open
4	Academic Record	•	Open
5	External Test Record	•	Open
6	Check List	•	Open

3.2. Enter your name as written in your SSC Certificate/DMC.

 Biographical Data 	
ii. Star (*) fields are mandatory. * First Name (s)	
* Last Name	
* Gender	[Select an Option]
* Date of Birth	[Select an Option]
	Note: As per SSC Certificate /or Equivalent
* Country of Nationality	[Select an Option]
* CNIC / B-Form	
Passport No	
* Marital Status	[Select an Option]
* Religion	[Select an Option]
Blood Group	[Select an Option] 👻
* Disability	[Select an Option]
	Kindly mention disability type e.g. visual impairment, poliomyelitis etc
* Native Language	[Select an Option]

- Dermonant Address					
* Address Lir	ne 1				
Addross Lin	ne 2				
Address Lir	ne 3				
* Cour	try [Select a	n Option]			-
* Provi	nce [Select an	Option]	•		
* (City [Select an	Option]	•		
* Domicile/Lo	ocal				
Postal/Mailing Addres	SS				
iii. If both Mailing and Permanent address are	👝 🔲 Copy sa	me as Permanent Ado	dress		
same enable this check					
Address Lir	ne 2				
3.3. Once all the fields are	e filled, verify t	hem.		iv	Provide correct contact details.
				s	o that you can receive message
💌 Contact Details					iero una notification in fatare.
Alternative Email					
Read "Undertaking					
carefully and enable * Home Telephone					
check	[Select an Option] 🔻				vi. Click "Save & Complete section" to proceed further
check * Mobile No					
* Mobile No					
* Mobile No Undertaking					
Check * Mobile No Undertaking I hereby confirm	۱ that the information provid	ed by me under this section is	s true and to the best o	f my knowledge.	

Move to "Guardian Information"

Status	Action
	Aviol
•	Open

4.1: Enter complete detail of father and guardian (*if applicable*) in this section.

▼ Father Information		
	1	Tooltip
No or Passport No"	[Note: As per SSC Certificat
Passport No		
* Address Line 1		
Address Line 2		
Address Line 3		
* Country	[Select an Option]	•
* Province	[Select an Option]	
* City	[Select an Option]	
* Occupation		
* Office Number		

	 Guardian Information 				iii. Click "Save & Compl Section"	ete
ii. If both Father and guardian are same click here		Copy same as Father Information				
			Applicat	tion Form	Save & Complete Section	

4.3. Enter all the required fields and verify.



Now complete your "Academic Record"

No	Form	Status	Action
1	Program of Study	•	Open
2	Personal Information	•	Open
3	Guardian Information i. Click Here	•	Open
4	Academic Record	•	Open
5	External Test Record	•	Open
6	Check List	•	Open

5.1: Click "Add New Degree"

BUIT Quality & ISO 9001-20	EMS Excellence in Education 008 certified, HEC recognized public	sector university	(i. Click Here
Acade	emic Record			
Secon	daru level (SSC N'level 10th grade)			Add New Degree
• Secur	uary Level (SSE, O Level, Ioth grade)			
No	Degree Type	Degree	Preference/Major	Action
Current	tly no "Secondary Level" degree/dip	oloma added.		
🔻 Post S	Secondary Level (HSSC, A'Level, 12th grad	le, Diploma)		
No	Degree Type	Degree	Preference/Major	Action
Current	tly no "Post Secondary Level" degr	ee/diploma added.		

Note: Enter the required data one by one for "Secondary (Matric/O Level /SSC)" and "Post-Secondary (Intermediate/A Level/HSSC)" degrees respectively.

	Degree Information			
degree.	* Degree Type	[Select an Option]	x *	
	* Degree Level	[Select an Option]	* *	
	* Degree	[Select an Option]	x *	
	* Preference/Major	[Select an Option]	x *	
	* Board/University	[Select an Option]	x *	
	· · · · · · · · · · · · · · · · · · ·			
	 Marks Information 			
	* Start Year	[Select an Option]	× ·	
	* End Year	[Select an Option]	× •	ii. Select "Result Awaited" in case you
	* Grading	[Select an Option]	× •	are applying on Hope.
	* Roll Number/Candidate Number			
	* Result Mode	[Select an Option]	x ·	
	* Total [Select an Option]			iii. Save this section and repeat same steps for Postsecondary record
	* Obtained [Select an Option]			
				Academic Main Save & Complete Section

5.4: "Add New Degree" again and enter the required data for "Post-Secondary Degree".

Undertaking

iv. Read "Undertaking" carefully and enable check

I hereby confirm that the information provided by me under academic record section is true and to the best of my knowledge. I understand and agree that any false information, misrepresentation or omissions of facts may result in a rejection of my application.

v. Click" Save & Complete section" to proceed further



Step-6: External Test Record

This section will require the details of External test score (NAT IE, NAT IM etc.).

No	Form	Status	Action
1	Program of Study	•	Open
2	Personal Information	•	Open
3	Guardian Information i. Click Here	•	Open
4	Academic Record	•	Open
5	External Test Record	•	Open
6	Check List	•	Open

6.1: Click "Add New Exam" to enter required data.

External Test Reco	rd		
 Fytemal Evam 			Add New Exam
No Type	Exam	Attempt Status	Action
Currently no information add	ded.		

6.2. By clicking this you have to select the name of **"Exam"** which will appear in the drop menu.

iii. Select option from drop down list	External Test Exam Atte	t * Exam [Select an Option] * * empt Status [Select an Option] * *	Select "Taken", if you have valid NTS test. Otherwise select Consider for "BUITEMS Entry Test"	
6.3. Save	and clos	se the section.	Back vi. Click	Save & Complete Section "Save & Complete section"
	Undertaking			
v. Read "Undertak "carefully and ena	ing ble	I hereby confirm that the information provided by me under academic record section is true and information, misrepresentation or omissions of facts may result in a rejection of my application.	i to the best of my knowledge. I understand	I and agree any false

ii. Click Here



Step-7: Check List Items

Now upload all the required documents in this section:

No	Form	Status	Action
1	Program of Study	•	Open
2	Personal Information	•	Open
3	Guardian Information	•	Open
4	Academic Record	•	Open
5	External Test Record i. Click Here	•	Open
6	Check List	•	Open

7.1. Attach scan copies of all documents required.

		Check List							
		Usernam Term: Applicati	e: abc@ Fall on Status: Sub	2016 priitted	Tracking ID: Name: Program Group:	01-2016-100000029 Khan Undergraduate Admissior	ns Fall 2016		
	ii. Document size must not greater then 0.5 MB	- Ap	plicant				lii .Click here to		
			Document			Status	Upload	Action	
		1	Recent Photograp Browse No Max File Size (0. File Format: jpeg	hs o file selected. 5 MB) 3.jpg.png		Uploaded File Name: 1484,JPG		Upload	
			CNIC / BForm / Pa Browse No Max File Size (0. File Format: jpeg	assport o file selected. 5 MB) g.jpg.bmp.png.pdf,docx		Uploaded File Name: 164,JPG		Upload	
			Local/Domicile Browse No Max File Size (0. File Format: jpeg	o file selected. 5 MB) g.jpg.bmp.png.pdf,docx		(Uploaded) File Name: 1005.JPG		Upload	
		4	Character Certifica Browse No Max File Size (0. File Format: jpeg	ate o file selected. 5 MB) g.jpg,bmp,png,pdf,docx		Uploaded File Name: 10029.jpg		Upload	
			ordian						
		- Gl	สเปาสท						

No	Document	Status	Action
1	CNIC / Passport Browse No file selected.	Uploaded File Name: 10029.jpg	Upload

7.2. Once all the required documents are uploaded click "Save and Complete section".



		BUIT uality & 0 9001-200	EMS Excellence in Education 8 certified, HEC recognized public sector university		
	Step-8:		Form Submission		
			Quality & Excellence in Education		~
		Appl	cation Form	s color of all sections must be green	
		llseman	a- abc@vaboo.com Tracking ID- 012016.1.00000029		Application Form
		Term: Applicat	Fall 2016 Name: Khan on Status: Submitted Program Group: Undergraduate Admissions Fall 2016		
		No	Form	Status	Action
		1	Program of Study	•	Open
, i	ii. Read Undertaking	R	Personal Information	•	Open
(very carefully and)	Guardian Information	•	Open
	enable check boxes	4	Academic Record	•	Open
		5	External Test Record	•	Open
		6	Check List	•	Open
		Undertal	ng		
			I hereby confirm that the information provided by me in this application form is true and to the best of my knowl misrepresentation or omissions of facts may result in a rejection of admission or expulsion from the University.	edge. I understand and agree tha	t any false information,
			l agree to abide by all the rules and regulations enforced by BUITEMS from time to time.		
			ission button I won't be able to ed	it and modify any	
			Submit Application	iii. Click "Submit Application"	

Note : <u>"No Changes Can Be Done After Submission Of Application".</u>



BUITEMS Quality & Excellence in Education ISO 9001-2008 certified, HEC recognized public sector university

Step-9:

Procedure to Print Application, Voucher and Address Slip

		í.	Take print of all the	ese documents	
			i. Take print of all these documents and follow instructions below		
abc@yahoo.com Fall 2016 atus: Submitted	Tracking ID: Name: Program Group:	012016-1-00000029 Khan Undergraduate Admissions Fall 2016			
		Print Applica	ation Print Vouche	er 🏾 Print Address Slip	
1			Status	Action	
gram of Study			•	Open	
sonal Information				Open	
rdian Information			•	Open	
demic Record			٠	Open	
rnal Test Record			•	Open	
ck List			•	Open	
	ram of Study onal Information dian Information lemic Record rnal Test Record	Fall 2016 Name: Is: Submitted Program Group: ram of Study: onal Information dian Information lemic Record rnal Test Record ck List	Fall ZU16 Name Name Is: Submitted Program Group: Undergraduate Admissions Fall 2016 Print Application ram of Study: onal Information rdian Information Iemic Record rnal Test Record	Fall 2016 Name: Nom Is: Submitted Program Group: Undergraduate Admissions Fall 2016 Print Application Print Vouche Status Status ram of Study: 0 onal Information 0 rdian Information 0 record 0 tran Test Record 0	

9.1. Click **"Print Application"** and download the pdf form, attach all documents in hard form as mentioned in the page-2 of form in Check list items.

9.2. Click **"Print Voucher"** and download fee voucher. Deposit the same in any Habib Bank Limited branch and paste a copy of voucher on page-3 of application form.

9.3. Click **"Print Address Slip"** to download the pdf. Paste the address slip on the envelope containing the complete application set and send it to mentioned address.

---Good luck-----