



Guidelines for Profile Creation & Application Submission in Online Admission System

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

Step-1: Account Creation



Click here to 'Create an Account'

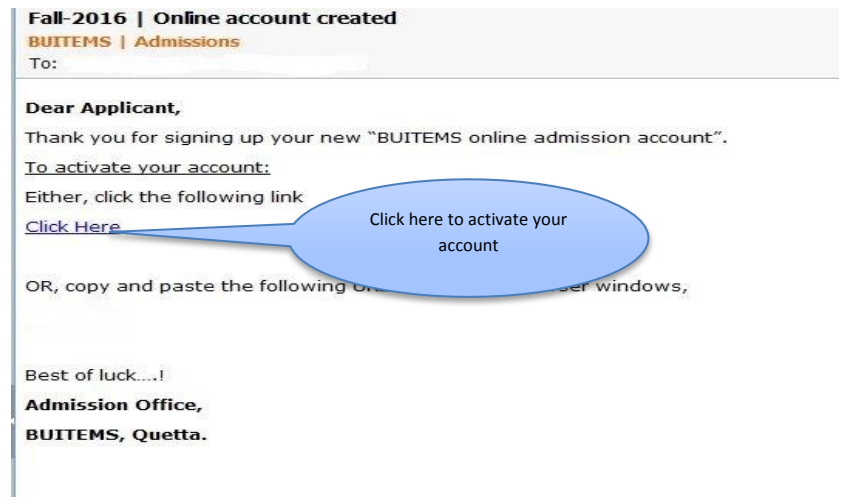
1.1. Enter a valid Email address where you will receive an activation link.

i. Enter a valid Email address

ii. Enter your desired password and re-enter to confirm

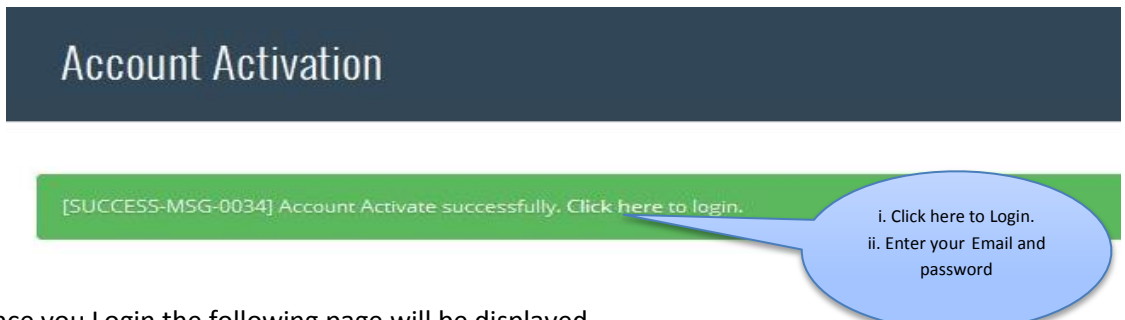
iii. This message will be displayed

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



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.

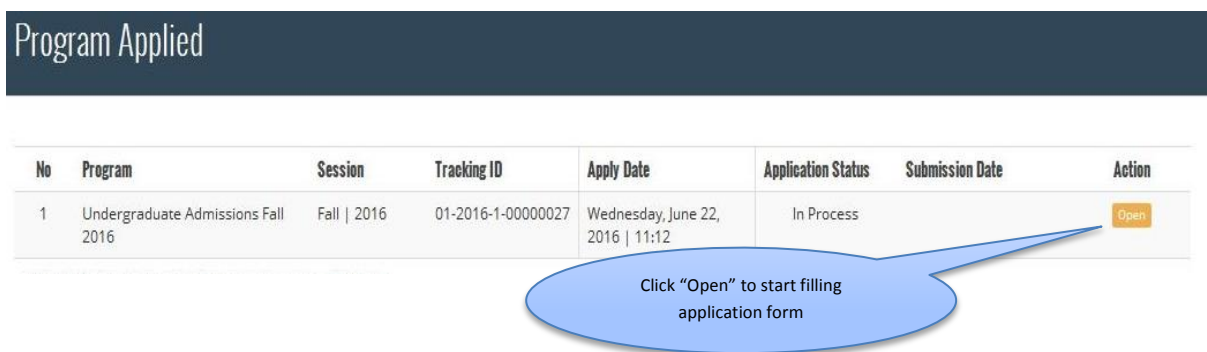


1.5. Once you Login the following page will be displayed.

1.6. Enable the check of **“Undergraduate Admissions Fall 2016”** then click **“select Program”**.



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





Step-2: Program of Study

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

Application Form

Application Form

Username:	Tracking ID:	01-2016-100000027		Image Not Found
Term:	Name:	Fall 2016		
Application Status:	Group:	Not Submitted Undergraduate Admissions Fall 2016		

i. Click Here

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	●	Open
6	Check List	●	Open

Undertaking

I hereby confirm that the information provided by me in this application form 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 admission or expulsion from the University.

I agree to abide by all the rules and regulations enforced by BUITEMS from time to time.

I understand that I have gone through with the information provided in this form very carefully; by clicking submission button I won't be able to edit and modify any information.

Submit Application

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

Select Program of Study

* Faculty [Select an Option] x

* Program [Select an Option] x

Add Program to List

Selected Program List

No	Faculty	Program	Fee	Preference	Action
1	Faculty of Information and Communications Technology	BS Software Engineering	2,500	1 ▾	Delete
2	Faculty of Life Sciences & Informatics	BS Microbiology	2,500	2 ▾	Delete
3	Faculty of Arts & Basic Science	BS International Relations	2,500	3 ▾	Delete
Total (Rs.)			7,500		

Application Form Save & Complete Section

Note: Repeat above steps for applying in another program(s).

v. Click “Save & Complete section” to proceed further

Table (A) – Faculty / Offered Program List



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	●	Open
2	Personal Information	●	Open
3	Guardian Information	●	Open
4	Academic Record	●	Open
5	External Test Record	●	Open
6	Check List	●	Open

i. Click Here

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

* Date of Birth

Note: As per SSC Certificate /or Equivalent

* Country of Nationality

* CNIC / B-Form

Passport No

* Marital Status

* Religion

Blood Group

* Disability

Kindly mention disability type e.g. visual impairment, poliomyelitis etc...

* Native Language



Permanent Address

* Address Line 1

Address Line 2

Address Line 3

* Country

* Province

* City

* Domicile/Local

Postal/Mailing Address

iii. If both Mailing and Permanent address are same enable this check

Copy same as Permanent Address

* Address Line 1

Address Line 2

3.3. Once all the fields are filled, verify them.

iv. Provide correct contact details, so that you can receive message alerts and notification in future.

Contact Details

Alternative Email

* Home Telephone

* Mobile No

v. Read "Undertaking" carefully and enable check

Undertaking

I hereby confirm that the information provided by me under this section is true and to the best of my knowledge.

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

[Application Form](#) [Save & Complete Section](#)

Step-4: Guardian Information

Move to **"Guardian Information"**

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	●	Open
6	Check List	●	Open

i. Click Here

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



▼ **Father Information**

i. Enter either "CNIC No or Passport No"

* Name

CNIC

Passport No

* Address Line 1

Address Line 2

Address Line 3

* Country

* Province

* City

* Occupation

* Office Number

Tooltip
Note: As per SSC Certificate

4.2. "Office address" must contain organization name and Address.

▼ **Guardian Information**

ii. If both Father and guardian are same click here

Copy same as Father Information

iii. Click "Save & Complete Section"

Application Form [Save & Complete Section](#)

4.3. Enter all the required fields and verify.

Step-5: Academic Record

Now complete your "Academic Record"

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	●	Open
6	Check List	●	Open

i. Click Here

5.1: Click "Add New Degree"



i. Click Here

Academic Record

Add New Degree

Secondary Level (SSC, O'Level, 10th grade)				
No	Degree Type	Degree	Preference/Major	Action
Currently no "Secondary Level" degree/diploma added.				

Post Secondary Level (HSSC, A'Level, 12th grade, Diploma)				
No	Degree Type	Degree	Preference/Major	Action
Currently no "Post Secondary Level" degree/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.

ii. Select diploma or degree.

▼ Degree Information

* Degree Type

* Degree Level

* Degree

* Preference/Major

* Board/University

ii. Select "Result Awaited" in case you are applying on Hope.

▼ Marks Information

* Start Year

* End Year

* Grading

* Roll Number/Candidate Number

* Result Mode

* Total [Select an Option]

* Obtained [Select an Option]

iii. Save this section and repeat same steps for Postsecondary record

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.

Application Form Save & Complete Section

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	●	Open
4	Academic Record	●	Open
5	External Test Record	●	Open
6	Check List	●	Open

i. Click Here

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

ii. Click Here

External Test Record

[Add New Exam](#)

External Exam

No	Type	Exam	Attempt Status	Action
Currently no information added.				

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

iv. Select "Taken", if you have valid NTS test. Otherwise select Consider for "BUITEMS Entry Test"

External Test

* Exam

* Exam Attempt Status

[Back](#) [Save & Complete Section](#)

6.3. Save and close the section.

vi. Click "Save & Complete section"

v. Read "Undertaking" carefully and enable

Undertaking



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.

[Application Form](#) [Save & Complete Section](#)



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	●	Open
6	Check List	●	Open

i. Click Here

7.1. Attach scan copies of all documents required.

Check List

Username: abc@yahoo.com Tracking ID: 012016400000029
 Term: Fall 2016 Name: Khan
 Application Status: Submitted Program Group: Undergraduate Admissions Fall 2016



ii. Document size must not greater than 0.5 MB

iii. Click here to Upload

Applicant			
No	Document	Status	Action
1	Recent Photographs Browse... No file selected. Max File Size (0.5 MB) File Format: jpeg,jpg,png	Uploaded File Name: 1484.JPG	Upload
2	CNIC / B-Form / Passport Browse... No file selected. Max File Size (0.5 MB) File Format: jpeg,jpg,bmp,png,pdf,docx	Uploaded File Name: 164.JPG	Upload
3	Local/Domicile Browse... No file selected. Max File Size (0.5 MB) File Format: jpeg,jpg,bmp,png,pdf,docx	Uploaded File Name: 1005.JPG	Upload
4	Character Certificate Browse... No file selected. Max File Size (0.5 MB) File Format: jpeg,jpg,bmp,png,pdf,docx	Uploaded File Name: 10029.jpg	Upload

Guardian			
No	Document	Status	Action
1	CNIC / Passport Browse... No file selected. Max File Size (0.5 MB)	Uploaded File Name: 10029.jpg	Upload

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

Academic			
No	Document	Status	Action

vi. Click Save & Complete section

[Application Form](#) [Save & Complete Section](#)




Step-8: Form Submission



Application Form

Application Form

Username:	abc@yahoo.com	Tracking ID:	012016100000029	
Term:	Fall 2016	Name:	Khan	
Application Status:	Submitted	Program Group:	Undergraduate Admissions Fall 2016	

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	●	Open
6	Check List	●	Open

Undertaking

I hereby confirm that the information provided by me in this application form 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 admission or expulsion from the University.

I agree to abide by all the rules and regulations enforced by BUITEMS from time to time.

I understand that I have gone through with the information provided in this form very carefully; by clicking submission button I won't be able to edit and modify any information.

[Submit Application](#)

i. Status color of all sections must be green

ii. Read Undertaking very carefully and enable check boxes

iii. Click "Submit Application"

Note : "No Changes Can Be Done After Submission Of Application".




Step-9: Procedure to Print Application, Voucher and Address Slip

Application Form

i. Take print of all these documents and follow instructions below

Username:	abc@yahoo.com	Tracking ID:	01-2016-100000029
Term:	Fall 2016	Name:	Khan
Application Status:	Submitted	Program Group:	Undergraduate Admissions Fall 2016



Print Application Print Voucher Print Address Slip

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	●	Open
6	Check List	●	Open

Undertaking

I hereby confirm that the information provided by me in this application form 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 admission or expulsion from the University.

I agree to abide by all the rules and regulations enforced by BUITEMS from time to time.

I understand that I have gone through with the information provided in this form very carefully; by clicking submission button I won't be able to edit and modify any information.

- 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-----