



# STEP BY STEP GUIDELINES FOR ONLINE ADMISSION FORM

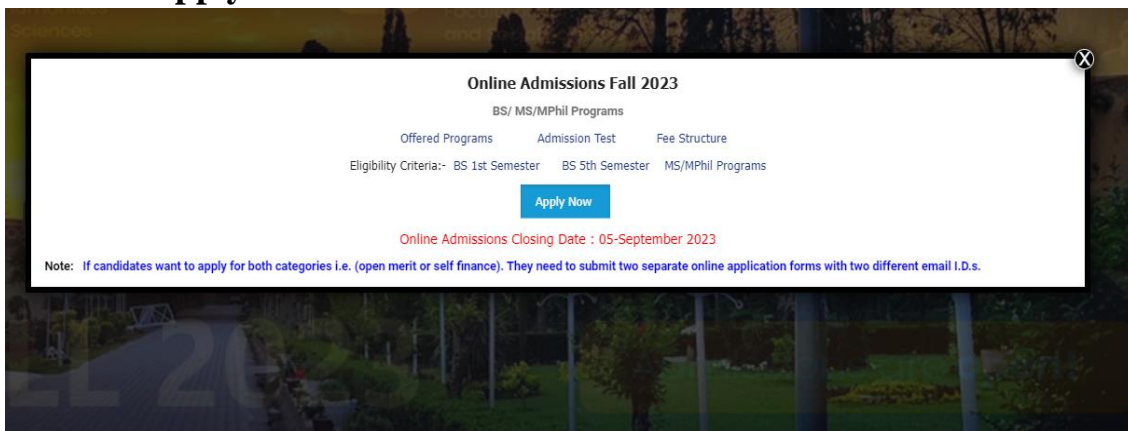
## Basic Requirements to Apply for Admission:

- Name, Father's Name, Date of Birth (as Mentioned in Matric Certificate)
- Mobile Number
- Passport Size Photograph (with Blue background)
- Scanned Copy of Documents.
- Scanned Copy of Paid "Processing Fee" Challan.
- Scanned Copy of Certificate (in case of Reserved Seats)
- Only Female Candidates and transgender female can apply

## How to apply for online admission?

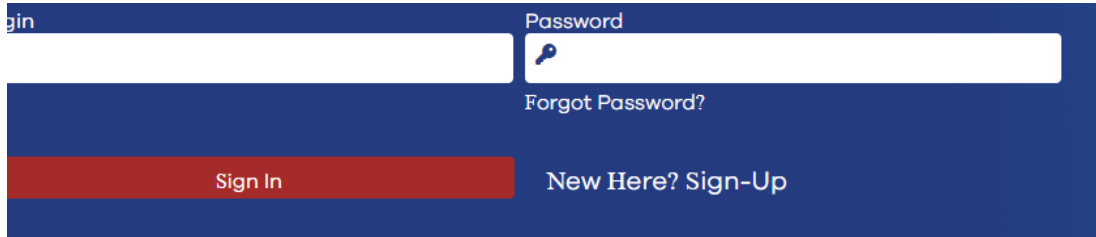
- Open any Web Browser and type [www.rwu.edu.pk](http://www.rwu.edu.pk) to open the home page of Rawalpindi Women University.
- RWU online Admission FALL-2023 window opens.

### 1. Click on Apply Now button



**NOTE:** The candidate must fill in the online admission form carefully. Information once submitted cannot be changed. Fields mentioned with (\*) are mandatory to fill.

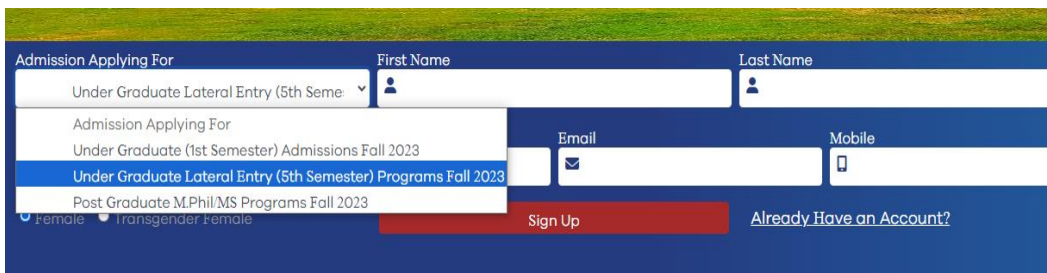
## 2. Click on Sign-Up



A login and sign-up form on a dark blue background. It features two input fields: 'Login' and 'Password'. Below the password field is a link for 'Forgot Password?'. At the bottom, there are two buttons: a red 'Sign In' button and a white 'New Here? Sign-Up' button.

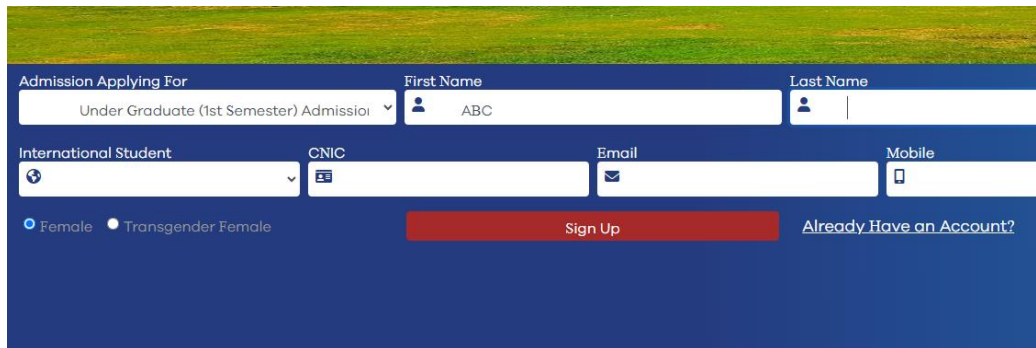
## 3. Fill the SIGN UP data

- Candidate select the Admission Applying for from the drop down menu and select the desire program



A sign-up form with a dropdown menu for 'Admission Applying For'. The dropdown is open, showing options: 'Under Graduate Lateral Entry (5th Seme...', 'Admission Applying For Under Graduate (1st Semester) Admissions Fall 2023', 'Under Graduate Lateral Entry (5th Semester) Programs Fall 2023', and 'Post Graduate M.Phil/MS Programs Fall 2023'. Other fields include 'First Name', 'Last Name', 'Email', and 'Mobile'. There are radio buttons for 'Female' and 'Transgender Female', a red 'Sign Up' button, and a link 'Already Have an Account?'.

- Enter First Name



The sign-up form with 'ABC' entered in the 'First Name' field. The 'Admission Applying For' dropdown is set to 'Under Graduate (1st Semester) Admissioi...'. Other fields are empty. There are radio buttons for 'Female' and 'Transgender Female', a red 'Sign Up' button, and a link 'Already Have an Account?'.

- Enter Last Name



The sign-up form with 'ABC' in 'First Name' and 'XYZ' in 'Last Name'. The 'Admission Applying For' dropdown is set to 'Under Graduate (1st Semester) Admissioi...'. Other fields are empty. There are radio buttons for 'Female' and 'Transgender Female', a red 'Sign Up' button, and a link 'Already Have an Account?'.

- Enter CNIC Number

The screenshot shows a registration form with a blue header and a green field background. The form includes the following fields and options:

- Admission Applying For:** Under Graduate (1st Semester) Admissioi
- First Name:** ABC
- International Student:** No
- CNIC:** 61111-111111-1
- Email:** (empty)
- Gender:**  Female  Transgender Female
- Sign Up:** A red button.

- Enter Email Address

The screenshot shows the registration form with the following fields and options:

- CNIC:** 61111-111111-1
- Email:** abc@gmail.com
- Mobile:** (empty)
- Sign Up:** A red button.
- Already Have an Account?:** A link.

- Enter Mobile Number

The screenshot shows the registration form with the following fields and options:

- CNIC:** 61111-111111-1
- Email:** abc@gmail.com
- Mobile:** 0333-1234567
- Sign Up:** A red button.
- Already Have an Account?:** A link.

- Select Gender

The screenshot shows the registration form with the following fields and options:

- International Student:** No
- CNIC:** 61111-111111-1
- Email:** abc@gmail.com
- Gender:**  Female  Transgender Female
- Sign Up:** A red button.

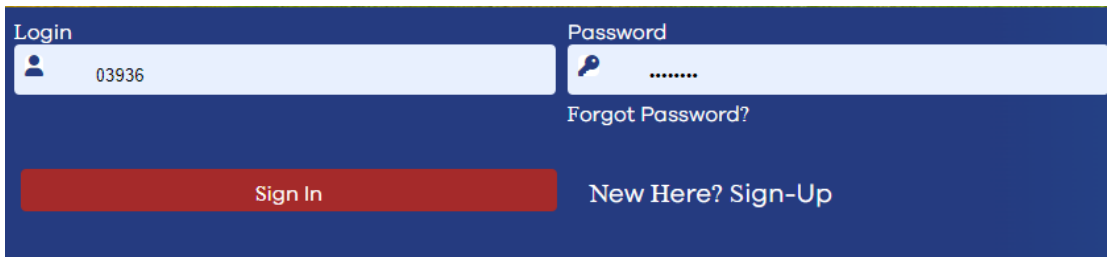
- Click on Sign Up Button

The screenshot shows the registration form with the following fields and options:

- Sign Up:** A red button.
- Already Have an Account?:** A link.

## Check email for login details

Enter Login and password received in Email.

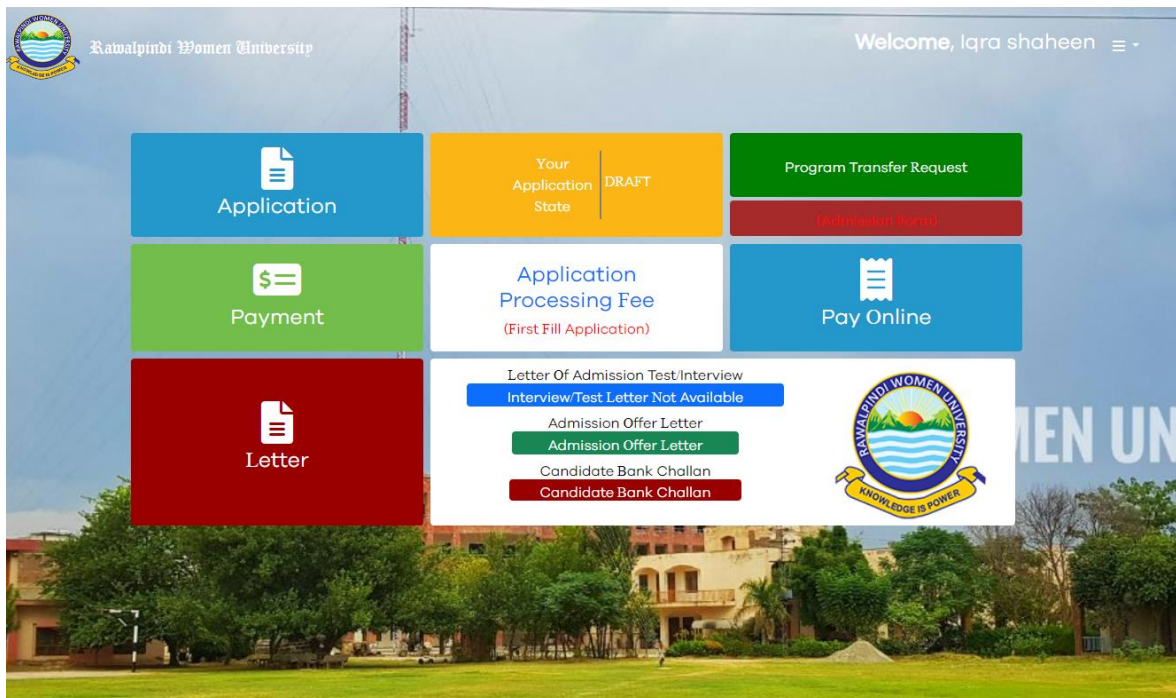


The login form is set against a dark blue background. It features two input fields: 'Login' with a person icon and the value '03936', and 'Password' with a key icon and masked characters '.....'. A 'Forgot Password?' link is positioned below the password field. At the bottom, there is a red 'Sign In' button and a white 'New Here? Sign-Up' link.

## Click on Sign In Button

Admission portal is now open

## 4. Click on Application



The dashboard for Rawalpindi Women University features a header with the university logo and name on the left, and a user greeting 'Welcome, Iqra shaheen' on the right. The main content area is a grid of colored buttons: 'Application' (blue), 'Payment' (green), 'Letter' (red), 'Your Application State' (yellow, showing 'DRAFT'), 'Program Transfer Request' (green), 'Application Processing Fee' (white, for 'First Fill Application'), 'Pay Online' (blue), and a list of document types including 'Letter Of Admission Test/Interview' (blue), 'Admission Offer Letter' (green), and 'Candidate Bank Challan' (red). The university logo and motto 'KNOWLEDGE IS POWER' are also visible.

## Personal Information

Select Admission Criteria

Open Merit

Select

Open Merit

Self Finance

Select Province

Select Province

Select Province

Fedral

Punjab

Sindh

Khyber Pakhtunkhwa

Balochistan

Gilgit Baltistan

Federally Admin Tribal Area

Azad Jamu & Kashmir

Select Domicile City

Select Domicile

Select Domicile

Chakwal

Chiniot

Dera Ghazi Khan

Faisalabad

Gujranwala

Gujrat

Hafizabad

Jhang

Jhelum

Kasur

Khanewal

Khushab

Lahore

Layyah

Lodhran

Mandi Bahauddin

Mianwali

Multan

Muzaffargarh

Enter Date of Birth

04/29/2000

Apr							2000
Su	Mo	Tu	We	Th	Fr	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

Select Gender

Female

Select Gender

- Female
- transgender (Female)

Select Religion

Islam

Select Religion

- Islam
- Christian
- Hindu
- Ahmadi
- Buddhist
- Jewish
- Sikh
- Other
- Non-Muslim

Select Blood Group

B+ve

Select blood Group

A+ve

**B+ve**

O+ve

AB+ve

A-ve

B-ve

O-ve

AB-ve

Not Known

### Upload Profile Picture



Profile Picture

1. Enter all the fields especially mandatory fields marked with (\*)
2. Upload the scan image (Format: ".jpg", ".png", ".jpeg/jfif", ".bmp", ".jpeg", ".gif" and Max Size Allowed: 2MB) of your picture.
3. A color photo is required.
4. Latest passport size photograph with plain white/Blue background.
5. Click Update button to move to Next Step.

### Family Details:

Enter Fathers Name

Abc

Father Name\*

Select Father Status

Alive

Select Father Status

Alive

Deceased

Enter Father CNIC

61111-111111-0

Father CNIC

Enter Father Cell Number

0333-3333333

Father Cell

Select Father Education

Select Father Education

Select Father Education

Matric

FA/ Fsc or Equivalent

BA/ BS or Equivalent

M-PHIL/ MS or Equivalent

PhD or Equivalent

Illiterate

Select Father Occupation



DOCTOR

Select Father Profession

RET GOVT SERV(GRAD 17 OR ABOV)

RETIRED ARMY OFFICER

**DOCTOR**

ENGINEER

BUSINESSMAN

FARMER/AGRICULTURIST

GOVT SERVANT (GRAD 17 OR ABOV)

PRIVATE SERVICE(NON-EXECUTIVE)

GOVT SERVANT (GRAD 16 OR BLOW)

GOVT SERVANT (Grade 5-13)

PROFESSOR/LECTURER/TEACHER

LAWYER

ARMED FORCES(RETIR JCO OR BLW)

LANDLORD (AGRICULTURE)

SERVING ARMY OFFICER

PRIVATE SERVICE (EQUIVALENT TO GRADE 1-4)

EMPLOYMENT ABROAD

RET GOVT SERV(GRAD 16 OR BLOW)

PRIVATE SERVICE (EXECUTIVE)

Enter Mother Name

Defj

Mother Name\*

Select Mother Status

Alive

Mother Status\*

Enter Mother CNIC

61111-2222222-2

Mother CNIC

Enter Mother Cell Number

0300-0000000

Mother Cell

Select Mother Education

BA/ BS or Equivalent

Select Mother Education

Matric

FA/ Fsc or Equivalent

**BA/ BS or Equivalent**

M-PHIL/ MS or Equivalent

PhD or Equivalent

Illiterate

Select Mother Profession

Select Mother Profession

**Select Mother Profession**

RET GOVT SERV(GRAD 17 OR ABOV)

RETIRED ARMY OFFICER

DOCTOR

ENGINEER

BUSINESSMAN

FARMER/AGRICULTURIST

GOVT SERVANT (GRAD 17 OR ABOV)

PRIVATE SERVICE(NON-EXECUTIVE)

GOVT SERVANT (GRAD 16 OR BLOW)

GOVT SERVANT (Grade 5-13)

PROFESSOR/LECTURER/TEACHER

LAWYER

ARMED FORCES(RETIR JCO OR BLW)

LANDLORD (AGRICULTURE)

SERVING ARMY OFFICER

PRIVATE SERVICE (EQUIVALENT TO GRADE 1-4)

EMPLOYMENT ABROAD

RET GOVT SERV(GRAD 16 OR BLOW)

PRIVATE SERVICE (EXECUTIVE)

**Enter Sibling Details**

Siblings: 2 0

Brothers Sisters

**Miscellaneous Information:**

Select Hostel Facility

No

---

Would you like to apply for the institutes Hostel facilities?

Select Curricular Activity Quota

No

---

Sports/Extra Curricular Activity Quota?\*

**Note:** If candidate apply for Sports/ Extra Curricular Activity Quota must have to provide the valid certificate.

Select Disable Person

No

---

Are you disable Person?\*

**Note:** If candidate apply for Disable Quota they have to provide a certificate, duly issued by the District Disable Assessment Committee

Select Quota

No

---

Apply against provisional Quota for Gilgit Baltistan/AJK/KP/Balochistan Rural?\*

**Note: If candidate apply for Gilgit Baltistan/ AJK/ KPK/ Balochistan must provide Nomination letter from the respective government**

**Press Update Button**

## Miscellaneous Information:

No	No	No
Would you like to apply for the institutes Hostel facilities?	Sports/Extra Curricular Activity Quota?*	Are you disable Person?*
No		
Apply against provisional Quota for Gilgit Baltistan/AJK/KP/Balochistan Rural?*		

Update

## Contact Information:

Enter Phone Number

0515555555	03000000000
Phone	Mobile*

## Current Address

Enter City from the Drop down menu

Islamabad

City\*

Enter Address

House# 111, Street#1, Islamabad

Street 1\*

Enter Zip code

44444

Zip

Enter permanent Address (if different then enter Permanent Address), otherwise click is same Address

Is Same Address

Permanent address:\*

Pakistan

Country\*

Islamabad

City\*

House# 111, Street#1, Islamabad

Street 1\*

Street 2

44444

Zip

Update

**Press Update Button**

## Guardian Information

Enter Guardian Relationship from the drop down menu

Brother

Guardian Relationship\*

Enter Guardian Full Name

LMNO

Guardian Full Name\*

Enter Guardian CNIC/ Passport

61122-1212222-1

Guardian CNIC/Passport \*

Enter Guardian Mobile

0322-2222222

Guardian Mobile\*

Enter Guardian Education

BA / BS or Equivalent

Guardian Education

Enter Guardian Profession

BUSINESSMAN

Guardian Profession

Enter Income of Guardian

80000|

Income

Enter Guardian Address

House # 111, Street # 11, Islamabad

Address\*

### Fee Payer Details

Enter Fee payer Name

Abcd

Fee Payer Name

Enter Fee Payer CNIC/Passport

61111-1111111-1

Fee Payer Passport/CNIC

**Press Update Button**

## Education

Enter Degree Level

Degree Level\*:

Secondary School Certifi

Enter Degree

Degree\*:

Matric

**Enter specialization According to the Group Mention on Yours SSC/HSSC/ADP/BA/BSC/BS Certificate/Degree.**

Specializations :

Science

Enter Passing Year

Select Passing Year\*:

2018

Select result status

Select Result Status\*:

Declared

Enter Total Marks

Total Marks

1100

Enter obtained Marks

Obtained Marks

900

Enter Institution

Institute\*:

Government

Enter Board Roll Number

Board Roll No.

215454

Enter Board

Board\*:

Federal Board of Intermediate and

Upload Degree/Hope Certificate Document:

Degree/Hope Certificate Document\*:






Choose File

fsc-degree

**Click on Update**

Then Add all the Relevant Degrees by selecting Add Education Button


## For Applying in BS 1<sup>st</sup> Semester








Education						
Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	Attachment	Action
Matric	Science	Government	81.82	complete		
Intermediate	Pre-Medical with Biology	Government	70.64	complete		 

[Add Education](#) [Save and Next](#)




## For Applying in BS 5<sup>th</sup> Semester Lateral Entry








 Education

Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	Attachment	Action
Matric	Science	Government	70.64	complete		
Intermediate	Pre Medical with Additional Math	Government	81.82	complete		
ADP/BSc Botany (with Botany) (14	--	Abdul Wali Khan University, Mard	81.82	complete		 

[Add Education](#) [Save and Next](#)

## For Applying in MS/MPhil

 Education

Degree Name	Specialization	Institute	Percentage/CGPA	Result Status	Attachment	Action
Matric	Science	Government	70.64	complete		
Intermediate	Pre Medical with Additional Math	Government	81.82	complete		
Bachelor of Science in Biological S	--	COMSATS University (Formerly CC	3.3	complete		 

[Add Education](#) [Save and Next](#)

**Press Save and Next for the next tab**

# Program Preferences

Click on View offered Program Choices

[View Offered Program Choices](#)




Choices will be shown according to your Degree Specialization

Add Program
Bachelor of Science in English
Bachelor of Science in Media and Communication Studies
Bachelor of Science in Political Science
Bachelor of Science in Psychology
Bachelor of Business Administration
Bachelor in Fine Arts
Bachelor of Science in Sociology
Bachelor of Science in Computer Science
Bachelor of Science in Information Technology
Bachelor of Science in Mathematics
Bachelor of Science in Physics
Bachelor of Science in Statistics

## My Preferences

Add Degree according to your preferences

Click & Drag To Reorder

<input checked="" type="checkbox"/> Bachelor of Science in English	1 
<input checked="" type="checkbox"/> Bachelor in Fine Arts	2 
<input checked="" type="checkbox"/> Bachelor of Science in Political Science	3 

Then press Update Button

## Documents Upload

Upload CNIC/ B-form Front Side



CNIC Front Side/B-Form\*

Choose File | NADRA.jpg

Upload CNIC/ B-Form Back Side



CNIC BackSide/B-Form\*

Choose File | NADRA.jpg

Upload Domicile



Domicile<sup>®</sup>

Choose File domicile.jpg

The press on Upload Button

## Application Submission

Check all the entered data carefully once submission can't be change

Check on undertaking

### Undertaking

I hereby certify that all the information p

I Agree With Term And Conditions

After checking all the entered data press on Submit Application

Submit Application

# Bank Challan

Click on Application Processing Fee to get the Fee Voucher



- Print the Fee Voucher
- Submit amount in any branch of BOP Pakistan
- Scan The Paid Bank Fee Voucher and Upload the Paid fee Voucher on RWU Admission Portal by sign in from the already provided Login Password in your Email.

Upload Invoice

A form titled "Rawalpindi Women University FEE Voucher" with a sub-header "Application Processing Fee". It contains fields for Invoice # (03962), Issue Date (2023-08-09), Due Date (2023-09-05), Session (Fall 2023), Applicant Name (Test First Semester), Father Name (Abcd), CNIC (1234512345671), Career (Under Gr-), and Programs (1. B-). A large red "PAID" stamp is overlaid on the form. Below the stamp, there is a table with columns for "Application" (1500.0 PKR) and "Total" (1900 PKR). It also includes fields for "Amount in Words" (One Thousand, 1... Rupees), "Mode of Payment", "Depositor's Name", and "Depositor's CNIC". A "Payment Information" section contains a checkbox, an account number (6510202804100015), an IBAN number (PK92 PBUN 6510202804100015), and the branch name (Chandni Chowk Branch, Rawalpindi). A "Bank Stamp" section includes "RWU Campus Management Solution", contact information (agc2023@rwu.edu.pk, (051) 9290901), and a note: "No interbank transfer will be accepted." The form is labeled "Admission Office Copy" at the bottom.

Upload Invoice

Enter Deposit Date from challan form

08/09/2023

Deposit Date

**Then press on update button**

## **Test Center**

Test center will be update for those preferences who have test requirement

## **Merit List**

Merit list will be updated on candidate portal