# 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
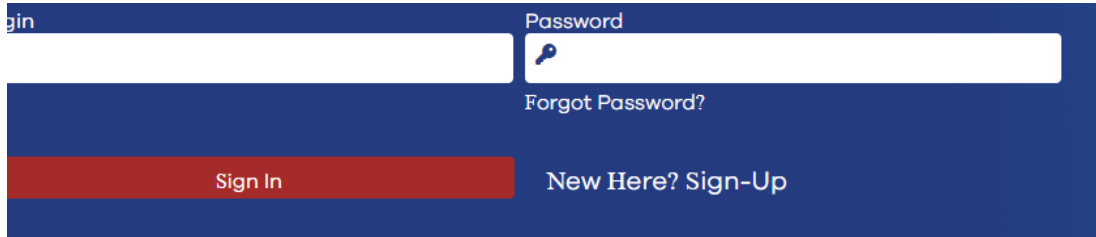
How to apply for online admission?

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

1. Click on Apply Now button
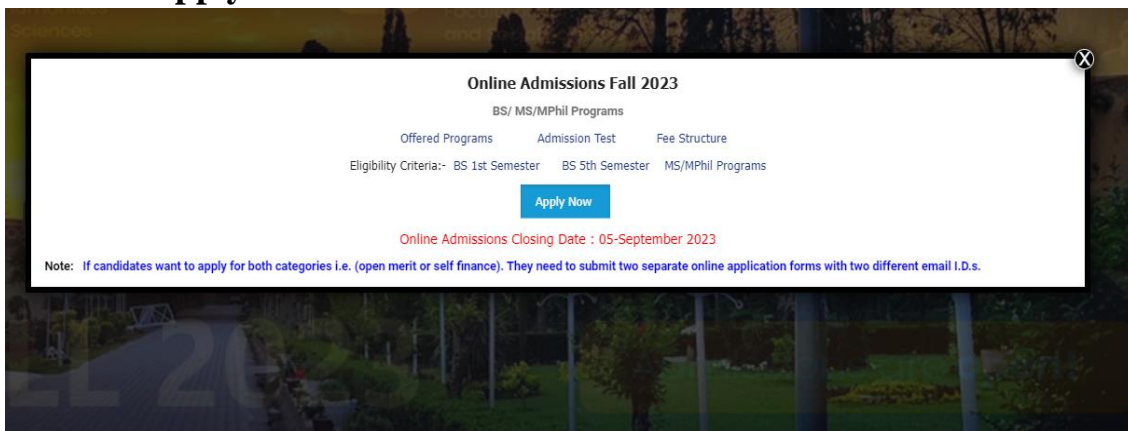
NOTE: The candidate must fill in the online admission form carefully. Information once submitted cannot be changed. Fields mentioned with (*) are mandatory to fill.
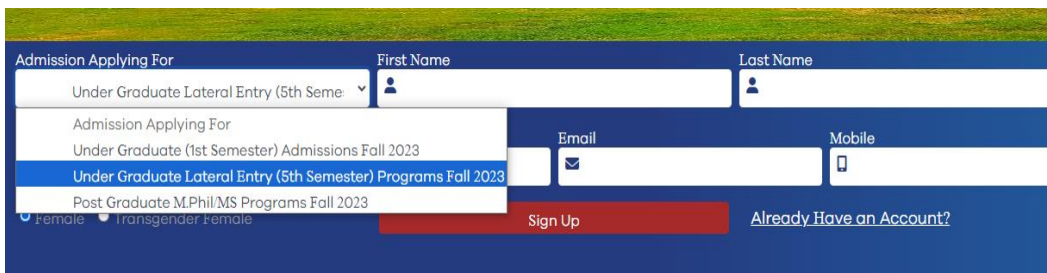
2. Click on Sign-Up
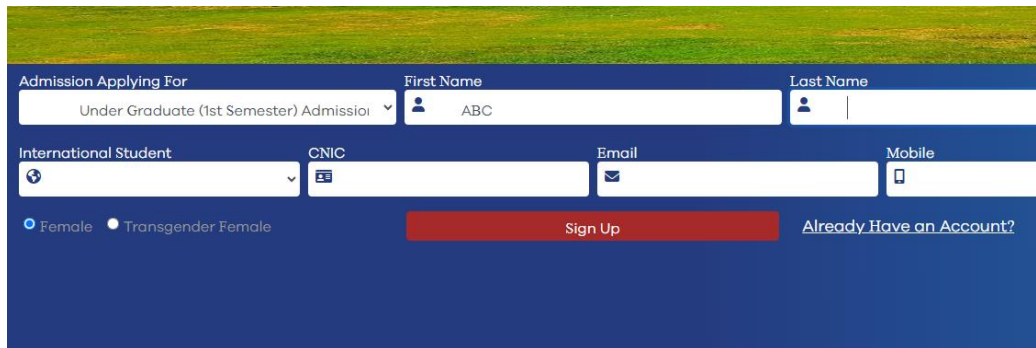

3. Fill the SIGN UP data

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

- Enter First Name

- Enter Last Name

- Enter CNIC Number

- Enter Email Address

- Enter Mobile Number

- Select Gender

- Click on Sign Up Button

Check email for login details

Enter Login and password received in Email.
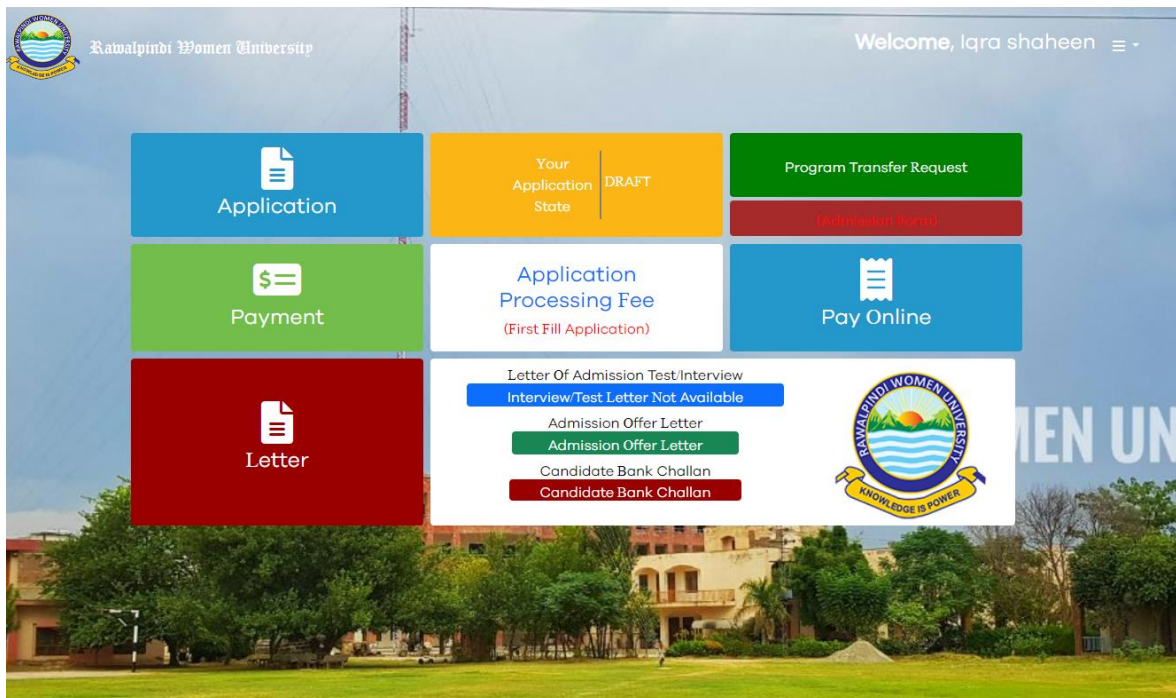
Login	Password
👤 03936	🔑 ••••••••
	Forgot Password?
Sign In	**New Here? Sign-Up**

Click on Sign In Button

Admission portal is now open

4. Click on Application

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

61111-1111111-0

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

Def

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

Would you like to apply for the institutes Hostel facilities?

No

Sports/Extra Curricular Activity Quota?*

No

Are you disable Person?*

No

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

Update

Contact Information:

Enter Phone Number

0515555555

Phone

03000000000

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	Islamabad
Country*	City*

House# 111, Street#1, Islamabad		44444
Street 1*	Street 2	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 1st Semester

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 5th 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

Then press Update Button

Documents Upload

Upload CNIC/ B-form Front Side

Upload CNIC/ B-Form Back Side

Upload Domicile

Domicile*

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

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