



USER MANUAL

**GC WOMEN
UNIVERSITY SIALKOT**
ONLINE ADMISSION
SYSTEM - 2019

Important Guideline for Online Admission System

- 1- Url to access the portal admission.gcwus.com
- 2- Candidate must register herself to access the online admission system.
- 3- After registration/login, form wizard will be open to apply.
- 4- Candidate must complete the full form wizard to download registration form.
- 5- If candidate is on her halfway of applying and for some reason candidate become offline/disconnect, in this case candidate can login again and continue the applying process.
- 6- After applying, candidate will be redirect to the all applying detail to download the registration form and challan form.
- 7- Candidate must submit the printed downloaded registration form with form, bank stamped challan and attested documents in the relevant department.
- 8- Candidate can also apply in other departments and degree program.
- 9- In case of any query email at admission@gcwus.edu.pk

Online Admission User Manual

To access online admission system candidate must register herself first by clicking on “**Register Here**” button.

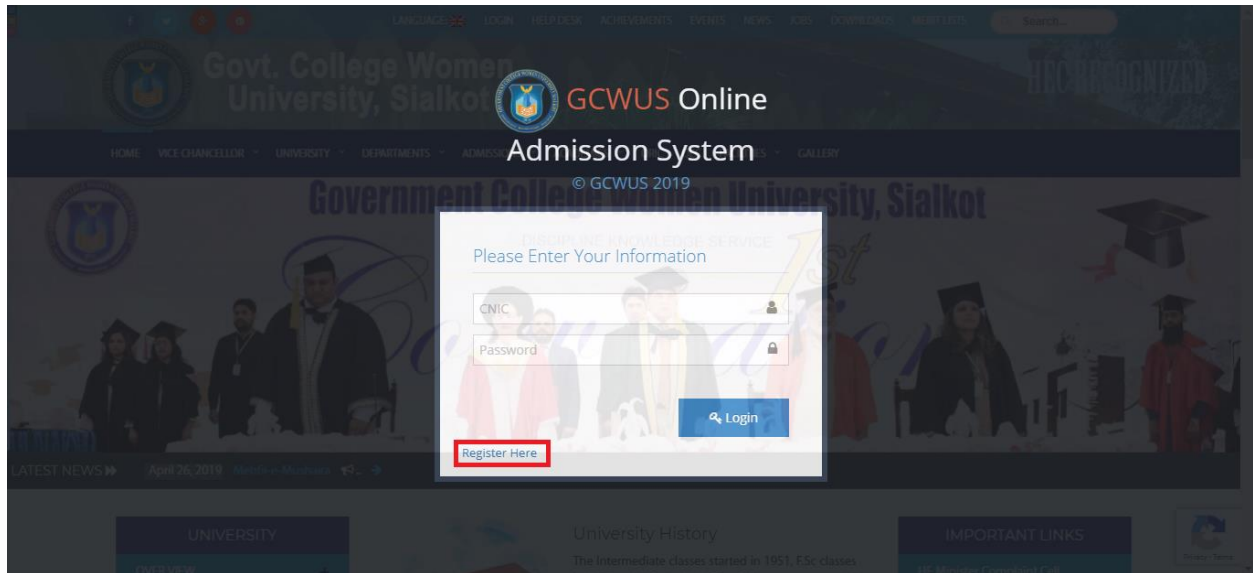


Figure 1: Login

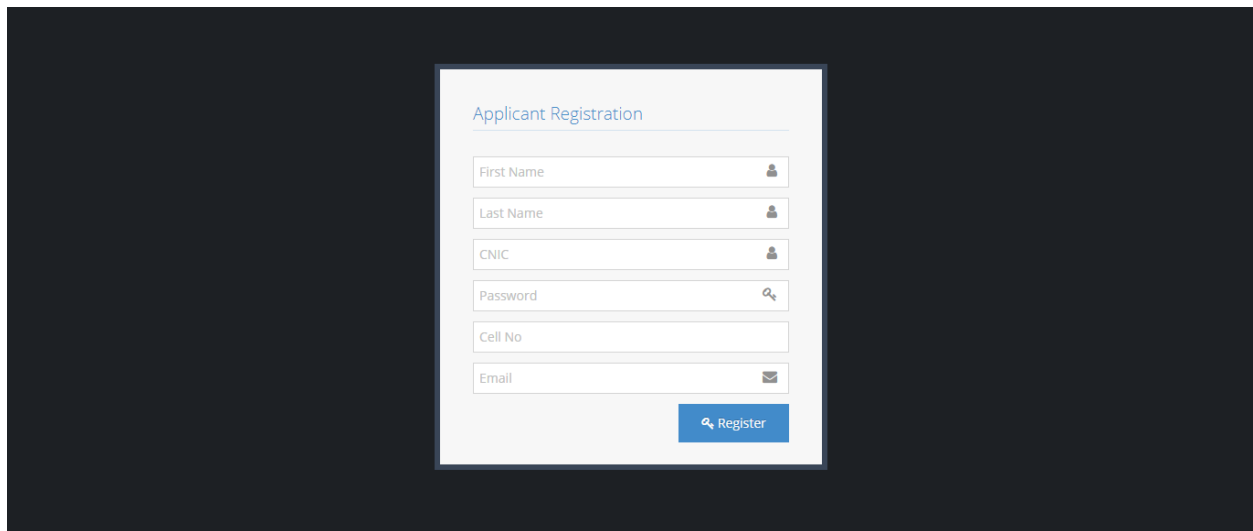


Figure 2: Registration Page

After Registration process, candidate will be redirected to the online application form wizard.

- Wizard consist of 1) Personal Information, 2) Contact Information, 3) Academic Information, 4) Guardian Information and 5) Enrollment Information form.
- Candidate must fill and submit all above mentioned forms in wizard.
- Fields with star * are mandatory to fill, without these, form will not submit.
- After submission of Personal Information form Next button will be active to move to next form (Contact information) and so on.

Figure 3:Form Wizard

Govt College Women University, Sialkot

Welcome, 3460315588314

GCWUS Online Admission Management System

Add Applicant Information

Note: Please enter your name as per Matric Certificate / CNIC / Passport. Fulfillment of this requirement is mandatory for the processing of this application. As per information provided; your name is "" and the same will appear throughout your program session.

1 Personal Info 2 Contact Info 3 Academic Info 4 Guardian Info 5 Enrollment Info

Telephone

Cell No *

Email *

Domicile *

Permanent Address *

Postal Code *

Govt College Women University, Sialkot CMS © 2017

Figure 4: Form Wizard (Contact Information)

Govt College Women University, Sialkot

Welcome, 3460315588377

GCWUS Online Admission Management System

Add Applicant Information

Note: Please enter your name as per Matric Certificate / CNIC / Passport. Fulfillment of this requirement is mandatory for the processing of this application. As per information provided; your name is "" and the same will appear throughout your program session.

1 Personal Info 2 Contact Info 3 Academic Info 4 Guardian Info 5 Enrollment Info

Student Matric Marks Details

Board/Uni * Exam Type * Roll#/Reg# * Passing Year *

Group * Total Marks * Obtained Marks * Matrix Mark Sheet * No file chosen

Student Intermediate Marks Details

Board/Uni * Exam Type * Roll#/Reg# * Passing Year *

Group * Total Marks * Obtained Marks * Matrix Mark Sheet * No file chosen

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Figure 5: Form Wizard (Academic Infor)

Govt College Women University, Sialkot

Welcome, 3460315588314

GCWUS Online Admission Management System

Add Applicant Information

Note: Please enter your name as per Matric Certificate / CNIC / Passport. Fulfillment of this requirement is mandatory for the processing of this application. As per information provided; your name is "" and the same will appear throughout your program session.

Personal Info Contact Info Academic Info **Guardian Info** Enrollment Info

Father Name *

Father Occupation

Father NIC *

Father Cell No *

Father Monthly Income

Guardian NIC *

Guardian Cell No *

Guardian Address *

Save

← Previous **Next** →

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Figure 6: Form Wizard (Guardian Info)

Govt College Women University, Sialkot

Welcome, 3460315588377

GCWUS Online Admission Management System

Add Applicant Information

Note: Please enter your name as per Matric Certificate / CNIC / Passport. Fulfillment of this requirement is mandatory for the processing of this application. As per information provided; your name is "" and the same will appear throughout your program session.

Personal Info Contact Info Academic Info Guardian Info **Enrollment Info**

Department *

Program *

Degree *

Requirement need to fulfill to apply in above selected DegreeProgram (Ignore if Empty)

Inter Subject Name *

Total Marks *

Obtained Marks *

Preferred Subject on applied DegreeProgram (Ignore if Empty)

Preferred Subject *

Save

Eligibility Criteria

- 1- The candidates seeking admission to the B.S. Classes must have passed Intermediate or A level examination from any public / private institution at least in 2nd division. The Private students are also eligible to apply.
- 2- The students must have studied the major subject at intermediate level (in which she is seeking admission)
- 3- The candidates who have not studied Mathematics at intermediate level are not eligible to apply for BS Mathematics.
- 4- All the students may apply for BS English, however the students who have studied English Literature will be given preference.
- 5- The candidates applying for Fine Arts and Design & Visual Arts will have to qualify an aptitude test
- 6- The subjects like Islamic Studies, Urdu, Pakistan studies, International Relations, Political science and Sociology are open for all students
- 7- Only I.Com qualified students are eligible to apply and BBA
- 8- The students are allowed to change their major subjects on merit only within seven working days after commencement of classes.

Department	Degree	Inter Subject Marks	Preferred Subject	Status	Control
Chemistry	BS-Chemistry	151/200		<input type="button" value="Pending"/>	<input type="button" value="Delete"/>
English	BS-English	176/200	English Literature	<input type="button" value="Pending"/>	<input type="button" value="Delete"/>

← Previous **Finish** →

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Figure 7: Form Wizard (Enrollment Info)

By selecting Degree from drop down, degree relevant Intermediate subject and preferred subject will be listed in dropdown. Ignore it if its empty.

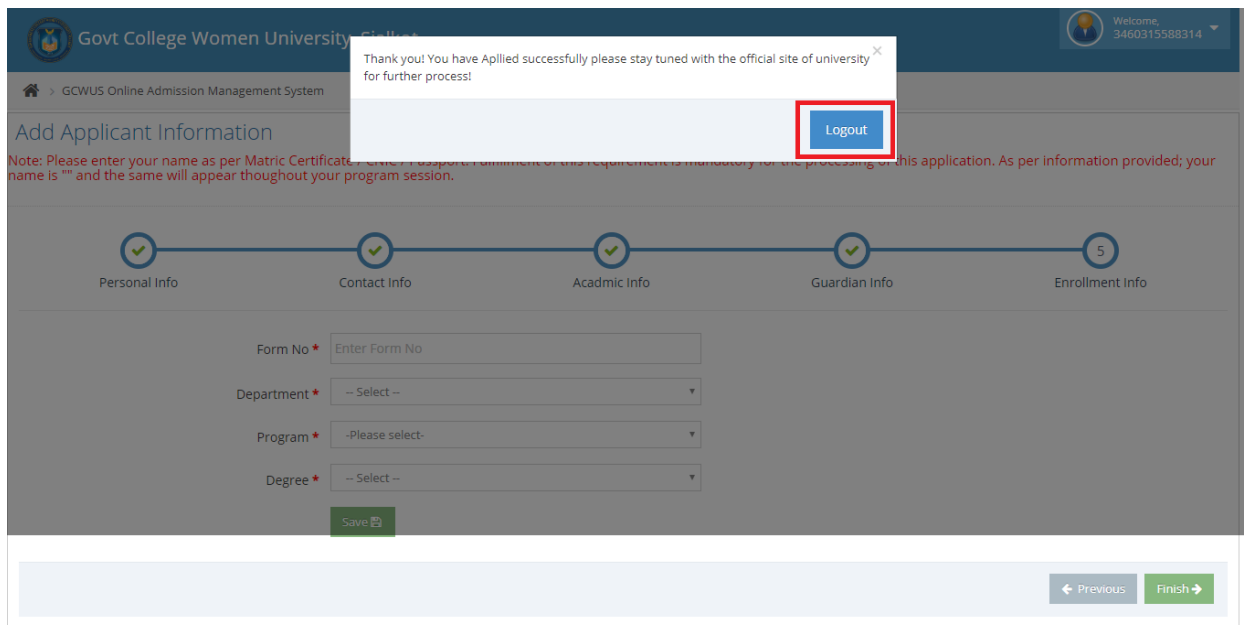


Figure 8: Form Wizard (Finish Button)

After filling and Submission of complete wizard, user will be asked to finish the wizard and redirect to the apply details to download registration form and challan form.

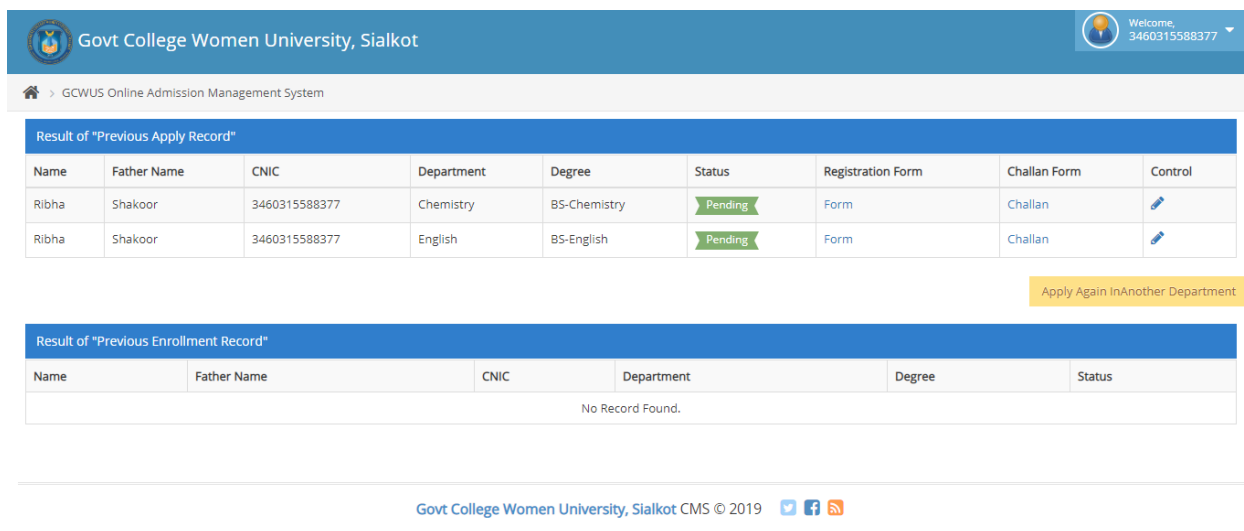


Figure 9: Apply Details

Moreover, candidate shall apply in multiple departments by clicking on “**Apply Again in Another Department**” button. But candidate must download registration and challan form separately for other department.

INSTRUCTIONS FOR THE APPLICANT

1. One attested copy of all relevant documents must be attached with the Admission Form as per check list order.
2. Applicant must attach bank stamped challan copy with relevant documents and system generated registration form.
3. Unattested Copies of Documents will not be entertained.
4. Applicants shall submit original documents to the concerned Department at the time of admission.
5. No missing document will be entertained after the closing date of submission of Admission Form.
6. Students other than BISE Gujranwala need to submit NOC at the time of admission.
7. **CHECK LIST**: Please Check; have you attached the copy of the following documents with the Admission Form?

Sr.#	DESCRIPTION OF DOCUMENTS
1.	CNIC or B-Form of the Applicant
2.	CNIC of the Applicant's Father/Guardian
3.	Matriculation/O-level
4.	F.A./F.Sc./A-level or Equivalent
5.	B.A./B.Sc./BBA or Equivalent
6.	Character Certificate of last attended Institute
7.	Domicile of the Applicant
8.	Bank challan form
9.	Hafiz-e-Quran Certificate <i>(If applicable)</i>
10.	NOC/ Migration Certificate from Board other than BISE Gujranwala & GC Women University, Sialkot.