



GC Women University Sialkot

Online Admission User Manual | Applicant

Click on the blow URL/link or copy the URL and paste it to the address bar of browser.

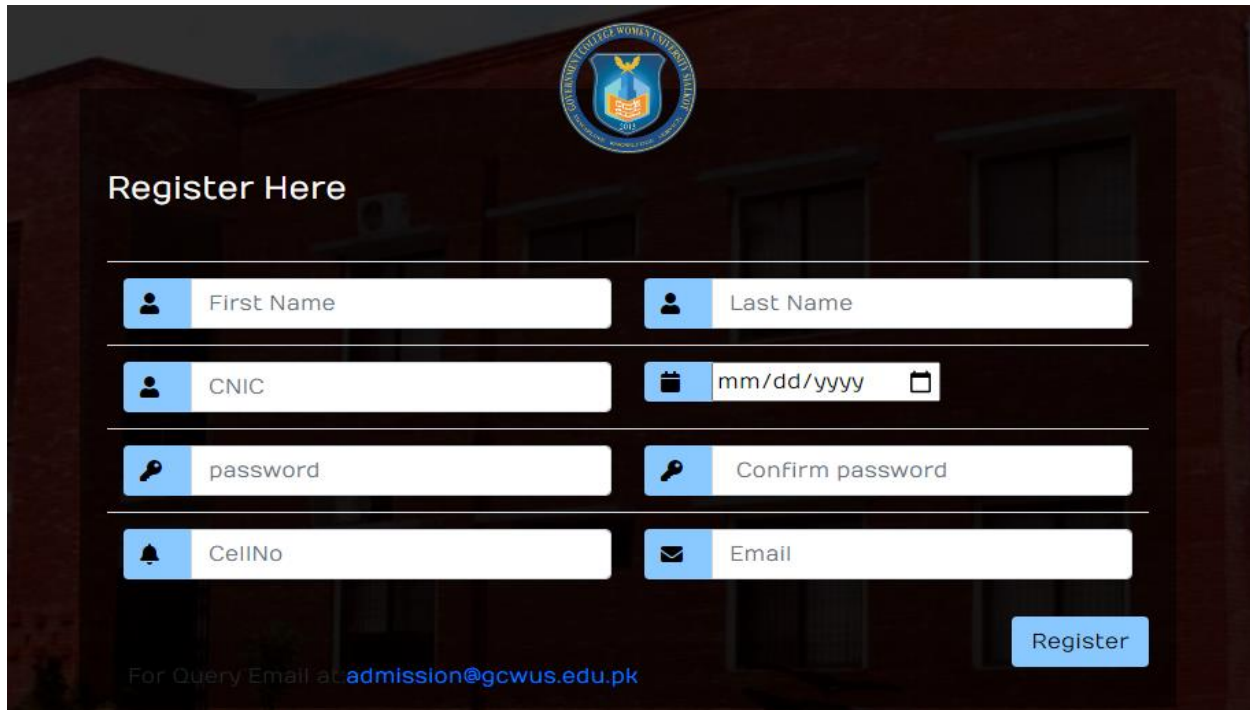
<http://admission.gcwus.com/>

A screenshot of a web browser showing the login page for GC Women University Sialkot. The browser's address bar shows the URL 'admission.gcwus.com' with a red box highlighting it. The page has a dark background with a building image. At the top center is the university's logo. Below it, the text 'Sign In' is displayed in large white letters. There are two input fields: one for 'CNIC' with a person icon and one for 'password' with a key icon. Below these fields are three links: 'Register Here', 'Forget password?', and 'User Manual | Prospectus'. To the right of these links is a blue 'Login' button. At the bottom, there is a text prompt 'For Query Email at:' followed by the email address 'admissions@gcwus.edu.pk'.

Screen # 1

Register New User:

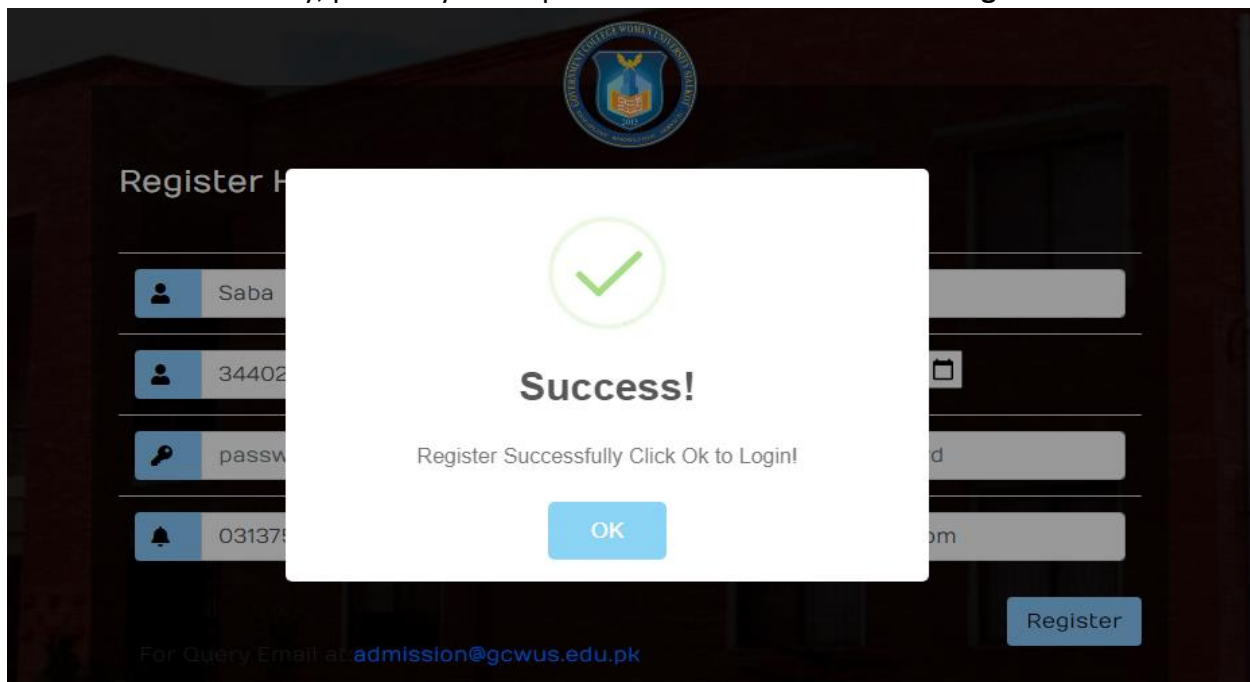
The new user has to register for apply for admission. Click on **Register Here** . (Screen # 1)



The screenshot shows the 'Register Here' form on the GCWUS website. The form is titled 'Register Here' and features the GCWUS logo at the top. It contains several input fields for user registration: First Name, Last Name, CNIC, Date of Birth (mm/dd/yyyy), Password, Confirm password, CellNo, and Email. A 'Register' button is located at the bottom right. Below the form, there is a text line: 'For Query Email at admission@gcwus.edu.pk'.

Screen # 2

All fields are mandatory, provide your required information and click on **Register** button.



The screenshot shows the success message after registration. A white modal box is centered on the screen, displaying a green checkmark icon, the word 'Success!', and the text 'Register Successfully Click Ok to Login!'. Below the text is an 'OK' button. The background shows the 'Register Here' form with some fields filled out, such as 'Saba', '34402', 'passw', and '031375'. The 'Register' button is also visible at the bottom right.

Screen # 3

You will see a success message after successfully registered. Click **OK** button and system will redirect you to login screen where you will login your account.

Login:

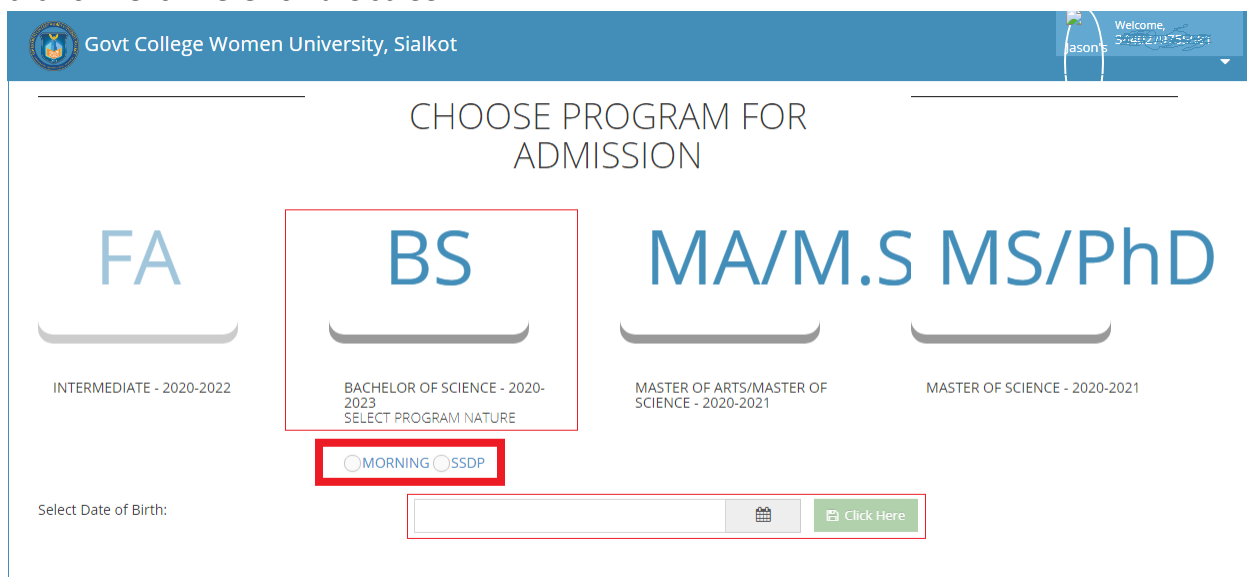
After successfully Register, you will have to login your account. Follow the **Screen # 1** and provide the credentials(CNIC & Password) and click on the **login button**.



Screen # 4

Choose a Program:

The first screen you will see to choose a program, Program Nature/Shift (Morning, SSDP/Evening) and your Date of Birth. When you will choose program, Nature of Program and DOB, the system will let you know your eligibility for particular Program. If you are eligible then click on “**Click Here**” on the screen.



Screen # 5

Requirement Gathering:

1) Personal Info:

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 Guardian Info 4 Qualification Info 5 Documents 6 Enrollment Info 7 Undertakings

Profile Image * No file chosen

CNIC/BF No *

Name (English) *

Father Name (English) *

Nationality *

Date of Birth *

Marital Status * ☐ Married ☐ Un-Married

Religion *

Blood Group

Age *

Screen # 6

All fields are mandatory here except blood group. Fill the required fields and click on the **SAVE** button, the system will show you **Success** alert, and then click **Next** button.

2) Contact Info:

The system will redirect you to contact screen where you will provide your contact information.

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 Guardian Info 4 Qualification Info 5 Documents 6 Enrollment Info 7 Undertakings

Telephone

Cell No *

Email *

Domicile *

Permanent Address *

Postal Code *

Screen # 7

Provide your contact info, click on **Save** button, the system will alert you with success message that data saved successfully. Click on **Next** button.

3) Guardian Info:

Two type of information required here, one is your parent information which is mandatory and other is husband info which is optional. Provide your Father information, Guardian Information and for married candidates, Husband Details are required.

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

2

3

4

5

6

7

Personal InfoContact InfoGuardian InfoQualification InfoDocumentsEnrollment InfoUndertakings

Provide Father Details

Father Name *Enter Father Name

Father OccupationEnter Father Occupation

Father NIC *CNIC - 00000000000000

Father Cell No *0000-0000000

Father Monthly Income0

Provide Guardian Details

Guardian NIC *CNIC - 00000000000000

Guardian Cell No *0000-0000000

Guardian Address *Enter Guardian Address

Provide Husband Details (Not Mandatory)

Husband NameEnter Husband Name

Husband OccupationEnter Husband Occupation

Husband Monthly IncomeEnter Husband Monthly Income

Husband NICCNIC - 00000000000000

Husband Cell No0000-0000000

Save

PreviousNext

Screen # 8

Provide the concern and necessary info, click on the **SAVE** button, the system will show you an alert of successfully saved data. Then click on **NEXT** button.

4) Qualification Info:

The qualification info screen will be according to your degree program, that you selected on **Screen # 5**. Provide your Qualification Information and must attach the scan copies of transcript or result card in attachment of that degree. Click on the **SAVE** button, the system will show you an alert of successfully saved data. Then click on **NEXT** button.

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 Guardian Info **Qualification Info** Documents Enrollment Info Undertakings

Provide Matriculation Qualification Details

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

Year* Total Mark* Obt. Mark*

Subject* Division* Mark Sheet* No file chosen
Not Attached Yet

Provide Intermediate Qualification Details

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

Year* Total Mark* Obt. Mark*

Subject* Division* Mark Sheet* No file chosen
Not Attached Yet

Screen # 9

5) Documents:

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 Guardian Info Qualification Info **Documents** Enrollment Info Undertakings

Note: Please attached the scanned copies of following required documents. The scanned copies should be in image format (.png, .jpeg) of size <= 2MB

1. CNIC/B-Form of Applicant *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>
2. CNIC of Applicant's Father *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>
3. Domicile of Applicant *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>
4. Character Certificate of last Attended Institute *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>
5. NOC/ Migration Certificate from Board other than BISE Gujranwala & GCWUS, Sialkot	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>
6. Hafiz-e-Quran Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Not Attached Yet"/>

Disclosure Statments:

Q1 : Have you ever been removed or expelled from any Institute? * ☐ Yes ☐ No

Q2 : Have you ever been convicted? * ☐ Yes ☐ No

Q3 : Were you ever admitted in any other Department of GCWU, Sialkot? * ☐ Yes ☐ No

Screen # 10

Provide the scan copy of CNIC/B-Form, Father's CNIC, Domicile. These are mandatory to provide in **Chose File** button of their relevant rows. Fill the **Disclosure Statement** and click on the **SAVE** button. The system will show you an alert of successfully saved data. Then click on **NEXT** button.

6) Enrollment Info:

Chose the Degree program in which you want to get enrollment. First Chose Department, Degree, Nature of Program and Quota(For eligible for quota students).Provide subject Details and some other information.

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 Guardian Info Qualification Info Documents **Enrollment Info** Undertakings

» Note: It is recommended to read eligibility criteria before apply in any degree program from Website

Department * Botany

Degree * BS Botany

Program Nature * Morning

Quota * Open Merit

Choose Open Merit, If you Select SSDP Program Nature

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

Inter Subject Name * Biology

Total Marks * 100

Obtained Marks * 80

Preferred Subject on applied DegreeProgram (ignore if Empty)

Preferred Subject * Select Preferred Subject

Hafiz-e-Quran * ☐ Yes ☒ No

Hostel Facility * ☐ Yes ☒ No

Save

Degree Name	Subject Major	Preferred Subject	Marks in Subject	Quota	Status
-------------	---------------	-------------------	------------------	-------	--------

Previous Next

Screen # 11

Click on the **SAVE** button. The system will show you an alert of successfully saved data. Then click on **NEXT** button.

7) Undertaking:

Read the instructions carefully and check “I have read and understand all rules and regulations” and fill the “Signature of Candidate” filed. Click on the **SAVE** button. The system will show you an alert of successfully saved data. Then click on **FINISH** button.

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 Guardian Info Qualification Info Documents Enrollment Info **7 Undertakings**

UNDERTAKINGS

1. I SOLEMNLY DECLARE THAT:
 1.1 If any entry found to be incorrect, I will be liable to any kind of disciplinary action deemed fit by the GCWUS, Sialkot.
 1.2 All entries made in this form are correct to the best of my knowledge.
 1.3 I have not yet attained the age of 26 for BS, 28 for MA/MSc. and No Age limit for SSDP.
 1.3 I have neither joined nor shall join any other Institute during the period of my studies at the university.

2. I UNDERTAKE:
 2.1 To abide by the Statutes, Rules and Regulations etc., framed by the University from time to time and shall be liable to any penalty including rustication/expulsion, in case of violation on my part.
 2.2 To show good behavior.
 2.3 To devote myself wholeheartedly to studies and maintain the dignity and prestige of the University both in and outside the campus.
 2.4 To pay in time all dues and fines (if any).
 2.5 Not to "Indulge In Politics", and in case I violate this undertaking during my period of study at the University, I shall be liable to expulsion from the University without any notice under the order of the University authorities.
 2.6 Not to "Indulge In Drugs", and in case I violate this undertaking during my period of study at the University, I shall be liable to expulsion from the University without any notice under the order of the University authorities.
 2.7 Not to keep in my possession weapons of any kind whether licensed or unlicensed.
 2.8 To take examination unconditionally as scheduled, subject to any change, whatsoever notified by the University.
 2.9 To accept as a condition of my admission that I can be required to withdraw my name from the rolls by the authorities of the University (the Vice-Chancellor/Dean/HCOD), if my stay is not conducive to the welfare, either to myself or others in the Department/University, if, I fail to withdraw my name immediately, after being called upon to do so, it may be struck off from the rolls of the Department without any further notice to me.
 2.10 That I am at present staying with my parents / guardian / relative, in a recognized hostel / private lodging at the address given below, and shall inform the concerned department about new address, if there is any change.
 2.11 That I am joining this Institute with the express consent of my father / guardian, who agrees to be responsible for my good conduct and has appended his/her signature below in token thereof.

☐ I have read and understand all rules and regulations

I HAVE READ THE RELEVANT RULES AND REGULATIONS CONCERNING ADMISSION BEFORE SIGNING THIS APPLICATION.

Signature of Candidate

 Save

Previous Finish

Screen # 12

You have successfully completed steps for dashboard. The system will redirect you on dashboard.

Dashboard:

You will see all the applied degree programs. You can download the challan for a particular degree program. Click on the button **"Print Challan"** . Submit the Fee in bank of BOP and Click on **"Upload Fee Receipt"**.

Govt College Women University, Sialkot Welcome, 3440279753581

GCWUS Online Admission Management System

Dashboard Processing Fee Profile

Important Note: Status "Pending" will be changed into "In-Process" only after the verification of your entered qualification details, attached documents and submission of processing fee.

Result of "Applied Degree Details 2020"

Name	Father Name	CNIC	Degree	Quota	Subject	Subject Marks	Prefered Marks	Action	Status
Saba Qamer	Qamer	3440279753581	BS Botany - Morning	Open Merit		80 /		Print Challan	Pending

Apply Again In Another Department

Important Note: Status of Processing Fee will only be change from Pending to In-Process when Treasure department recieve demand draft or challan university copy and verify it

Result of "Processing Fee Status" Upload Fee Receipt

Degree	Payment Method	Challan / Draft No	Fee	Status
No Record Found.				

Result of "Previous Enrollment Record"

Name	Father Name	CNIC	Department	Degree	Status
No Record Found.					

Screen # 13

Challan:

Bank Copy	Treasurer Copy	Department Copy	Student Copy																								
<p>GC Women University Sialkot The Bank of Punjab (Paris Road Branch) Sialkot</p> <p>Challan No. 414 Bank Account #: 6010001100300056</p> <p>Name: Saima Raza Father Name: Qamer Degree Program: BS Botany Session: 2020</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Admission Processing Fee</td> <td>400</td> </tr> <tr> <td>Total Amount Fee</td> <td>400 /-</td> </tr> </tbody> </table> <p>Amount in Words : <u>Four Hundred Only</u>, (Rupees)</p> <p>Depositor's Sign: Bank Officer's Sign: Print Date: 8/11/2020 4:19:36 PM</p> <p>Instructions:</p> <ul style="list-style-type: none"> Submit only BOP Paris Road Branch No Bank charges involve <p>چالان کاپی ناقابل قبول ہے</p>	Particulars	Amount	Admission Processing Fee	400	Total Amount Fee	400 /-	<p>GC Women University Sialkot The Bank of Punjab (Paris Road Branch) Sialkot</p> <p>Challan No. 414 Bank Account #: 6010001100300056</p> <p>Name: Saima Raza Father Name: Qamer Degree Program: BS Botany Session: 2020</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Admission Processing Fee</td> <td>400</td> </tr> <tr> <td>Total Amount Fee</td> <td>400 /-</td> </tr> </tbody> </table> <p>Amount in Words : <u>Four Hundred Only</u>, (Rupees)</p> <p>Depositor's Sign: Bank Officer's Sign: Issue Date: 8/11/2020 4:19:36 PM</p> <p>Instructions:</p> <ul style="list-style-type: none"> Student send this copy to treasurer GCWUS <p>چالان کاپی ناقابل قبول ہے</p>	Particulars	Amount	Admission Processing Fee	400	Total Amount Fee	400 /-	<p>GC Women University Sialkot The Bank of Punjab (Paris Road Branch) Sialkot</p> <p>Challan No. 414 Bank Account #: 6010001100300056</p> <p>Name: Saima Raza Father Name: Qamer Degree Program: BS Botany Session: 2020</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Admission Processing Fee</td> <td>400</td> </tr> <tr> <td>Total Amount Fee</td> <td>400 /-</td> </tr> </tbody> </table> <p>Amount in Words : <u>Four Hundred Only</u>, (Rupees)</p> <p>Depositor's Sign: Bank Officer's Sign: Print Date: 8/11/2020 4:19:36 PM</p> <p>Instructions:</p> <ul style="list-style-type: none"> Submit this copy to their Department after Concernment of Classes <p>چالان کاپی ناقابل قبول ہے</p>	Particulars	Amount	Admission Processing Fee	400	Total Amount Fee	400 /-	<p>GC Women University Sialkot The Bank of Punjab (Paris Road Branch) Sialkot</p> <p>Challan No. 414 Bank Account #: 6010001100300056</p> <p>Name: Saima Raza Father Name: Qamer Degree Program: BS Botany Session: 2020</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Admission Processing Fee</td> <td>400</td> </tr> <tr> <td>Total Amount Fee</td> <td>400 /-</td> </tr> </tbody> </table> <p>Amount in Words : <u>Four Hundred Only</u>, (Rupees)</p> <p>Depositor's Sign: Bank Officer's Sign: Print Date: 8/11/2020 4:19:36 PM</p> <p>Instructions:</p> <ul style="list-style-type: none"> Submit only BOP Paris Road Branch No Bank charges involve <p>چالان کاپی ناقابل قبول ہے</p>	Particulars	Amount	Admission Processing Fee	400	Total Amount Fee	400 /-
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Total Amount Fee	400 /-																										

Screen # 14

Submit Challan:

Click on the “**Upload Fee Receipt**” and provide the required information of Degree, Payment Method, Amount, Date and scan copy of challan/Bank Draft and click on **Submit** button.

Upload Processing Fee Receipt

Select Degree: *
--Select Degree--

Payment Method: *
--Select Method--

Challan/Draft No: *

Amount: *

Date: mm/dd/yyyy

Scan Copy of Challan/BankDraft *
No File ...
Choose

Submit

Close

Screen # 15

Apply in another Department:

Click on the button “Apply inAnother Department” on your dashboard. The system will redirect you to **Screen # 11** and you can follow the same process for enrollment in some other degree programs.

Note: By default, you status of enrollment and challan is pending. The Authorities will review your profile and change the status. You can see all the update on your dashboard.

Profile:

Click on the “**Profile**” link on your dashboard. You will see all your provided info on this screen.

Thank you