

Guidelines for Applicants

How to proceed for admission after display of Merit lists

[Checking of Merit Lists]

1. On the admission portal of University of Sargodha (UOS), there will be two types of lists.
 - a. **Master Merit list:** List of all candidates applied in that particular program. You can check your merit number through that list
 - b. **Merit list:** According to number of seats of that particular program, applicants data will be displayed in the merit list
2. You can track your position through merit list (as well as master list if your name is not available in the current merit list)
3. Please check your name very carefully from the merit list. If you have applied in more than one degree programs, and your name is there simultaneously in the lists of more than one degree programs, please select the degree program very carefully (to avoid any hassle of program transfer).
4. Many congratulations, if your name is in the merit list

What's Next? [Departmental Visit]

5. Now you have to visit department with following documents.
 - a. All Academic Record (Original Certificate/Degree)
 - b. Applicant's original CNIC/B-Form
 - c. Original Test results (where ever applicable)
 - d. Admission Fee (First semester fee)
6. Visit Focal Person of your degree program
7. Focal person will verify all your documents. In case of successful verification, you will be given Fee Voucher.

What's Next? [Payment of Fee voucher]

8. Now you have pay that fee voucher. Last date of payment of fee voucher will be on the fee voucher as well as merit lists too. However, our recommendations are to do this activity as earlier as possible.
9. You have different option to pay your fee (as given below):
 - a. Via HBL mobile App
 - b. Via HBL online banking
 - c. At any HBL branch
 - d. HBL Connect agents
10. For point a and b, for guidelines, click are available here
 - i. [Documented guideline](#)

What's Next? [Submission of Hardcopies of all documents and paid fee voucher to focal person]

11. Now you have to prepare a set of following documents.
 - a. Application form [from applicant's admission portal]
 - b. All Academic Record (one copy of each certificate/degree)
 - c. Applicant's CNIC/B-Form (one copy, both sides)
 - d. Test results (where ever applicable) (one copy)
 - e. Three passport size pictures (with white back ground)
 - f. Paid Fee voucher of admission fee (Original departmental copy)
 - g. * Undertaking of Policy on Drugs and Tobacco Control at HEIs (one copy) [[click here to download](#)]
 - h. ** Affidavit - **for undergraduate applicants getting admission on first year's Result** (one copy) [[click here to download](#)]
 - i. *** Affidavit - **for all other applicants** (one copy) [[click here to download](#)]

- j. **** Affidavit – **Only for PhD Applicants** (one copy) [[click here to download](#)]

Note:

- All these documents should be on **A4 paper size** in file cover.
- For point g, h, i and j, you can download from university website (links already given) or can take from university store. Both of these can be submitted on white paper (**no need to take print on e-stamp paper**)

Hope so this guide will make your work easier. Please also watch video tutorials of all steps to get more clarify.

Good Luck