This manual contains all information about How to update your academic details, if your record already exists and now you are enrolled in some other degree program and an eligible candidate for Prime Minister’s Fee Reimbursement Scheme.

Manual for Updating your Academic Details

PMFRS
Eligibility

You are eligible to update their academic record, if:

I. You are currently enrolled in any university but your record/details already exist in Prime Minister’s Fee Reimbursement Scheme according to your previous university details.

Follow these steps to update your academic profile, if you are an eligible student.

Step 1:
Login to your helpdesk account using the email and password provided by Helpdesk.

**Note:** In case, you forgot your password, please use the Lost password option and a reset link will be provided to you on your email.

Step 2:
Click on **Submit a Ticket** to submit your request.
Step 3:

Now, follow these steps to submit your request:

(I)

Select University from the drop down list:

(II)

Now select your Area and then your university and Click **Next**
(III)

Select **Prime Minister’s Fee Reimbursement Scheme** from this list

(IV)

Select **Allow update in academic details for new registration** as Request type
Select Priority and then add your Name, Father’s Name, CNIC, Phone Number and Current Degree Title e.g. MS/M.Phil., PHD etc. in the Message Box and click Submit
Higher Education Commission
Students' Service Portal

General Information

- Scheme: Prime Minister's Fee Reimbursement Scheme
- Request Type: Allow update in academic details for new registration
- Priority: Medium
- Your Message: 
- Subject: Allow update in academic details for new registration

Knowledgebase suggestions

- Alert: Updating of "My Profile" after login to Helpdesk is necessary.
- University data: Alert Note: Currently only 11 Universities data is uploaded; students of other universities may visit the link "University List of Data Provided" above or HEC official website.
- Eligible Universities/ Degree Awarding Institutes: If the student is a student of a private or public sector University, they are eligible for the Prime Minister's Laptop Scheme.
- Eligibility Criteria: Laptops will be provided to following categories of students enrolled in any public sector HEIs of Pakistan and AIK duly recognized by HEC.

Attach Files [Add File]

Click here to Submit your request
You will see the following message after sending a request. Now, wait for 24 hours to get a reply from HEC. Click on My Tickets tab to view the status of your request. The status of the ticket will be **Open** when you submit it but as soon as the HEC respond to it, it will become **In Progress**.

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**Higher Education Commission Students' Service Portal**

Click here to view the status of your ticket

This message will be displayed after you submit your request

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This is the ticket id assigned to you

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Tickets will be available here

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Allow update in academic details for new registration

<table>
<thead>
<tr>
<th>Ticket ID</th>
<th>Last Update</th>
<th>Last Responder</th>
<th>Department</th>
<th>Type</th>
<th>Status</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBND-809-31219</td>
<td>20 November 2015 10:49 AM</td>
<td>Fatima Saeed</td>
<td>University of B...</td>
<td>Complain</td>
<td>Open</td>
<td>Normal</td>
</tr>
</tbody>
</table>
You can see the HEC reply, once your ticket Status will be **In Progress** and the color of ticket will be changed to red.
Step 4:

After receiving a reply from HEC, open this link [http://pmfrs.hec.gov.pk](http://pmfrs.hec.gov.pk) in your browser and Click on New Registration tab.

![Portal Screenshot]

Step 5:

Enter your already existing CNIC. You will see the following message:

‘CNIC already exists in the system. Proceed Only if you need to update your academic details.’

Enter Captcha and Click Submit to access the form.

![Form Screenshot]
Step 6:

Your details will be populated in personal information and verification page according to your previous details. Enter your **Postal address** and **Select City** on this page as shown below and then click on **Academic Information** tab or **Click here to Proceed** for updating the academic details.

**Note:** For any change in your personal details i.e. name, father’s name, date of Birth or domicile district, please contact your university’s focal person.
Step 7:
Provide your current academic details and then Click on **Click here to proceed** for verification.

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**Higher Education Commission**
**Students’ Service Portal**

**New Student Registration for Fee Reimbursement Scheme**

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Academic Information</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>City *</td>
<td>Mirpur</td>
<td><strong>Click here to proceed</strong></td>
</tr>
<tr>
<td>University *</td>
<td>Mirpur University of Science &amp; Technology</td>
<td></td>
</tr>
<tr>
<td>Campus *</td>
<td>Choose Campus</td>
<td></td>
</tr>
<tr>
<td>Degree Program *</td>
<td>MA</td>
<td></td>
</tr>
<tr>
<td>Education System/Annual/Semester *</td>
<td>Select Education System</td>
<td></td>
</tr>
<tr>
<td>Subject *</td>
<td>Select Subject</td>
<td></td>
</tr>
<tr>
<td>Discipline *</td>
<td>Select subject first</td>
<td></td>
</tr>
<tr>
<td>Registration Number *</td>
<td>Enter university enrollment number</td>
<td></td>
</tr>
<tr>
<td>Date of Admission *</td>
<td>Day, Month, Year</td>
<td></td>
</tr>
<tr>
<td>Program Completion Date *</td>
<td>Select date of admission first</td>
<td></td>
</tr>
</tbody>
</table>

**Click here to verify your email and phone number**

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Step 8:
Enter your verification codes for both email and phone number, Enter Captcha and **Click Submit**.
Step 9:

You will see the following screen after submitting your profile.
Step 10:

To check your record, select your **city**, **university** and enter your **name** on the PMFRS portal

General Instructions:

i. Please read instructions carefully.
ii. If your SMS is delayed, please wait for at least 20-25 minutes
iii. Please wait for 24 hours for HEC reply