

# **INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR**

## **ADMISSIONS GUIDE LINES**

### **Q: How to apply online for admission?**

Ans: For applying online, please log in to our online admission portal by following the link below:

<http://admission.imsciences.edu.pk/>

Click on create new account. Put your credentials and sign up to online admission portal. After signing in follow the following steps:

### **Step 1: Create Challan/Deposit Challan**

- Select the program applying for
- Click Save/Update button
- Click “Print Challan” button
- Download the challan and set the orientation to “Landscape” and page size & Handling to “Fit” before printing
- Deposit the printed challan in any nearby “Allied Bank Limited” or “MCB Bank Limited” branch
- Enter the Deposit Date, Bank Name, Bank Address and upload the scan image (Format: ".jpg", ".png", ".jpeg/jfif", ".bmp", ".jpeg", ".gif" and Max Size Allowed: 2MB) of deposited challan by clicking “Browse button”
- Click Save/Update button
- Click Next to move to Step 2 “Personal Information”

### **Step 2: Personal Information**

- Enter your personal information and complete all the fields especially mandatory fields marked with (\*)
- Upload a scanned, latest, color, passport size photograph with **plain white or blue background** (Format: ".jpg", ".png", ".jpeg/jfif", ".bmp", ".jpeg", ".gif" and Max Size Allowed: 2MB)

- The photo shall show a clear, front view, full face of the applicant. Side or angled views are NOT acceptable
- Snapshots, magazine photos, low quality vending machine or mobile phone photos and full length photographs are not acceptable
- Click Save/Update button
- Click Next to move to Step 3 “Last Qualification”

### **Step 3: Last Qualification**

- Enter details for your last qualification only and select its “Exam Level”
- Select “Degree Title/Qualification”, if degree title is not available in list, then select “Other” and fill the “Degree Title/Qualification” text box
- Select the “Passing Year” and fill the “Institute /Board / University” text box
- Select “No” if your result is not declared or final DMC/Transcript has not been issued
- If your last exam result is declared then fill the remaining fields
- Click Save/Update button
- Click Next to move to next step.

**Note:** *If Exam Type is “Semester System” and Total Marks and Obtained Marks are not mentioned on the final transcript then leave them to default zero (0) but you must have to enter your CGPA.*

- Select the “Test Already Passed” checkbox if you have a valid NTS/HEC test result for selected program and you do not want to improve your existing test marks
- After selecting the checkbox, fill the following
  - Select the “Passing Year” of test
  - Marks obtained in the test
  - Upload scan image (Format: ".jpg", ".png", ".jpeg/jfif", ".bmp", ".jpeg", ".gif" and Max Size Allowed: 2MB) of test result by clicking “Browse...” button
- Click Save/Update button (if checkbox is selected and data is filled)
- Click Next to move to Step 4 “Confirmation”

#### **Step 4: Confirmation**

- Review all the information, if some fields are incorrect kindly update them from previous steps
- Once everything is confirmed. Click the “Submit Application” button. After submitting the application, applicant would not be able to make changes
- “Entrance Test Slip” will be issued before one week of "Entrance Test"
- Download the “Entrance Test Slip” when generated, set the orientation to “Landscape” and page size & Handling to “Fit” before printing

### **FREQUENTLY ASKED QUESTIONS**

#### **Q: Can I apply using the paper application?**

Ans: Only online apply is entertained. There isn't any need for paper application.

#### **Q: Should I submit my documents in hard form, after applying online?**

Ans: Documents will be accepted from those who qualify for the admission. There isn't any need of submission of hard documents after applying online.

#### **Q: What are the different stages of admissions?**

Ans: Following are the stages of admissions:

- Apply online (for detailed process, see Q 1)
- After qualifying the test, wait for the admissions interviews lists and appear in the interview as per schedule, given in the said list
- List of successful candidates who qualify both test and interviews will be uploaded thereafter for submissions of hard documents
- Final merit list will be uploaded as per schedule
- The applicant appearing in merit list will deposit the admission fee and will join their classes as per schedule

(The process may alter due to the pandemic situation in the country)

**Q: What programs are being offered by the Institute?**

Ans: Please thoroughly read the first window after visiting the admission link (<http://admission.imsciences.edu.pk/>). All the offered programs, currently open are given with their respective eligibility and model paper for entrance test.

**Q: What is criteria for seat allocation in each program?**

Ans: Seat allocation in each program is given in model paper, available at online admission portal. However, Institute reserves the right to alter the seats allocation in each program.

**Q: What weightages are given to academia, test and interview while calculating final admission merit?**

Ans: Final admission merit is calculated by giving following weightages:

Academia (last degree)-50%

Test-40%

Interview-10%

Qualifying test and interview at required percentages are mandatory for final admission.

**Q: Which admission tests are needed for IM Sciences?**

Ans: IMSciences, conduct its own test for all undergraduate, graduate and post graduate programs admissions. However, NTS-NAT, GAT General and HEC tests also makes you eligible for admission. The model papers for IMSciences tests are available at online admission portal.

**Q: Can I appear in IMSciences entrance test, even having valid NTS test score?**

Ans: Yes, you may appear in IMSciences test, even having valid NTS test score, the higher test marks (NTS or IMSciences) will be considered for admission merit, and lower will be neglected.

**Q: What is eligibility criteria for a certain program and what about the fee structure?**

Ans: Please give a through read to the first window after visiting the admission link (<http://admission.imsciences.edu.pk/>). All the offered programs, currently open are given with their respective eligibility and model paper for entrance test. A link for fee structure is also available at first window.

**Q: Can I apply for more than one program? Is it necessary to apply separately for each program?**

Ans: The applicant may apply for more than a single program. There isn't any need to apply separately for each program. The clusters of programs to which you may be eligible are visible in online apply while selecting the program applied for in first step. One apply makes you eligible for all the programs offered, available in programs cluster, subject to fulfilment of basic eligibility criteria. **Separate test and additional charges of Rs.200/- will apply**, in case of applying for BS English program along with other undergraduate programs, as BS English program has a separate cluster, containing single program.

**Q: Is it possible to make changes to the online application after submitting it?**

Ans: It is impossible for the applicant to make changes to the online application after submitting it. You are required to process your application carefully. However, if you feel that you have made a mistake, after submission of application, you should contact admission section via email ([admission@imsciences.edu.pk](mailto:admission@imsciences.edu.pk)) for necessary actions.

**Q: How do I know if my application was submitted?**

Ans: After submitting your application, you will receive a text message on given mobile number, of successful submission of application.

**Q: How do I get my Entrance Test Exam slip?**

Ans: The Entrance Test Exam slip will be generated through your online application portal (last step), almost three days before the test (after closing date). You may print it from your online admission application portal.

**Q: What are the different reasons which lead to the rejection of online application?**

Ans: More often, applicants upload their invalid photograph (other than passport size) i.e. Snapshots, magazine photos, low quality vending machine, mobile phone photos and full length photographs etc. This photograph is later on non-verified by the admission section, henceforth, application status is changed from submitted to pending.

The applicants also upload the non-deposited registration fee slip or some other image instead of deposit slip scanned image. It is also non-verified by the account section, henceforth, application status is changed from submitted to pending.

**Q: What are the details of available scholarships (financial assistance)?**

Ans: IMSciences offers a comprehensive scholarship scheme to provide financial support to talented students who lack financial capacity to pursue higher education. The Institute is running need and merit based scholarship programs, interest free student loans, sibling fee rebate, work study programs and global cultural exchange program. The details may be obtained from IMSciences Grants Office face book page (<https://www.facebook.com/IMSciences.GrantsOffice/>) or via email (available at IMSciences website. ([www.imsciences.edu.pk](http://www.imsciences.edu.pk)) or via phone 091-5861024-5 (638), 091-9217451-2 (638).

**Q: Who do I contact if I have questions about the application process?**

Ans: You can contact admission office via phone or email:

091-5861024-5 (637), 091-9217451-2 (637). Email: [admission@imsciences.edu.pk](mailto:admission@imsciences.edu.pk)