

# **INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR**

## **Frequently Asked Questions/Admissions Guidelines**

### **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 a new account. Put your credentials and sign up at an online admission portal.

After signing in follow the following steps:

### **Create Challan/Deposit Challan**

- Select the program applying for. You may select more than a single program
- 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”

### **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 should 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”

### **Last Qualification**

- Enter details for your last qualification only and select its “Exam Level”
- Select “Degree Title”, if degree title is not available in list, then select “Other” and fill the “Degree Title” 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 the 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/ETS-GRE 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
- Enter your statement of purpose as per instructions (for PhD candidates only)
- Click Save/Update button (if checkbox is selected and data is filled)
- Click Next to move to Step 4 “Confirmation”

## **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
- The Entrance Test Exam slip will be generated in your online application portal, almost **3 days before** the "Entrance Test".
- Download the “Entrance Test Slip” when generated, set the orientation to “Landscape” and page size & Handling to “Fit” before printing

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

Ans: No, there isn't any need for paper application. Only online apply is entertained.

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

Ans: No, the hard documents will be accepted from those who qualify the Entrance Test and Admission Interview. Documents will be accepted after admission interviews.

### **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

**Q: What programs does this institute offer?**

Ans: Please give a thorough 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 the entrance test.

**Q: Can you please inform me regarding the admission schedule?**

Ans: Please give a thorough read to the first window after visiting the admission link (<http://admission.imsciences.edu.pk/>), the admission schedule is available there. It is also available in model paper and admission advertisement.

**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:

**Weightage Scheme - PhD Programs**

S. No.	ITEM	WEIGHTAGE
1	16/18 Years Education	45%
2	Written Test	40%
3a*	Interview	10%
3b*	Statement of Purpose	5%
<b><i>*Qualifying percentage is 40% out of 15 (3a+3b).</i></b>		

**Weightage Scheme - MS & MBA Programs**

S. No.	ITEM	WEIGHTAGE
1	16 Years Education	50%
2	Written Test	40%
3	Interview	10%

Qualifying tests and interviews are mandatory for final admission.

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

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

**Q: Can I appear in IMSciences entrance test, even having valid NTS GAT General, HEC-ETC or ETS-GRE test score?**

Ans: Yes, you may appear in IMSciences test, even having valid NTS-NAT, NTS GAT General, HEC-ETC or ETS-GRE test score, the higher test marks (NTS,HEC,ETS 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 the entrance test. A link for fee structure and soft copy of prospectus is also available at the first window.

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

Ans: Yes, 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 the first step. Applying once makes you eligible for all the programs offered, available in programs cluster, subject to fulfilment of basic eligibility criteria.

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

Ans: No, 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 the 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 of successful submission of application.

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

Ans: The Entrance Test Exam slip will be generated in your online application portal (last step), almost **3 days before** the test (after closing date). You may print it from your online admission application portal.

**Q: What reasons can be for the rejection of an 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 facebook 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), 091-9219546.

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

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

091-5861362, 091-5861024-5 (637). Email: [admission@imsciences.edu.pk](mailto:admission@imsciences.edu.pk)