

Basic Requirements to apply for Admission

- Personal Email address
 - Personal Mobile Number
 - Passport Size Photograph (preferably blue background) with signature (at bottom)
 - Scanned copy of CNIC/Form-B (If CNIC is not issued)
 - Scanned copy of Educational Documents
- Note:** Please contact the nearest VU campus if you do not have scanned copies of the required documents.

How to apply for admission?

Step 1: Go to Online Admission Form link

- Open any Web Browser and type www.vu.edu.pk to open the home page of Virtual University of Pakistan.
- Click on the “**Admissions**” tab.
- Click on “**Apply Online**” in the drop-down list. Otherwise, simply click on the “Admissions Open” banner on the main website.
- “Sign Up window of Online Admission Form” will be displayed.

Step 2: Sign Up

- Enter your Full Name, Mobile number and Email in the given fields.
- Enter Password of your choice (Minimum 8 and maximum 20 characters) in the Password dialogue box.
- Click “Sign Up” button.
- You will receive email verification link on your provided email address.
- You need to open your email account and click the said link.
- Now your email account has been registered for further process.

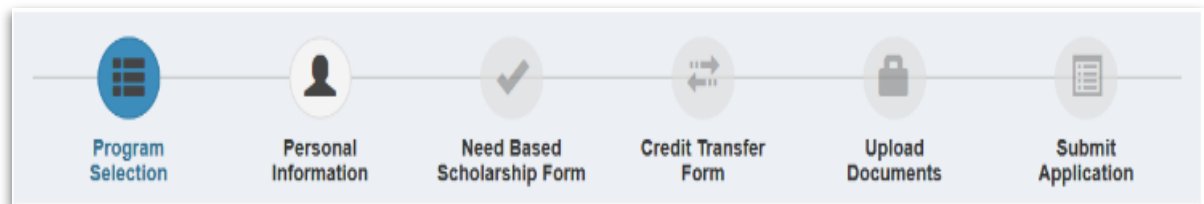
Note: Remember your registered Email ID and Password. **Do not share your Password with anyone.**

Step 3: Sign In

- Use your account details (Email ID and Password) to Sign In.

Step 4: Filling the Admission Form

Admission Form consists of following sections:



- Program Selection
- Personal Information
- Need Based Scholarship Form
- Credit Transfer Form
- Upload Documents
- Submit Application

Program Selection:

- **Study From:** Select appropriate location from the given options like “Within Pakistan” or “Outside Pakistan”.
- **Program:**
Faculty: Select desired faculty.
Degree: Select level of the degree like “Diploma”, “BS”, “Masters”, and “MS” etc.
Study Program: Select desired field of study like “Arts”, “Psychology”, “Zoology”, “Mathematics”, “Statistics”, “Business Administration” etc.
- **Study At:** Select Preferred City then select preferred Campus or Home based option.
- Biological programs candidates will have to select Lab Preference for merit.
- After filling the complete information in this section, Press Save and Move to Next Step.

Personal Information:

- **Personal Information:** Type your Full Name, Date of Birth, Father’s full name (**as on Matric/Equivalence Certificate**) and other particulars/information as required in the given fields.
- **Educational Information:** Select/Enter your Academic credentials in the given fields.
- **Employment Status:** Select your employment status (“Yes” or “No”) and enter the particulars in case of “Yes”.
- **Others:** Enter the required information and give your feedback on how did you know about Virtual University of Pakistan like “Newspaper, Facebook/Social media, Internet search (google, yahoo etc.), Friend/Family, Banner, Billboard, Cable TV etc.”

After filling the complete information in this section, Press Save and Move to Next Step.

Need Based Scholarship Form:

- If you are interested to apply for Need Based Scholarship, select “Yes” to display the Need Based Scholarship Form. Fill in the required fields. In case you are not interested, simply click “No”.
- After filling the complete information in this section, Press Save and Move to Next Step.

Credit Transfer Form:

- If you are interested to apply for Credit Transfer/Course Exemption, select “Yes” to display the Credit Transfer Form. Fill in the required fields. In case you are not interested, simply click “No”.
- After filling the complete information of the section, Press Save and Move to Next Step.

Upload Documents:

You will have to upload the given list of documents in supported file format (jpg, jpeg) with **maximum size of 1 MB.**

Photograph with Signature, CNIC/Form-B, Handwriting Sample, Relevant Academic Result Cards/Certificates/Degrees.

Submit Application:

- Choose any of the following options:
Have you purchased the Prospectus? ☐ Yes ☐ No

- If you have purchased Prospectus, you will select **“YES”** to enter the Serial No. and Scratch Code, pasted on the Prospectus, in the given fields.
- If you have not purchased the Prospectus, select **“No”**. Now verify the form thoroughly to confirm that all the provided information is correct “to the best of your knowledge”.
- Click on the **“Submit Application”** button.

Step 5: Deposit Prospectus Fee voucher

- If you have not purchased the Prospectus and selected **“No”** above, the system will generate a fee voucher. Go to the **“Home”** tab to print the voucher against **each program** applied for, separately. The voucher may be paid at any Bank/Payment Counter listed on the fee voucher within the **due date**.

Note: *Do not pay cash to anyone. It is your own responsibility to make payment at the Bank/Payment Counter as the University will not be responsible in case of non-payment.*

- The University will dispatch/provide Prospectus to you at a later stage after the confirmation of paid voucher.

Step 6: Admission confirmation

- Admission Form will be scrutinized by the Admission Section based on admission eligibility.
- In case, admission form is complete in all respects, it will be considered for merit, otherwise you will receive Incomplete/Ineligible email (*on case to case basis*) from the concerned admission section.
- Merit list will be displayed on the stipulated dates at VU website. Thereafter, 1st admission fee voucher will be emailed to the successful candidates.
- Successful candidates shall pay Fee within due date. Status of the admission will be published on VU website link under **“Admitted Candidates List”**.
<https://www.vu.edu.pk/apply/admitlist.aspx>
- Admission will be granted to the candidates who have deposited Fee within the due date.
- Admission confirmation email will be sent to the admitted candidates.

Step: 7 Dispatch of Admission Package

- Admission package will be dispatched to the admitted students at their provided postal address.
- Admission confirmation letter contains important information like **“Student VU ID”** & **“Password”** for LMS and VU Email.



It is the responsibility of students to secure their password and change it on a regular basis to ensure its secrecy. Students must not share their password(s) with anyone under any circumstances as it may be misused by someone.