



**Capital University of Science and Technology**



**CUST**

**Online Admission Application  
INSTRUCTION MANUAL**

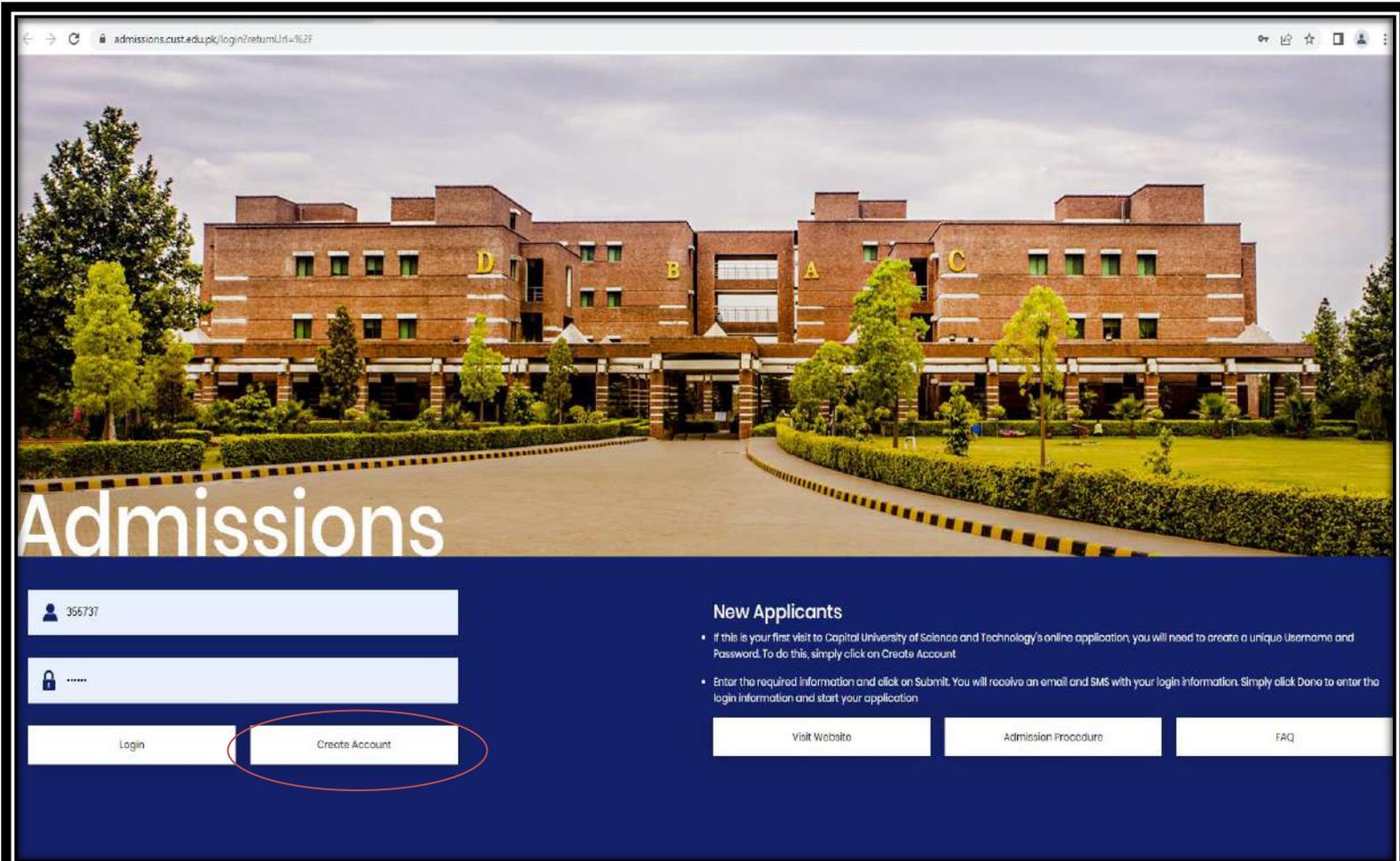


## Step (1/4):

- Go to [admissions.cust.edu.pk](https://admissions.cust.edu.pk)

## Step (2/4):

- Click **Create Account** to register, & enter basic information to access the online admission application.



## Step (3/4):

### Fill the Sign-Up form

Note: All the blank fields with an asterisk sign (\*) must be filled with accurate information.

- **Name:** The name MUST be written as per your **educational credentials**. Once you have made the account, you will not be able to edit or change the name.
- **Mobile No:** You must provide your correct contact number as you will be contacted on this number throughout the admission process.
- **E-Mail:** You must provide your correct and active email address as login and password will be sent to your email address.
- **CNIC:** Write down your National Identity Card Number/B Form No.

admissions.cust.edu.pk/signUpView/

# Create Account

SPRING 2023  
Admissions

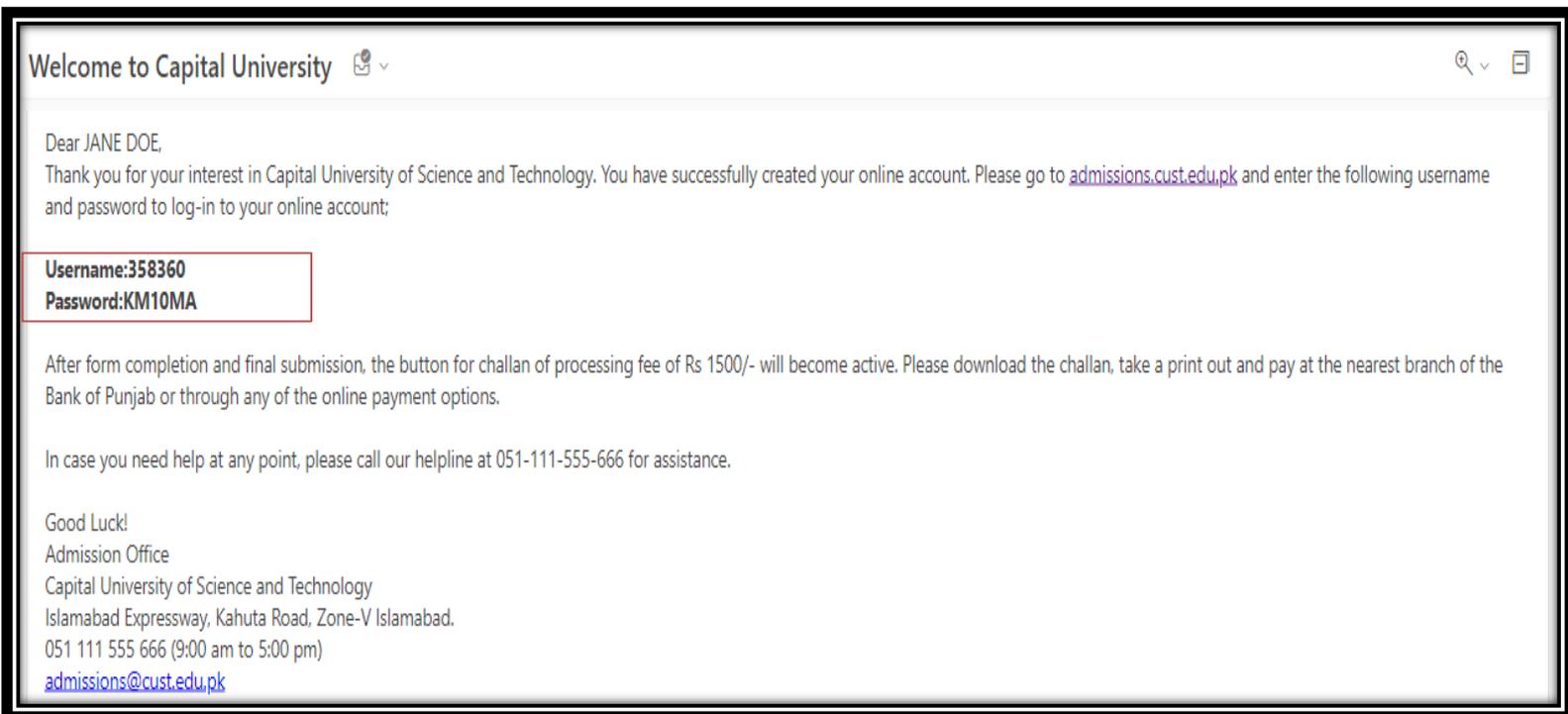
*First Name	Jane	*Contact #	0300000000
Middle Name		*E-Mail	janedoe@gmail.com
*Last Name	doe	*CNIC	2587-1458555-2

Submit

## Step (4/4):

- Press the **Submit** button, and you will be registered for the account. After successfully signing-up, an email will be sent to your email address (provided by you at the time of sign-up). The email will have the User Name and Password for the online application.

Below is the sample of the sign-up email:



# Online Admission Application

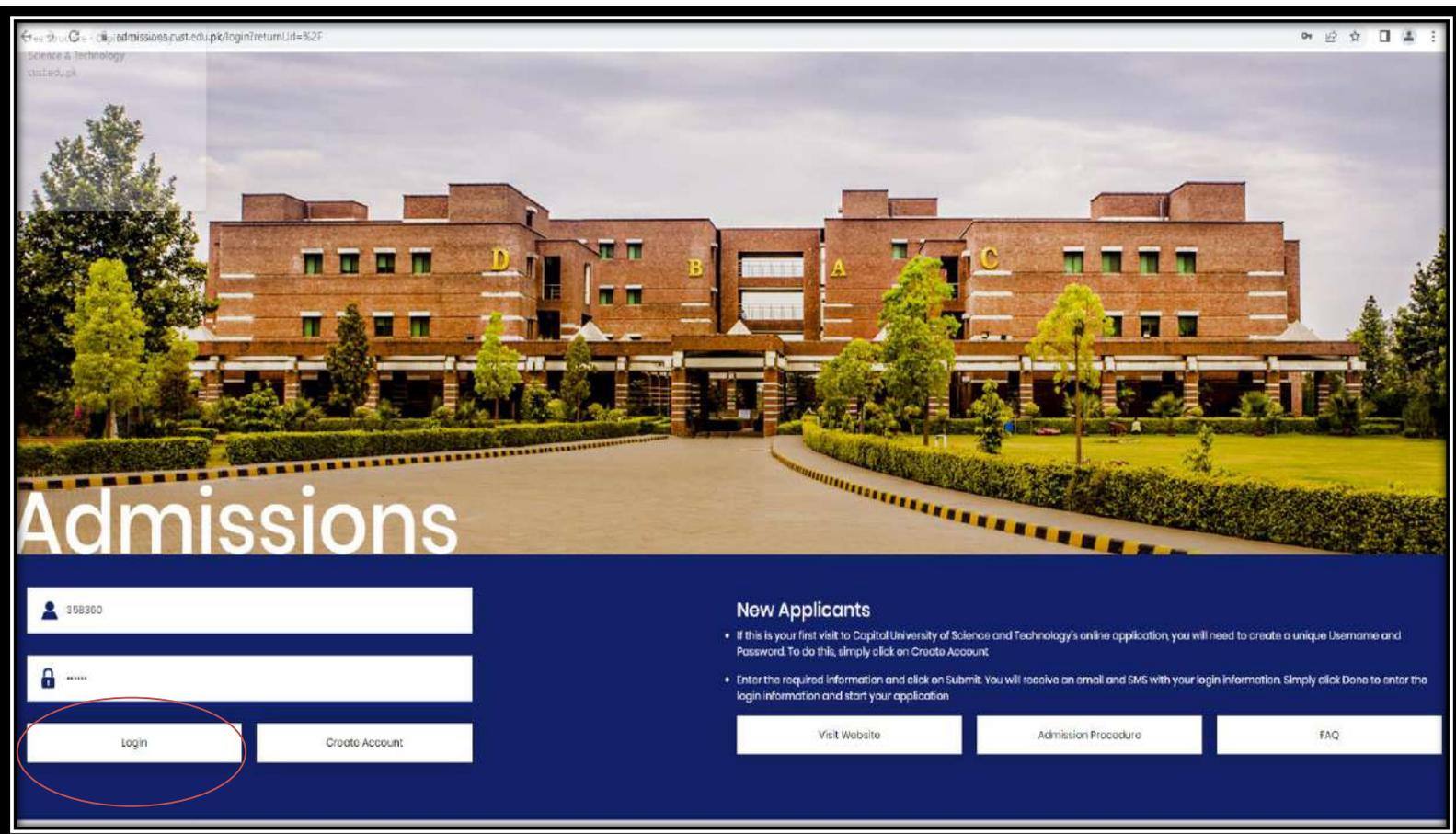
Please follow the **following steps** to fill out your online admission application of CUST:

## Step 1:

- Go to **admissions.cust.edu.pk**

## Step 2:

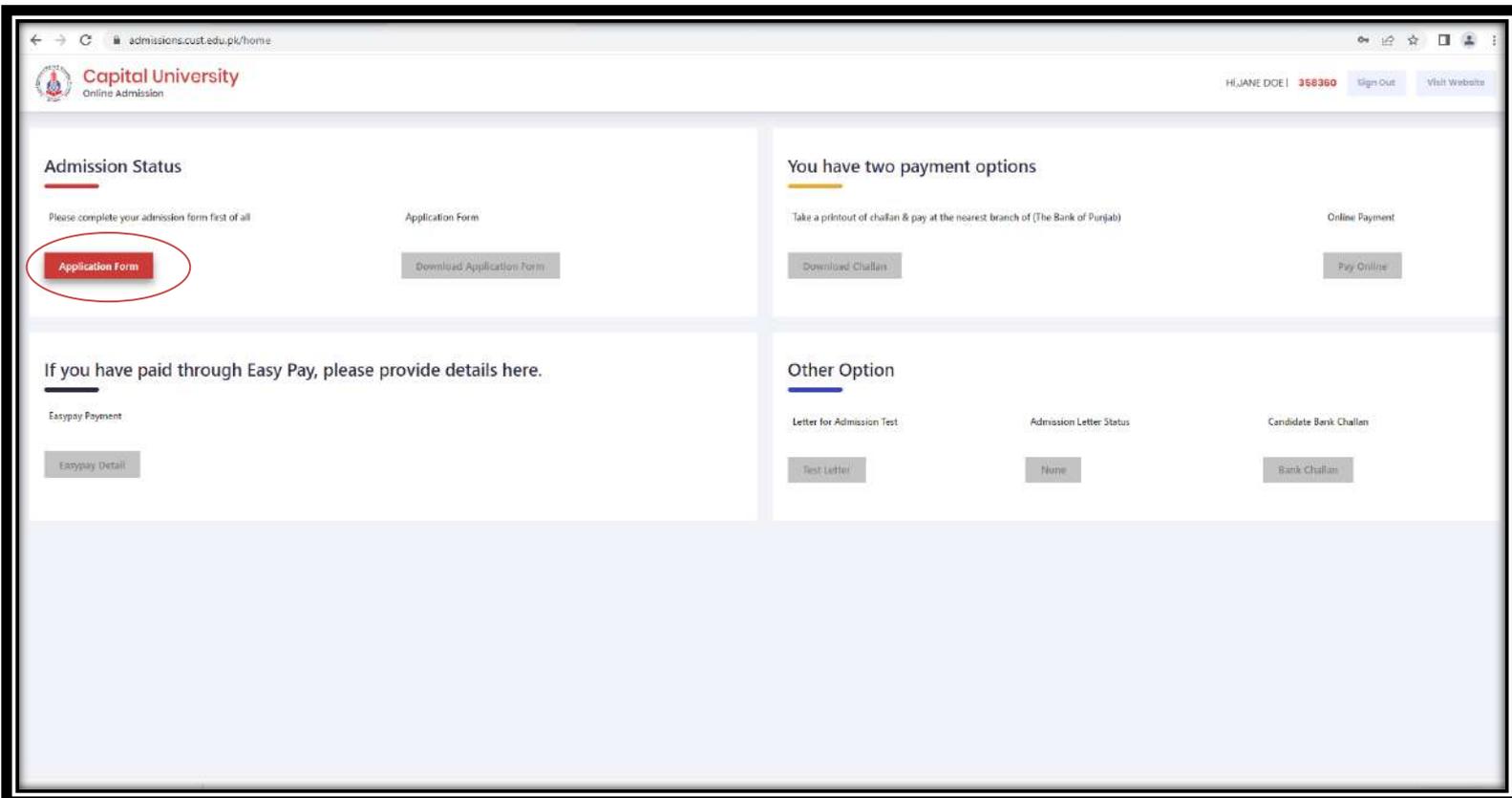
- Enter the details (provided to you via email). Enter **Username** in the first tab and **Password** in the second tab
- Press the **Login** button.



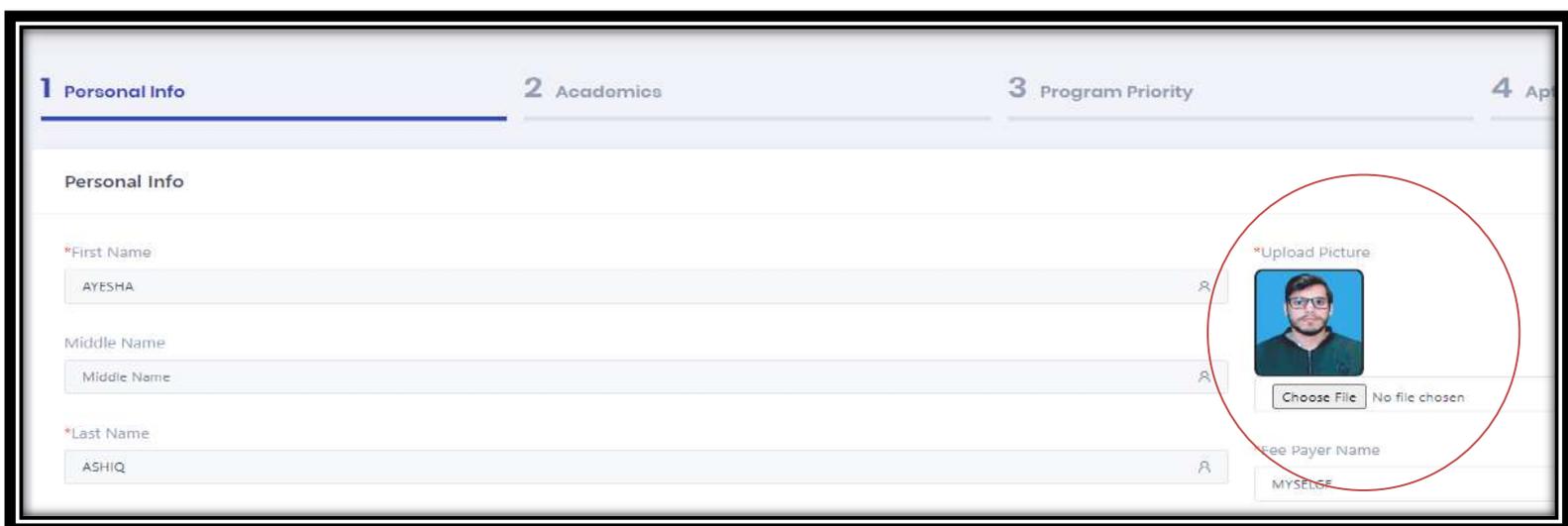
The screenshot displays the 'Admissions' page of the Capital University of Science and Technology (CUST). The page features a large banner image of the university's main building, a brick structure with green accents and the letters 'A', 'B', 'C', and 'D' on its facade. Below the banner, the word 'Admissions' is written in large white letters. The main content area is a dark blue form with two input fields: the first for a username (containing '398300') and the second for a password (masked with dots). A red circle highlights the 'Login' button. To the right of the form, there is a 'New Applicants' section with two bullet points: 'If this is your first visit to Capital University of Science and Technology's online application, you will need to create a unique Username and Password. To do this, simply click on Create Account.' and 'Enter the required information and click on Submit. You will receive an email and SMS with your login information. Simply click Done to enter the login information and start your application.' Below this text are three buttons: 'Visit Website', 'Admission Procedure', and 'FAQ'. At the bottom of the form, there is a 'Create Account' button.

### Step 3:

- Once you successfully Sign in, the main dashboard will appear. Click on the **Application form** to open the admission form.

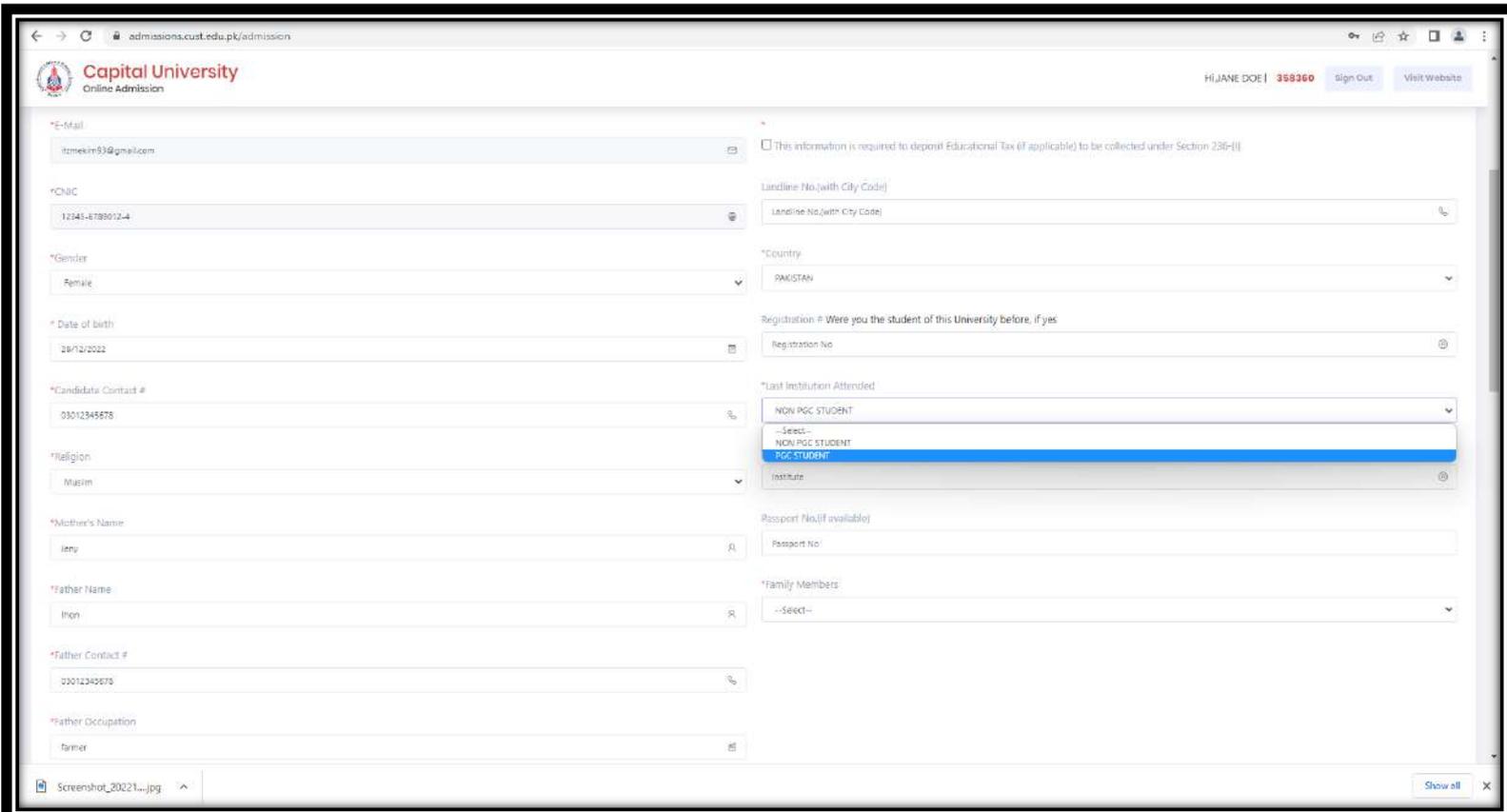


- Upload your recent picture by clicking on the **Choose File**. Select a recent picture file, press open and your picture will be uploaded.



## Personal Information:

- Some details in the Personal Information section will already be filled. You must fill all the remaining blank fields with an asterisk sign (\*)
- You must enter your information from the drop downs or text fields. In this section, all the fields are required to be filled.



The screenshot displays the 'Capital University Online Admission' form. The user is logged in as 'HIJANE DOE | 358360'. The form includes the following fields:

- \*E-Mail: itmekin93@gmail.com
- \*CNIC: 12345-6789012-4
- \*Gender: Female
- \*Date of birth: 28/12/2022
- \*Candidate Contact #: 03012345678
- \*Religion: Muslim
- \*Mother's Name: Jenny
- \*Father Name: John
- \*Father Contact #: 03012345678
- \*Father Occupation: farmer
- Landline No.(with City Code):
- \*Country: PAKISTAN
- Registration #: Were you the student of this University before, if yes
- \*Last Institution Attended: NOUN PGC STUDENT (dropdown menu is open showing options: --Select--, NOUN PGC STUDENT, PGC STUDENT, Institute)
- Passport No.(if available):
- \*Family Members: --Select--

A note at the top right states: "This information is required to deposit Educational Tax (if applicable) to be collected under Section 236-F(1)".

## Academics

- You must enter all your academic details starting from the most recent degree. In the **Qualification**, select your most recent degree from the dropdown.
- In the **Result Status**, there are two options for candidates, **Declared** and **Result Awaiting**.
- There are specific fields which are mandatory to be filled if your result is **declared**, such as **Passing Year**, **Total Marks**, **Obtain Marks**.

- There are specific fields which are mandatory to be filled if your result is **Awaiting**, such as **1<sup>st</sup> Year/Pre-Board/Last College Exams Obtained Marks\***, **1<sup>st</sup> Year/Pre-Board/Last College Exams Total Marks\*** and **2nd Year Roll No/ Board Registration Number**.

- In the **Board/University**, select your Board and University from the dropdown.
- After entering the academic details. Click on **Add** button so that your academic record is added in the system.
- You can add all your academic records following the above-mentioned steps and filling the same text boxes for new information again.
- For Undergraduate programs, **Intermediate/A level & Matriculation/ O levels** records **are compulsory to add**.

### **Degree Attachment:**

- Once all the academic records are added in the form the next step is to attach the documents against each academic record.
- You can attach the image of your degree(s) in any of the formats (JPG, JPEG, PNG, PDF) by clicking **Choose File** button as shown below.

Result Status	Passing Year	Total Marks/CGPA	Obtained Marks/CGPA	CGPA/%	Qualification	Board/University	First Year Total Marks	First Year Obtained Marks Roll No.	Second Year Obtained Marks Roll No.	Result Card/ Transcript	Action
DECLARED	2017	1050	850	80.95	Matric with Science	Board Of Intermediate And Secondary Education, Azad Jammu Kashmir					
DECLARED	2019	1100	950	86.36	FSc(Elc) Pre-Medical	Federal Board Of Intermediate And Secondary Education, Islamabad					

- You can EDIT or DELETE your academic details in case of wrong data entry.

Click to EDIT. Click to DELETE.

- Once all the academic records are added, you can now move to the next section Program Priority.

## Program Priority

- You can choose your desired program from the drop-down list as shown below. Kindly note that the program visible in the dropdown will be according to your previous education (field/subject).

- You can add upto three program preferences.
- Now click on the Save & Next button, as shown above, to move to the next section.

# Aptitude Test

- For all BS (Other than Engineering programs) and MS programs university will conduct the admission test, you can skip this section or enter the details if you have given any HEC approved admission test.
- For Engineering Programs (Electrical, Mechanical, Civil and Computer Engineering) enter the required details if you have taken the PEC-approved admission test, otherwise submit your application and complete this section after taking the PEC-approved admission test.

# Final Submission

- Carefully review all your entered details here, including **Personal Information, Academics, & Program Preference.**
- Below image is the complete preview of the filled admission application:

The screenshot shows the 'admissions.cust.edu.pk/admission' page. At the top, it says 'Capital University Online Admission' and 'HJANE DOE | 359390'. The 'Program Priority' section lists two programs: 1. MASTER OF SCIENCE (MAJOR IN COMPUTER SCIENCE) (MCS) and 2. MASTER OF SCIENCE (MAJOR IN PROJECT MANAGEMENT) (MPM). The 'Aptitude Test' section has a table with columns: Test Type, Select, Percentage Obtained, Percentile, and Test Date. The table lists three options: NATIONAL TESTING SERVICE / HEC, GRADUATE APTITUDE TEST, and GRADUATE APTITUDE TEST SUBJECT, each with a 'Select' checkbox. Below the table is an 'Undertaking' section with a checkbox for 'By submitting the form I agree to the above terms and conditions'.

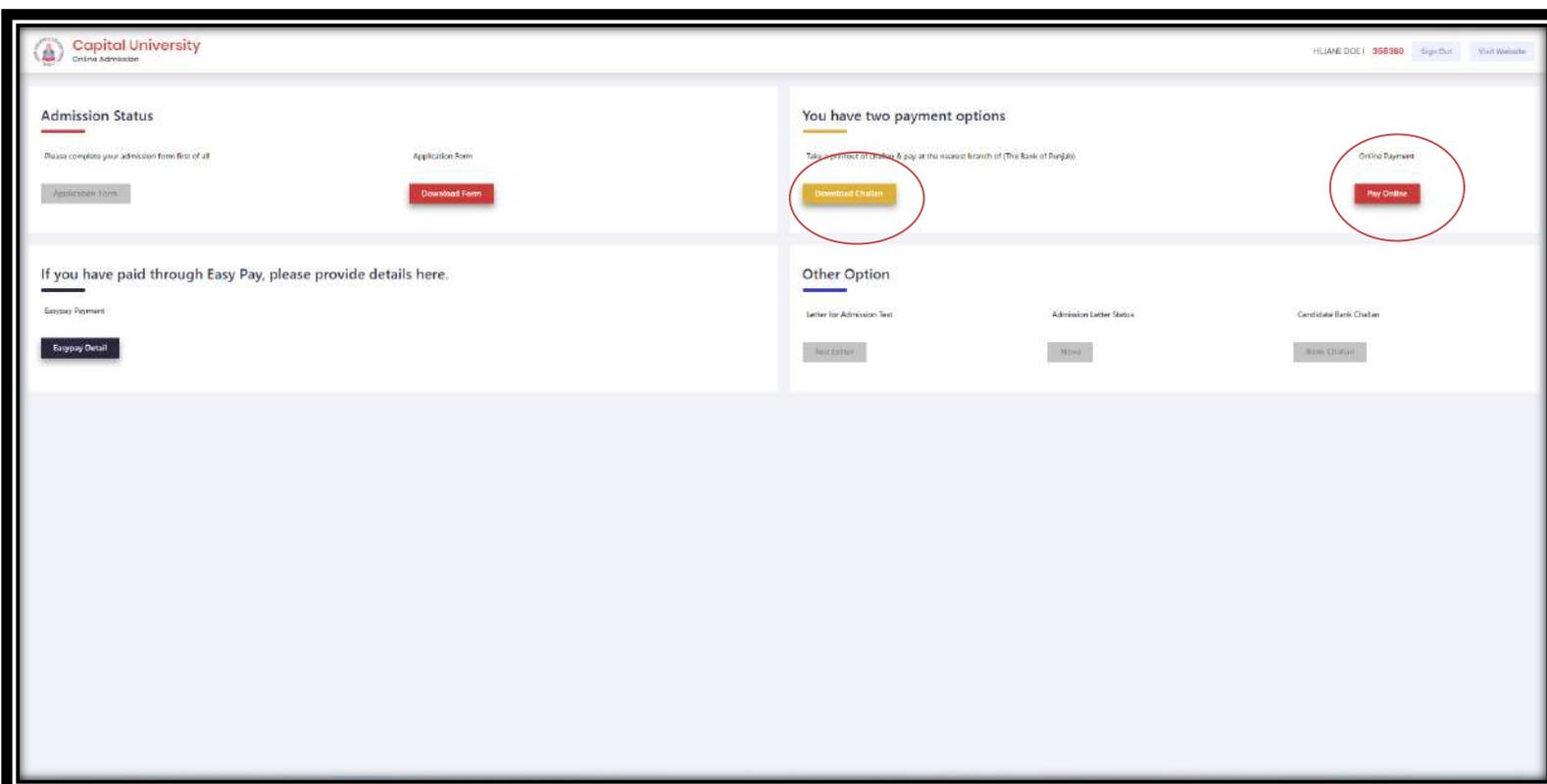
Test Type	Select	Percentage Obtained	Percentile	Test Date
NATIONAL TESTING SERVICE / HEC	<input type="checkbox"/>			
GRADUATE APTITUDE TEST	<input type="checkbox"/>			
GRADUATE APTITUDE TEST SUBJECT	<input type="checkbox"/>			

- Once all the information in the admission form is verified, and you have also read the Undertaking section, you can submit the form.

- You can press the **Submit** button to submit the complete online admission application

## Application Processing Fee Payment

- In the main Dash Board of your online portal, you can now choose between following options.



**Step 2:** Payment after filling the application form.

Choice - 1

Download Challan

Choice - 2

Pay Online

- After clicking on the **Download Challan** button, the Challan Form will appear so that you can submit the payment in the designated Bank, The Bank of Punjab.
- If you have selected the **Pay Online** button, you will be redirected to the following page.
- You can choose the payment options according to your convenience and pay online form the page similar to a shown below.



## PAYMENT OPTIONS

CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

Internet Billing Option

Mobile Billing Option

ATM Option

Cash Payment Option

Easy Paisa

Visa / Master Card

Bank Alfalah

Jazz cash

Select Your Bank

-- Available Banks List --

Proceed

Pay Your Bill in  
**4 Simple Steps**

Video Demo

Your Consumer number / voucher number

10023600  
(8 digit prefix)

123456789012  
(12 digit challan no.)



- Once the payment is made, it is verified on the spot. The next step is to view the Test Letter which is available within 24 hour of fee payment on admission portal.

### Test Letter:

- After clicking **Test Letter** button, the following page will appear including all the details of your test.



### Capital University of Science and Technology ISLAMABAD

www.cust.edu.pk

Islamabad Expressway, Kahuta Road, Zone V, Islamabad. UAN:051-111-555-666, Fax:051-4486705, (admissions@cust.edu.pk)

#### ADMISSION TEST LETTER

Date: Wednesday 08 March 2023

Ref No.: ACS231361817

Mr/Ms/Mrs   KHAN

**Subject:** Schedule of Admission Test-SPRING 2023

Dear Applicant,



We thank you for submitting your application in ASSOCIATE DEGREE PROGRAM IN COMPUTER SCIENCE at Capital University of Science and Technology, Islamabad.

The schedule for your admission test is given below:-

Admission Test	Saturday 18 February 2023
Test Time:	10:00:AM
Username:	ACS231361817
Password:	53949

**Important Instructions:**

## General Guidelines

- The asterisk sign (\*) means that the fields are compulsory to fill. Without entering the details in the required field, the form will not proceed further
- Enter your email address carefully because once you have registered for the application, the email address cannot be changed.
- Once you registered through our online admission portal [admissions.cust.edu.pk](http://admissions.cust.edu.pk), an email is sent to your email address for username and password. In case you have not received the email in the inbox, kindly check the spam folder
- Academic detail will not be completed if any of your educational information is missing. You have to start adding your academic details from the most recent degree.
- Once you have filled your form completely, re-check before submitting it. No changes can be made after submission
- While accessing the online portal, make sure that you enter the username and password provided to you via E-mail.
- Admission result (Offer Letter) and Fee Challan for the first semester will be downloadable from your online CUST account.
- In case of any discrepancy and further information, send an email to [admissions@cust.edu.pk](mailto:admissions@cust.edu.pk) or contact us at  [\(051\) 111 555 666, ext. 123, 284 \(9:00AM to 5:00 PM\)](tel:051111555666)