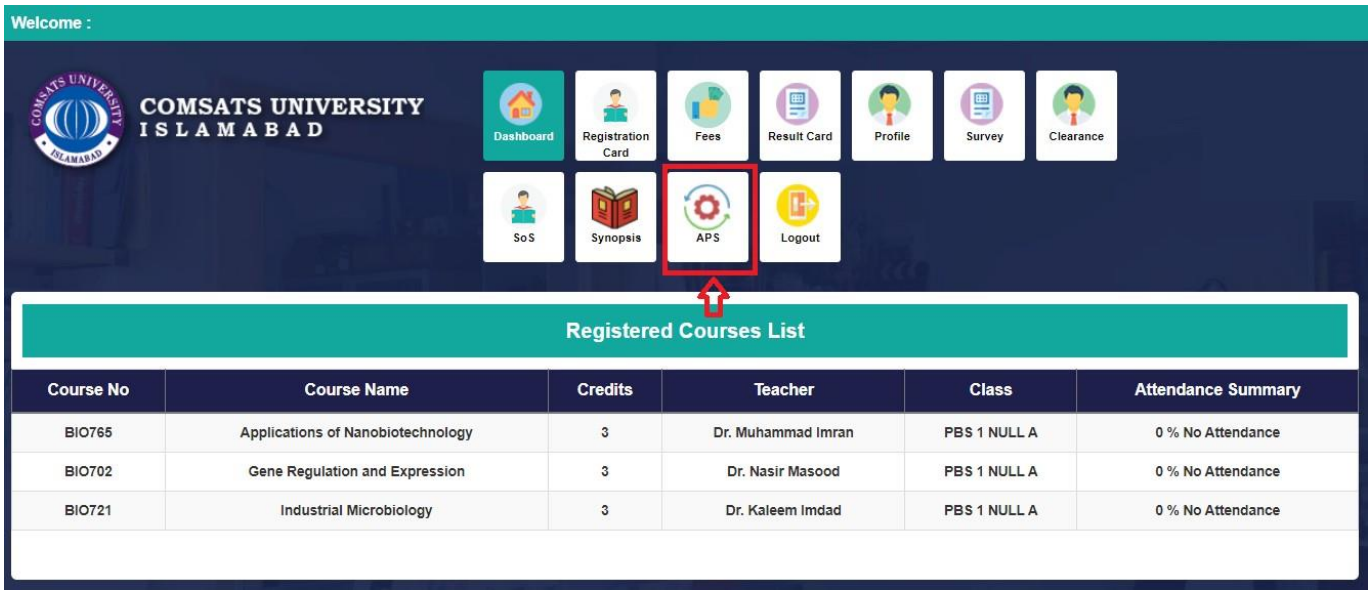
Student Application Processing System

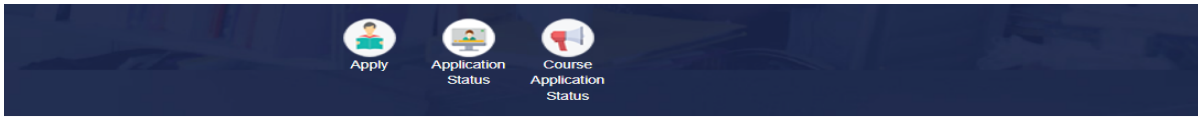
Step 1: After login click on the APS option

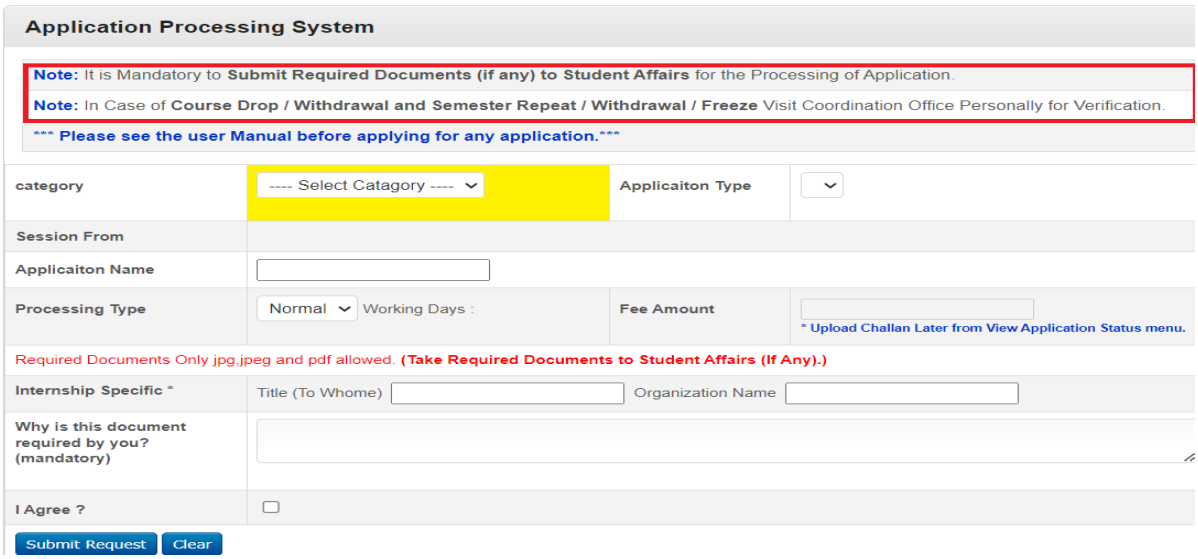
- Applications Related to Student Affairs, Exam, Academics and concerned Departments etc.



Step 2: Select the Application Category

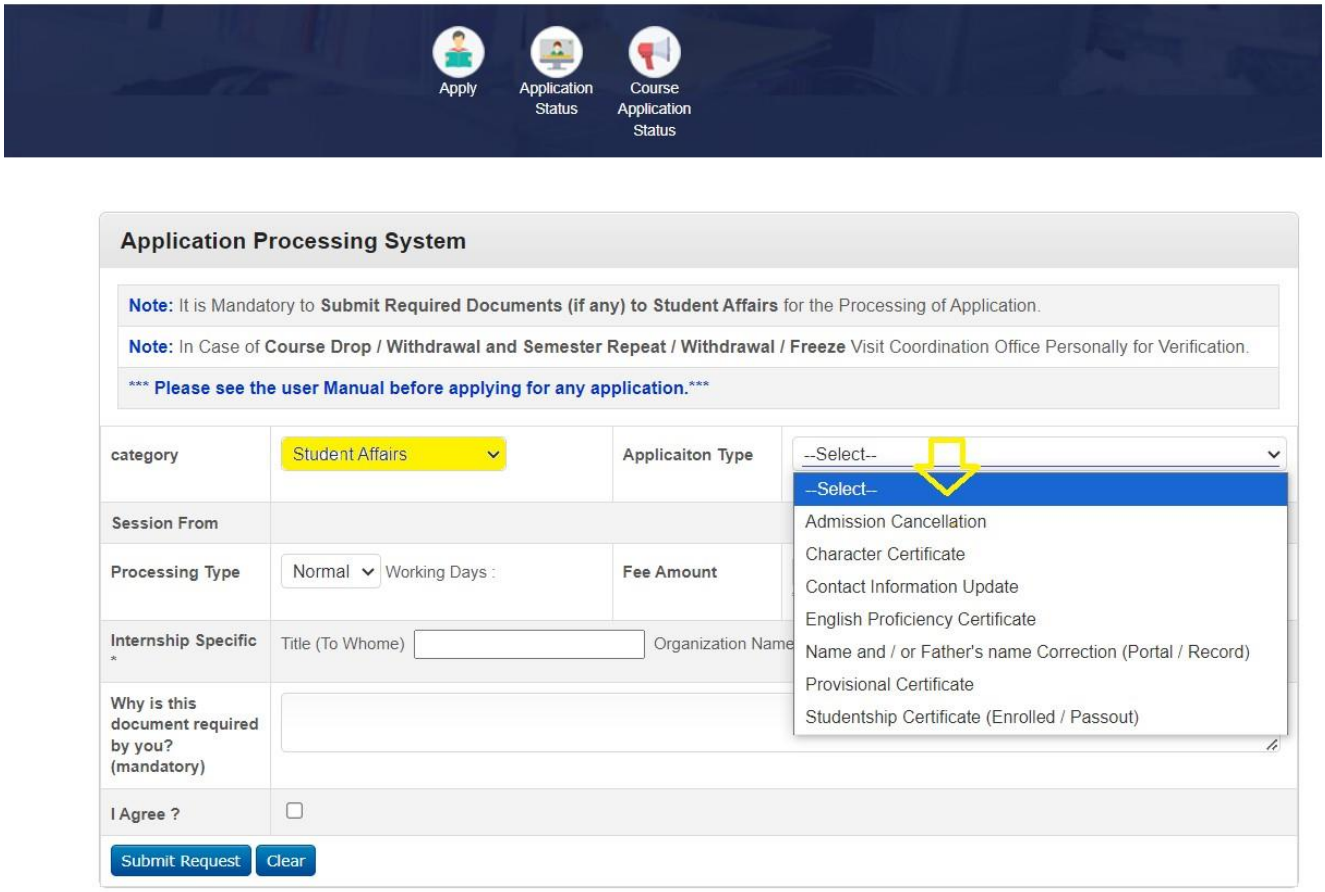
- ! Important to Read the Notes and Instructions before Applying for any Application





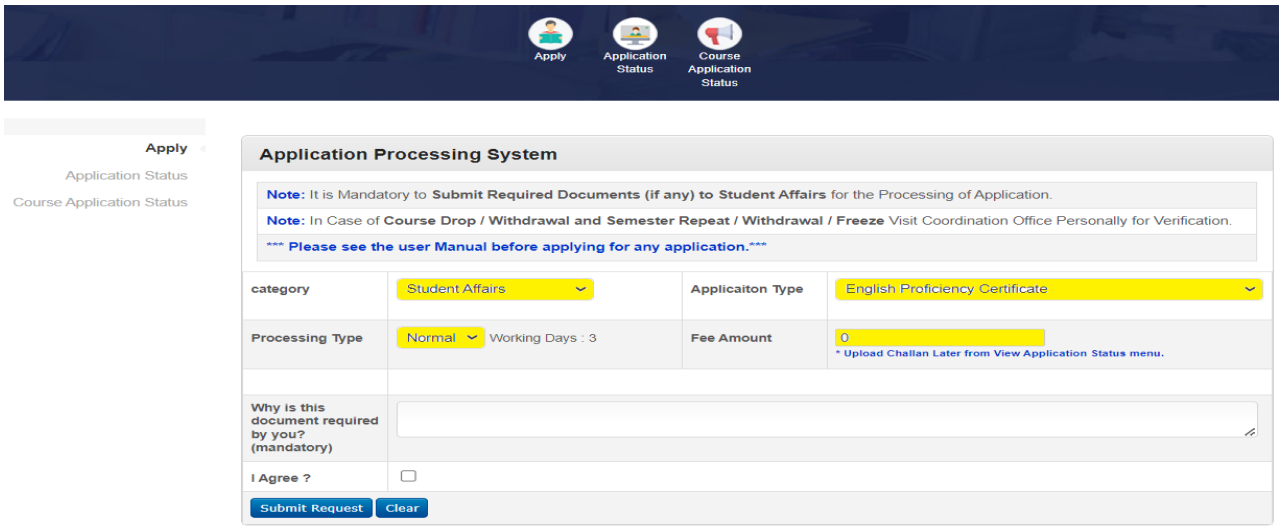
Step 3: Select Application Type

- Application Type will depend upon Application Category

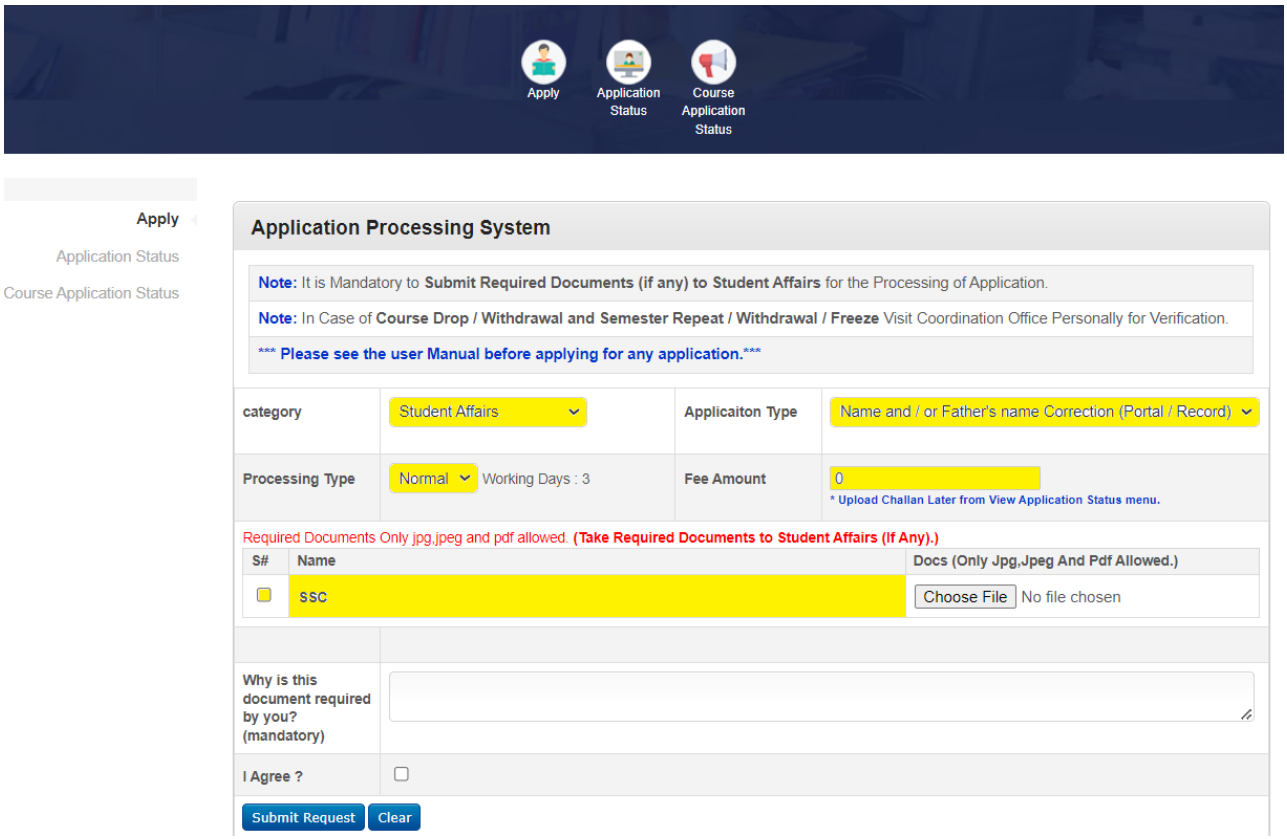


- Different Applications have different requirements for processing.
- Some applications required some documents to be attached, some required processing fee (not required in this version) and some of them required nothing.
- Required documents and Fee is mandatory for the processing of the application.

Example 1: Application with no Requirements



Example 2: Application with Document Required but No processing Fee

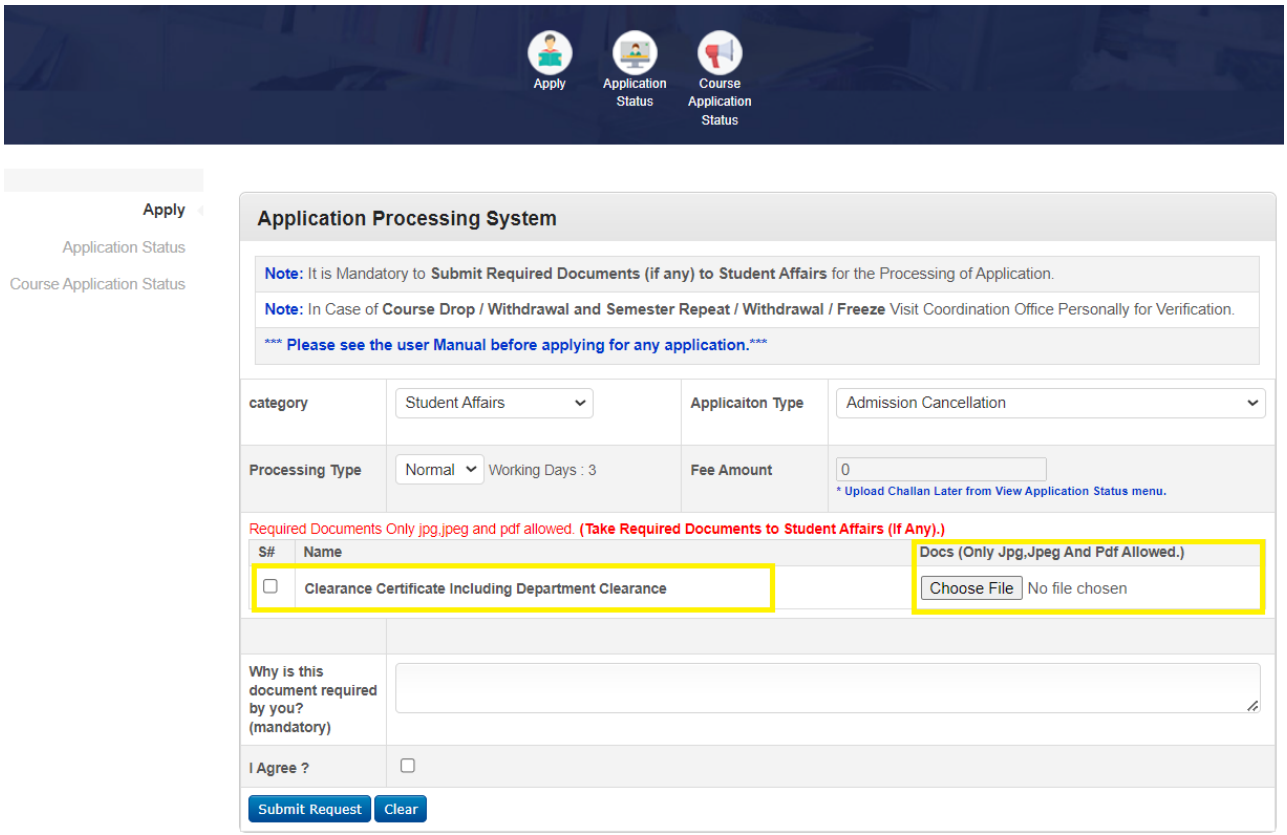


Step 4: Uploading of Required Documents

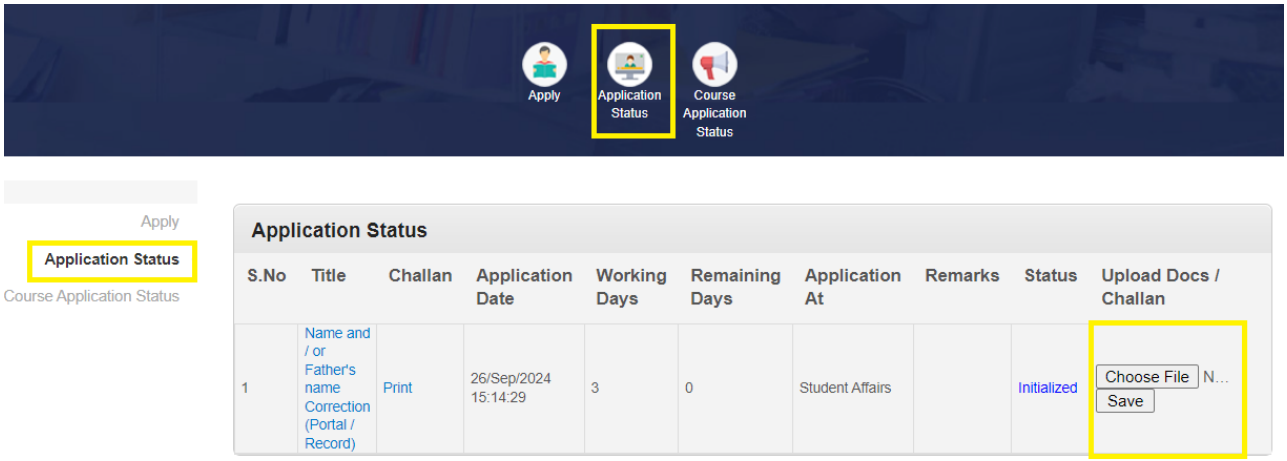
- In case of Application where documents are required, Applicant must submit hard copies of the required documents to the student affairs office.
- If the applicant is applying from Home or other city and cannot visit the campus soon then he or she must upload the scanned copies of the required documents when applying online and have to submit hard copies by hand or through courier.
- In case of scanned copies processing will start if the uploaded documents matches the requirements but processing will complete on the submission of hard copies.

Note: Any Application without the required documents will not be processed and will be expired within a week.

- Documents can be uploaded from this option

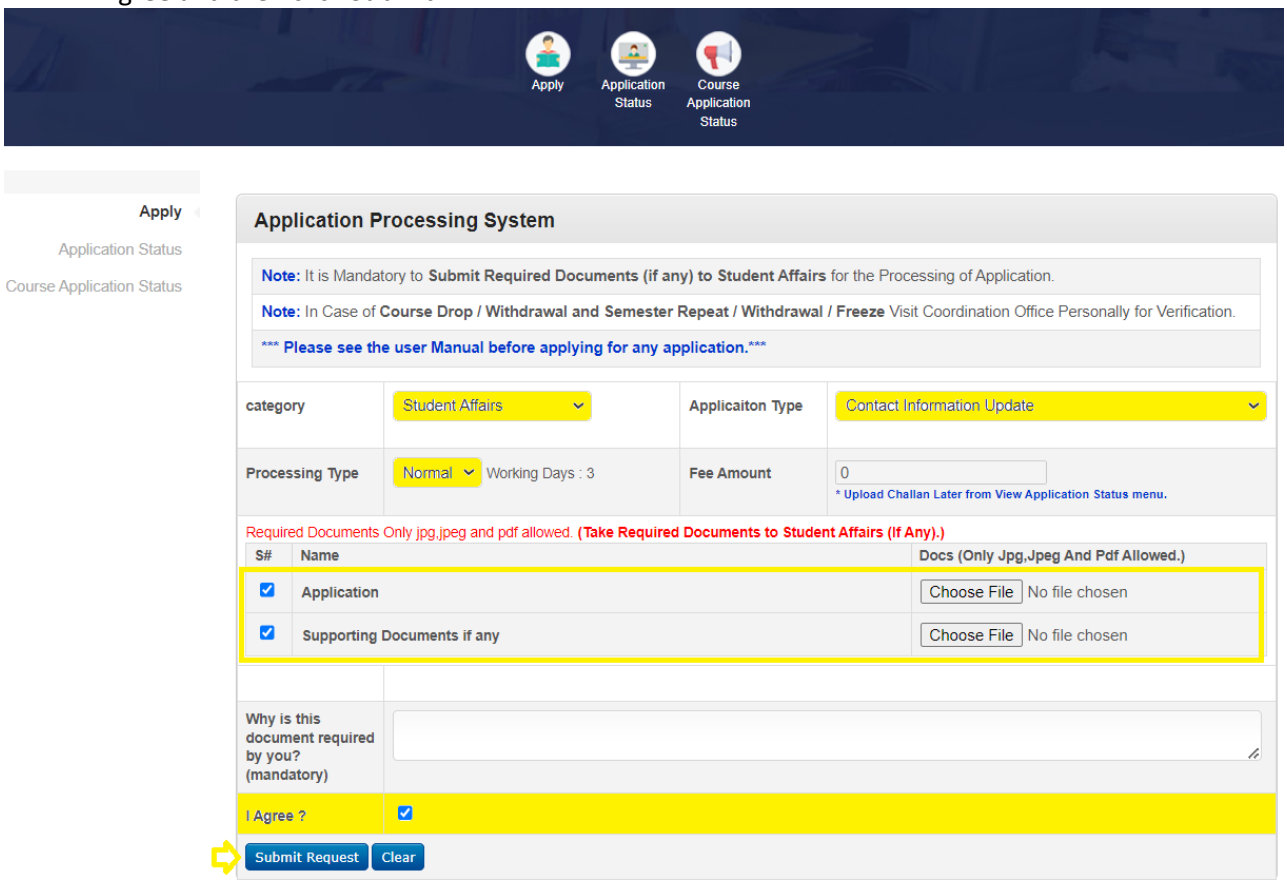


- As well as from Application Status menu

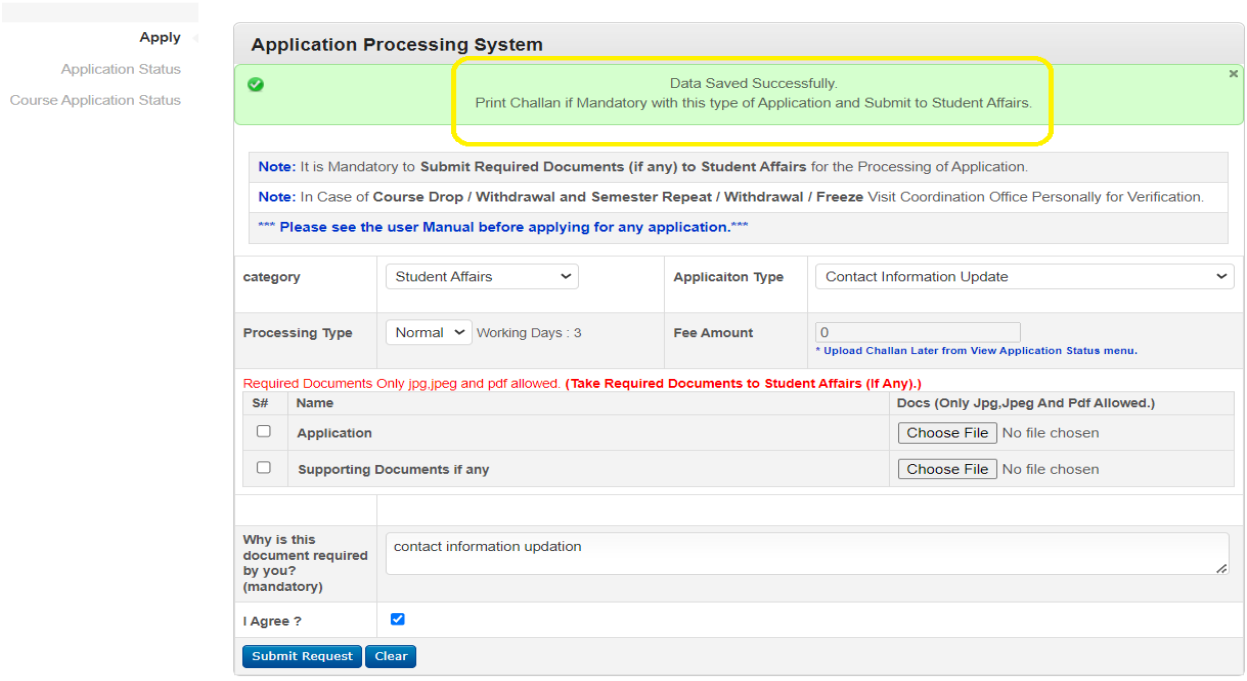


Step 5: Submit Application

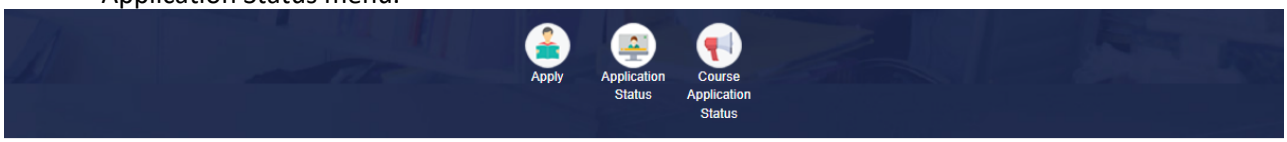
- After selecting desired application and after looking at all the details tick the check box named, I Agree and then click Submit

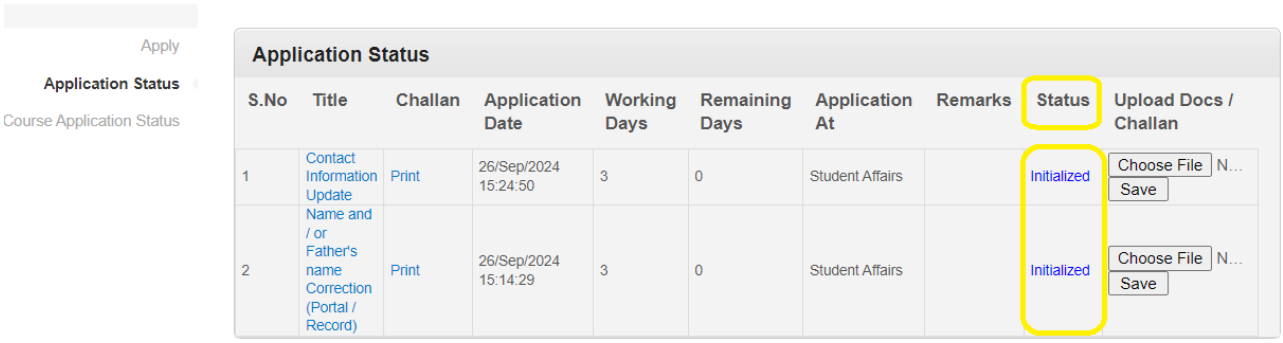


- Once Application is Submitted Successfully, Print Challan (not required in this version) Option will appear on the Top of the Screen



- After completing all the above steps you can keep the track of your application by using Application Status menu.





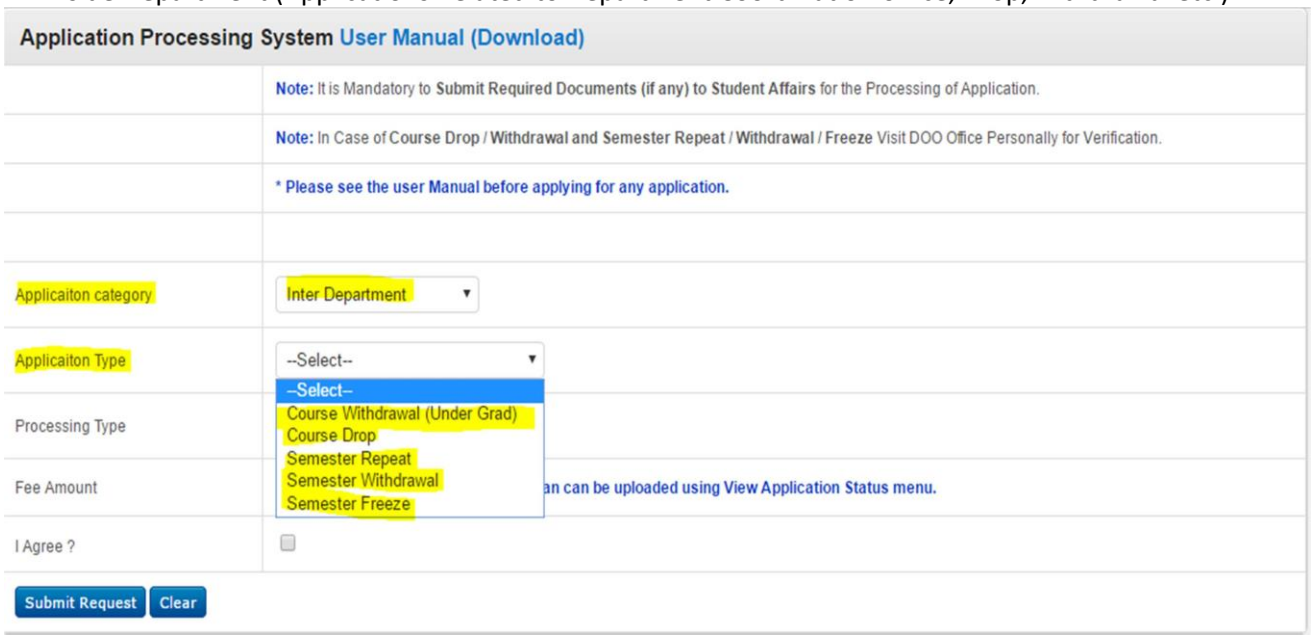
Application Status:

- **Initialized:** When the application is submitted by Applicant and Processing is not started.
- **In Process:** When the application is Under Process.
- **Pending Against Student:** When something is required from the applicant
- **Ready:** When the application is ready to be collected by applicant at student affairs.
- **Closed:** When the required document is handed over to the applicant by student affairs or Application is expired due to Non-Submission of Processing Fee or Documents.

Applications Inside Department

Step 1: Select the Application Category

- Inside Department (Applications Related to Department Coordination office, Drop, withdrawal etc.)

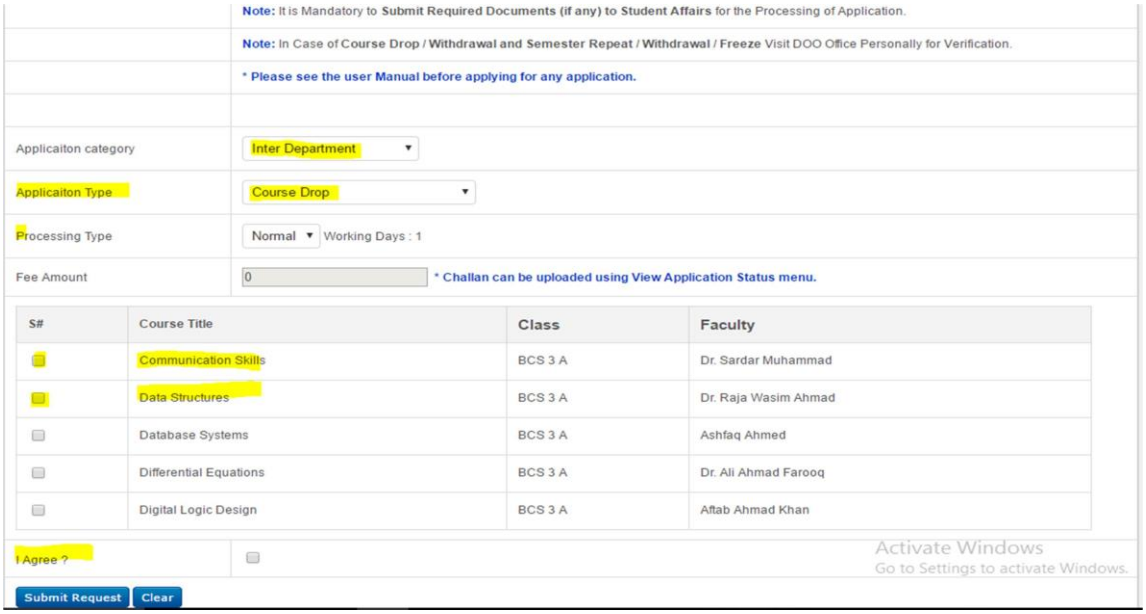


In all inter department Applications there is no Fee or Additional documents are required.

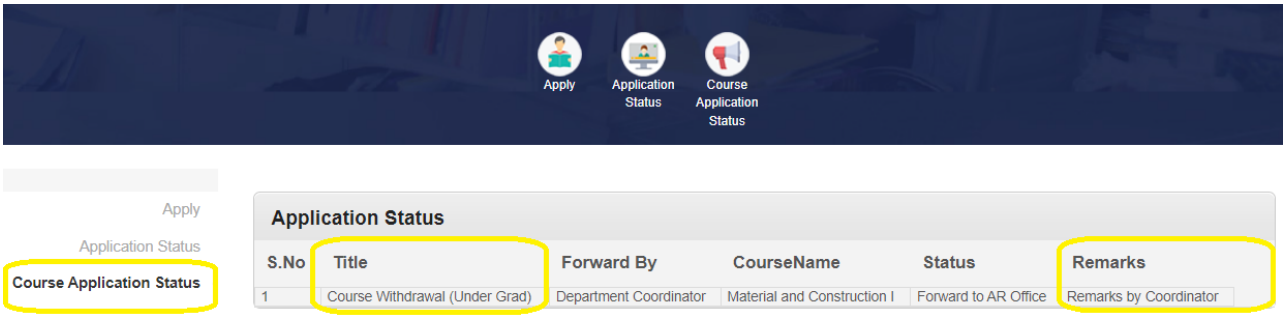
Note: In inter department applications Applicant must visit Coordination office personally and verify that he or she has applied for course drop / Withdrawal, Semester Freeze / Repeat etc. Otherwise, application will not be processed, and it will be rejected after a while.

Step 2: Course Related Applications

- In case of Course Drop / Withdrawal applications, list of registered courses will appear, and applicant must select the course for drop or withdrawal
- A minimum credit hour check is implemented so minimum 12 credit hours are mandatory to be registered.
- Once the courses are selected check the I agree check box and submit the application.

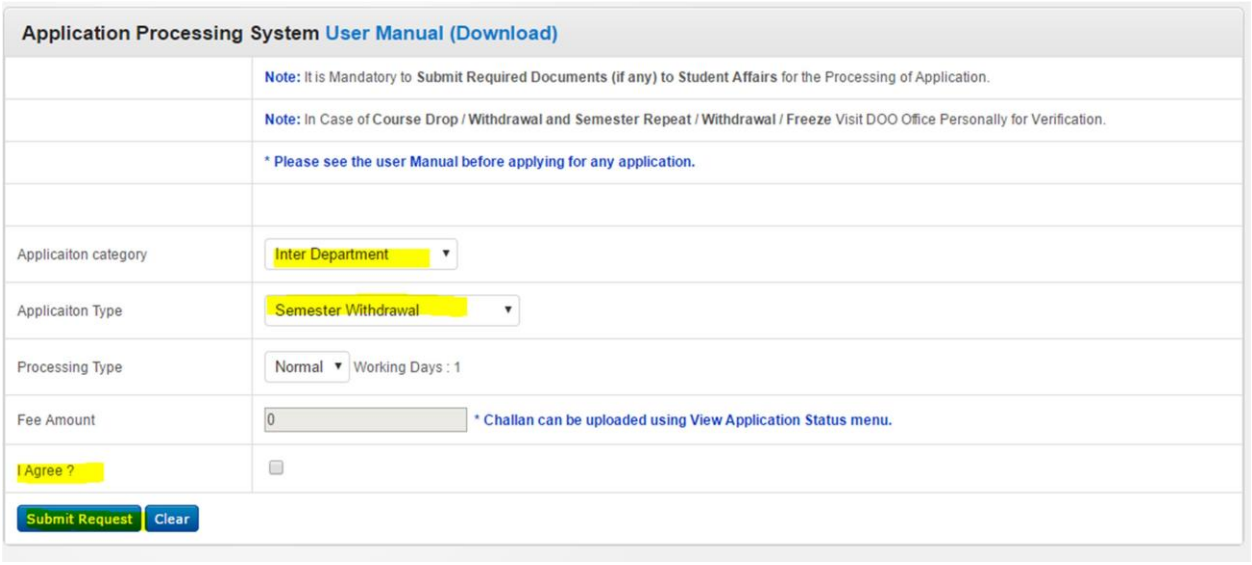


Once the application is submitted and applicant visits the department coordination office and confirm his or her case the he or she can check the status from **Course Application Status** menu



Step 3: Semester Related Applications

- In case of Semester Withdrawal / Freeze / Repeat applications just select the application and submit the request



Once the application is submitted and applicant visits the Coordination office and confirm his or her case or they can check the status from Application Status menu.

Thank You