


## Student Application Processing System

**Step 1:** After login click on the APS option

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

Welcome :

**COMSATS UNIVERSITY  
ISLAMABAD**

Dashboard

Registration Card

Fees

Result Card

Profile

Survey

Clearance

SoS

Synopsis

**APS**

Logout

Registered Courses List

Course No	Course Name	Credits	Teacher	Class	Attendance Summary
BIO765	Applications of Nanobiotechnology	3	Dr. Muhammad Imran	PBS 1 NULL A	0 % No Attendance
BIO702	Gene Regulation and Expression	3	Dr. Nasir Masood	PBS 1 NULL A	0 % No Attendance
BIO721	Industrial Microbiology	3	Dr. Kaleem Imdad	PBS 1 NULL A	0 % No Attendance

**Step 2:** Select the Application Category

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

Apply

Application Status

Course Application Status

**Application Processing System**

**Note:** It is Mandatory to **Submit Required Documents (if any) to Student Affairs** for the Processing of Application.

**Note:** In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category

---- Select Catagory ----

Applicaition Type

Session From

Applicaition Name

Processing Type

Normal

Working Days :

Fee Amount

\* Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

Internship Specific \*

Title (To Whome)

Organization Name

Why is this document required by you? (mandatory)

I Agree ?

☐

Submit Request

Clear

### Step 3: Select Application Type

- Application Type will depend upon Application Category



**Application Processing System**

**Note:** It is Mandatory to **Submit Required Documents (if any)** to **Student Affairs** for the Processing of Application.

**Note:** In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

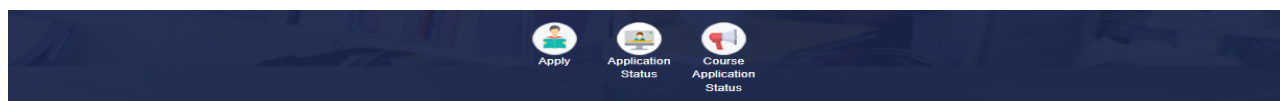
\*\*\* Please see the user Manual before applying for any application.\*\*\*

category	Student Affairs	Applicaition Type	--Select--
Session From			
Processing Type	Normal	Working Days :	Fee Amount
Internship Specific	Title (To Whome)	Organization Name	
Why is this document required by you? (mandatory)			
I Agree ?	<input type="checkbox"/>		

**Submit Request** **Clear**

- 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



**Apply**

Application Status

Course Application Status

**Application Processing System**

**Note:** It is Mandatory to **Submit Required Documents (if any)** to **Student Affairs** for the Processing of Application.

**Note:** In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category	Student Affairs	Applicaition Type	English Proficiency Certificate
Processing Type	Normal	Working Days : 3	Fee Amount
			0
			* Upload Challan Later from View Application Status menu.
Why is this document required by you? (mandatory)			
I Agree ?	<input type="checkbox"/>		

**Submit Request** **Clear**

## Example 2: Application with Document Required but No processing Fee

Apply

Application Status

Course Application Status

Apply

Application Status

Course Application Status

### Application Processing System

**Note:** It is Mandatory to **Submit Required Documents (if any) to Student Affairs** for the Processing of Application.

**Note:** In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category	Student Affairs	Applicaition Type	Name and / or Father's name Correction (Portal / Record)
Processing Type	Normal Working Days : 3	Fee Amount	0

\* Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
1	SSC	<div>Choose File</div> No file chosen

Why is this document required by you? (mandatory)

I Agree ?

☐

Submit Request

Clear

### 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

Apply

Application Status

Course Application Status

Application Processing System

Note: It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

Note: In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category

Student Affairs

Appicaiton Type

Admission Cancellation

Processing Type

Normal

Working Days : 3

Fee Amount

0

\* Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
<input type="checkbox"/>	Clearance Certificate Including Department Clearance	<div>Choose File</div> No file chosen

Why is this document required by you? (mandatory)

I Agree ?

☐

Submit Request

Clear

- As well as from Application Status menu

Apply

Application Status

Course Application Status

Application Status

S.No	Title	Challan	Application Date	Working Days	Remaining Days	Application At	Remarks	Status	Upload Docs / Challan
1	Name and / or Father's name Correction (Portal / Record)	Print	26/Sep/2024 15:14:29	3	0	Student Affairs		Initialized	<div>Choose File</div> N... <div>Save</div>

### 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

Apply
Application Status
Course Application Status

Apply

Application Status

Course Application Status

### Application Processing System

**Note:** It is Mandatory to **Submit Required Documents (if any) to Student Affairs** for the Processing of Application.

**Note:** In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category	Student Affairs	Applicaition Type	Contact Information Update
Processing Type	Normal Working Days : 3	Fee Amount	0

\* Upload Challan Later from View Application Status menu.

Required Documents Only jpg.jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg.Jpeg And Pdf Allowed.)
✓	Application	<div>Choose File</div> <div>No file chosen</div>
✓	Supporting Documents if any	<div>Choose File</div> <div>No file chosen</div>

Why is this document required by you? (mandatory)

I Agree ?

✓

Submit Request
Clear

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

Apply

Application Status

Course Application Status

### Application Processing System

✔

Data Saved Successfully.  
Print Challan if Mandatory with this type of Application and Submit to Student Affairs.

✖

Note: It is Mandatory to **Submit Required Documents (if any) to Student Affairs** for the Processing of Application.

Note: In Case of **Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze** Visit Coordination Office Personally for Verification.

\*\*\* Please see the user Manual before applying for any application.\*\*\*

category	Student Affairs	Applicaition Type	Contact Information Update
Processing Type	Normal Working Days : 3	Fee Amount	0

\* Upload Challan Later from View Application Status menu.

Required Documents Only jpg,jpeg and pdf allowed. (Take Required Documents to Student Affairs (If Any).)

S#	Name	Docs (Only Jpg,Jpeg And Pdf Allowed.)
<input type="checkbox"/>	Application	<div>Choose File</div> No file chosen
<input type="checkbox"/>	Supporting Documents if any	<div>Choose File</div> No file chosen

Why is this document required by you? (mandatory)




contact information update

I Agree ?☒

Submit Request

Clear

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

 Apply
  Application Status
  Course Application Status

Apply

**Application Status**

Course Application Status

Application Status									
S.No	Title	Challan	Application Date	Working Days	Remaining Days	Application At	Remarks	Status	Upload Docs / Challan
1	Contact Information Update	Print	26/Sep/2024 15:24:50	3	0	Student Affairs		Initialized	<input type="button" value="Choose File"/> N... <input type="button" value="Save"/>
2	Name and / or Father's name Correction (Portal / Record)	Print	26/Sep/2024 15:14:29	3	0	Student Affairs		Initialized	<input type="button" value="Choose File"/> N... <input type="button" value="Save"/>

### 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.)

Application Processing System [User Manual \(Download\)](#)

**Note:** It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

**Note:** In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DOO Office Personally for Verification.

\* Please see the user Manual before applying for any application.

Application category

Application Type

Processing Type

Fee Amount

I Agree ?

Inter Department

--Select--  
 --Select--  
 Course Withdrawal (Under Grad)  
 Course Drop  
 Semester Repeat  
 Semester Withdrawal  
 Semester Freeze

Processing Type

Fee Amount

☐ I Agree ?

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.

**Note:** It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.

**Note:** In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DOO Office Personally for Verification.

\* Please see the user Manual before applying for any application.

Application category: **Inter Department**

Application Type: **Course Drop**

Processing Type: **Normal** Working Days : 1

Fee Amount: 0 \* Challan can be uploaded using View Application Status menu.


S#	Course Title	Class	Faculty
<input checked="" type="checkbox"/>	Communication Skills	BCS 3 A	Dr. Sardar Muhammad
<input checked="" type="checkbox"/>	Data Structures	BCS 3 A	Dr. Raja Wasim Ahmad
<input type="checkbox"/>	Database Systems	BCS 3 A	Ashtaq Ahmed
<input type="checkbox"/>	Differential Equations	BCS 3 A	Dr. Ali Ahmad Farooq
<input type="checkbox"/>	Digital Logic Design	BCS 3 A	Aftab Ahmad Khan


I Agree ? ☐


Submit Request Clear

Activate Windows  
Go to Settings to activate Windows.

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

  
Apply

  
Application Status

  
Course Application Status

Apply

Application Status

**Course Application Status**

Application Status					
S.No	Title	Forward By	CourseName	Status	Remarks
1	Course Withdrawal (Under Grad)	Department Coordinator	Material and Construction I	Forward to AR Office	Remarks by Coordinator

### Step 3: Semester Related Applications

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

Application Processing System <a href="#">User Manual (Download)</a>	
	<b>Note:</b> It is Mandatory to Submit Required Documents (if any) to Student Affairs for the Processing of Application.
	<b>Note:</b> In Case of Course Drop / Withdrawal and Semester Repeat / Withdrawal / Freeze Visit DOO Office Personally for Verification.
	* Please see the user Manual before applying for any application.
Applicaition category	<span>Inter Department</span> ▼
Applicaition Type	<span>Semester Withdrawal</span> ▼
Processing Type	<span>Normal</span> ▼ Working Days : 1
Fee Amount	<input type="text" value="0"/> * Challan can be uploaded using <a href="#">View Application Status</a> menu.
I Agree ?	<input type="checkbox"/>
<span>Submit Request</span> <span>Clear</span>	

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.

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*Thank You*

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