



Admission System

Applicant Account Creation



1 Introduction

This manual provides a step-by-step guide to assist applicant in successfully account creation. It covers each stage, from account creation to final submission, ensuring that applicants can navigate the process efficiently and without errors. This guide is essential for prospective students applying for undergraduate or postgraduate programs through the official University portal. Please read each section carefully before proceeding with your application.

2 System Requirements

To ensure a seamless experience while filling out the online admission form, applicant should meet the following system requirements:

- **Device:** Laptop, desktop computer, or smartphone.
- **Internet Connection:** Stable and fast internet connection to avoid interruptions.
- **Web Browser:** Latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.
- **File Formats for Uploads:** PDF, JPEG, or PNG formats.
- **Document Size Limit:** Ensure that each uploaded file is within the size limit specified on the portal (usually 0.5 to 1 MB per file).

3 Accessing the Portal

Follow these steps to access the Admission Portal:

- Open the web browser.
- Type the following URL into the address bar:
<https://admissions.ubuner.edu.pk/application/index.php>
- Press **Enter** to load the admission portal.
- You will be redirected to the homepage of the Admission Portal.

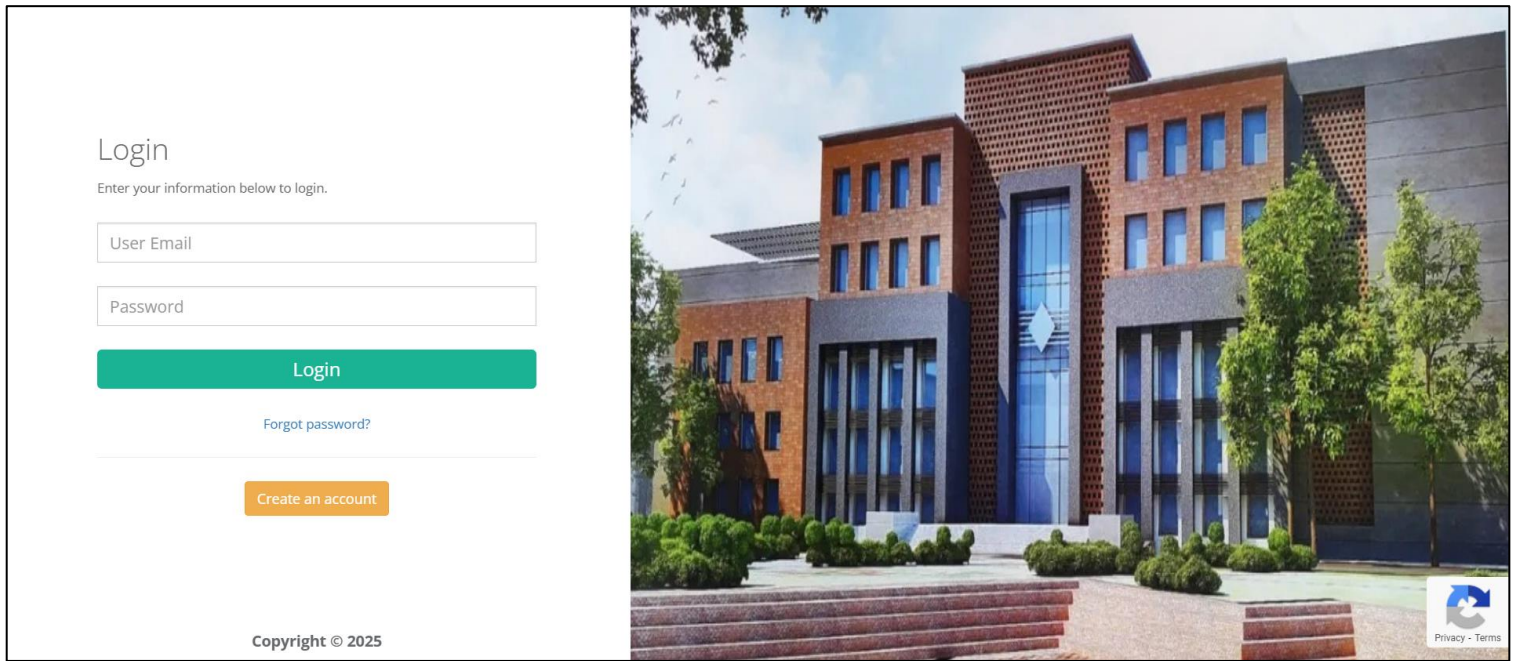


Figure 1 Interface of Admission Application Portal

4 Creating an Account

The applicant who wishes to apply for an admission, must ***“Create an Account”*** first by following these steps:

1. On the homepage, click on the **"Create an Account"** icon.
2. Fill in the required information:
 - **Full Name**
 - **Last Name**
 - **Email Address**
 - **Mobile/Cell Number**
 - **Password** (Create minimum 5 Characters with a combination of uppercase, lowercase, numeric, and special characters.)
 - **Confirm Password** (Re-enter the password typed above)

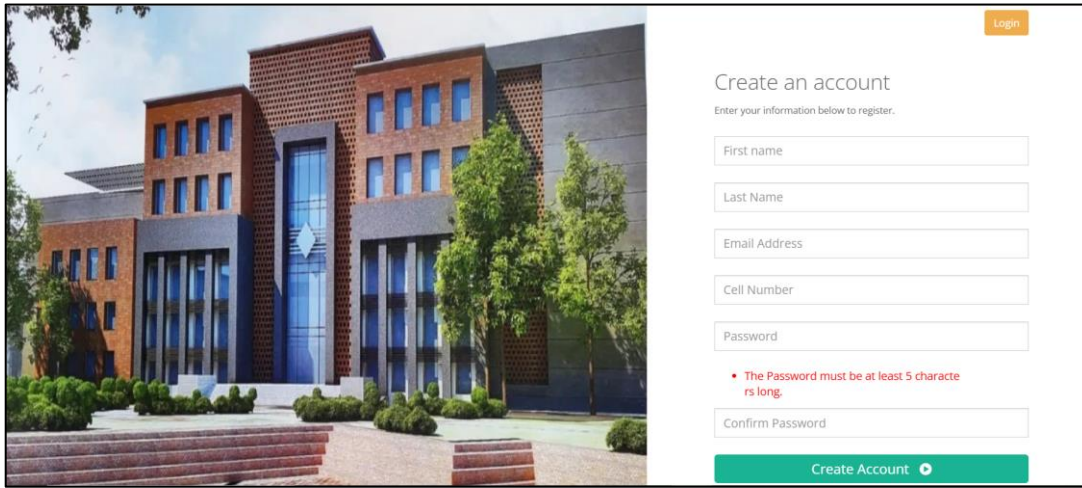
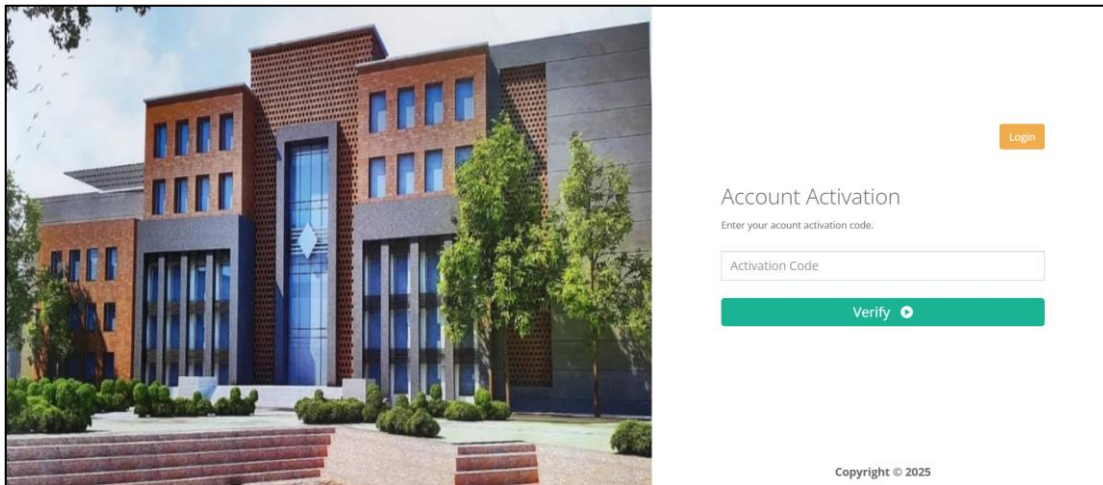


Figure 2 Create an Account Interface

3. Click **"Create Account"**, an interface for activate account will appear;

After entering the account creation details, the login screen will appear again. You need to enter the same ID and password that you used during account creation.



4. Check your email inbox for a verification link.

After this, the account activation screen will appear where you need to enter the OTP code that you received on your email.



no-reply@ubuner.edu.pk
to me ▼

Dear Osama Khan

We have recieved a request to reset your password.

Code: 1976QE

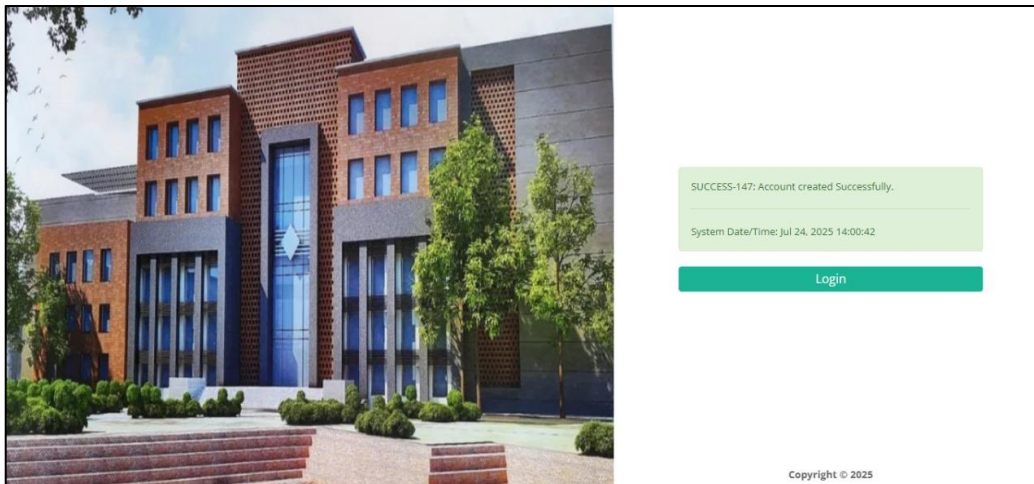
Regards,

University of Buner

5. Enter “*Activation Code*”

Note: If you do not receive the verification email, check your spam or junk folder. If the issue persists, contact the support team.

After Entering the code, click on Verify



An interface will appear with “Success” message.

Now, enter your “Email ID” and “password” and Click on Login.

Application Form Filling & Submission

1 Introduction

This training manual provides a step-by-step guide for prospective students to navigate the Admission Portal. The portal facilitates online applications for admission, enabling a seamless and efficient process for students.

Key Features of the Portal:

- Secure registration and login.
- Online application submission.
- Tracking application status.
- Printing essential documents such as admit cards.

2 Accessing the Portal

1. Open a web browser (e.g., Google Chrome, Edge, Mozilla Firefox).
2. Navigate to the Admission Portal:
<https://admissions.ubuner.edu.pk/application/index.php>
3. Ensure a stable internet connection to avoid disruptions.

3 Login into the Portal

1. Enter your registered email address and password (as shown in image)
2. Click **Login** to access your dashboard.

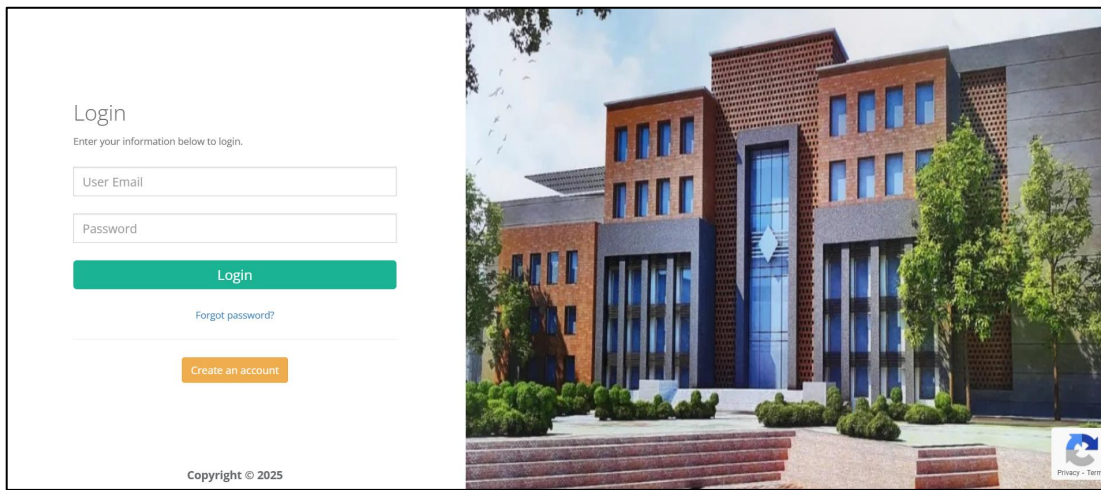
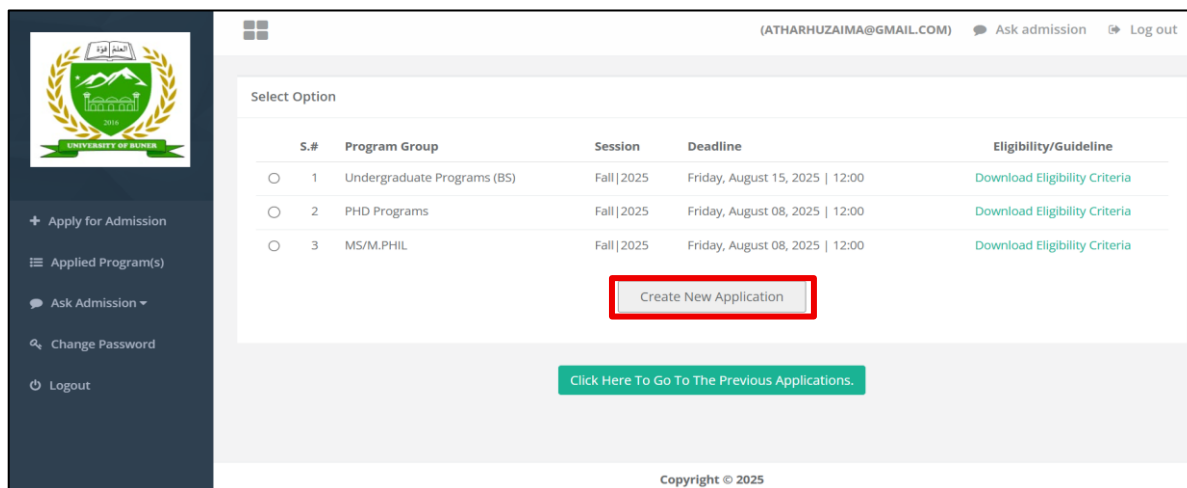


Figure 3 Sign In Option on Portal

4 Program Group

After Login, following interface will appear:



1. Select, desired program such as **“Undergraduate Program , MS/MPHIL and PHD Programs”**
2. After selecting, Program , click on **“Create New Application”**
3. After selection of Program Group, following interface will appear:

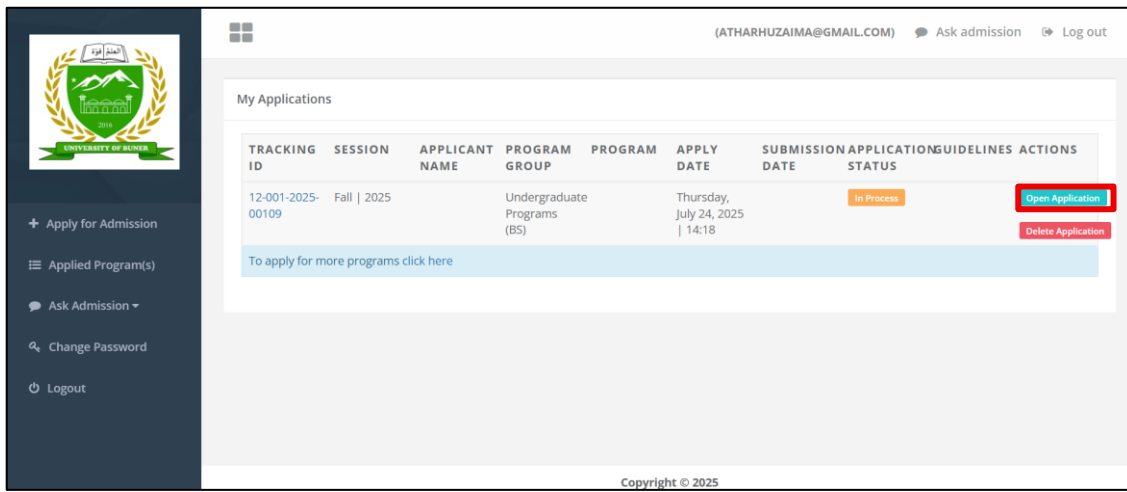


Figure 4 My Application Interface

Here Click on **Icon** **Open Application** and Proceed
Following Interface will appear,

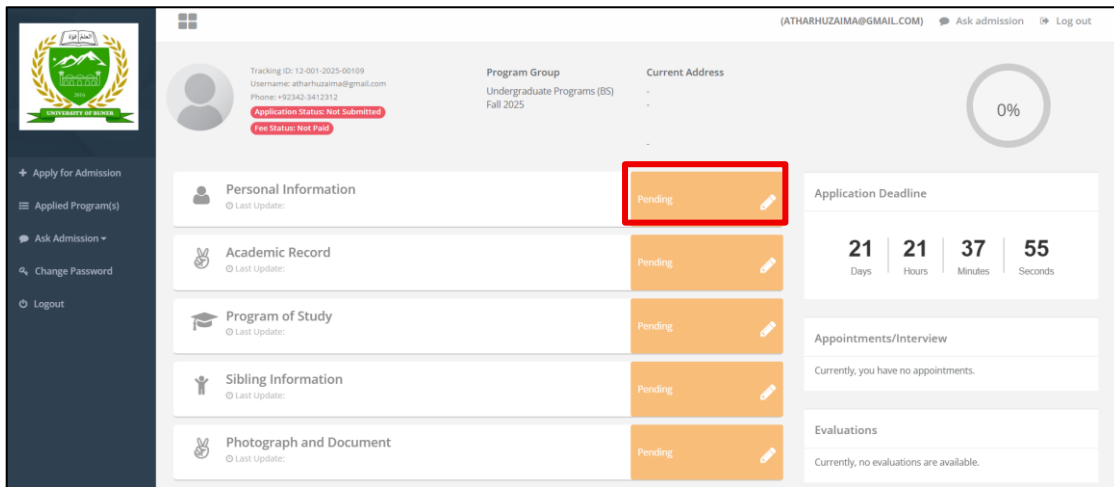


Figure 5 Application Order

5 Application Form Filling

1. Select “**Personal Information**”

In this form, applicant will fill his/her personal details.

Osama Khan
Tracking ID: 12-001-2025-00031
Username: osama.nizam92@gmail.com
Phone: +92343-2554344

Program Group
MS/M.PHIL
Fall 2025

Current Address
Sawari Road
Khyber Pakhtunkhwa
Buner
Pakistan

Application Status: Not Submitted
Fee Status: Not Paid

68%

Biographical Data

* Gender: Male
* Title: Mr
* First Name: Osama
* Last Name: Khan
* DOB: September 3 2000
Note: As per SSC Certificate for Equivalent
* Religion: Muslim
* Marital Status: Married

After completing the form, applicant will click on “Save & Complete Selection” Icon

☐ Same as Mother Information
☐ Other then Father/Mother Information

* Title: Mr

* Name: Khan Khan

* Relation With Applicant: Father

* Mobile No: +92132-4242342

* CNIC: 42343-2554344-3

Facilities Information

Hostel Facility ☒ Need Hostel Facility

Transport Facility ☒ Need Transport Facility

Application Form **Save & Complete Section**

Then, following screen appears .

2. Then Select “*Academic Record*”

In this form, applicant will fill his/her Previous Academic Record.



Tracking ID: 12-001-2025-00109
 Username: atharhuzaima@gmail.com
 Phone: +92342-3412312
Application Status: Not Submitted
Fee Status: Not Paid

Program Group
Undergraduate Programs (BS)
Fall 2025

Current Address
-

0%

Personal Information
 Last Update: Pending

Academic Record
 Last Update: Pending

Program of Study
 Last Update: Pending

Sibling Information
 Last Update: Pending

Photograph and Document
 Last Update: Pending

Application Deadline

21 Days | 21 Hours | 37 Minutes | 55 Seconds

Appointments/Interview
 Currently, you have no appointments.

Evaluations
 Currently, no evaluations are available.

3. Then Select “Add Academic Record”

Then, start saving your previous academic records one by one. First, enter the details of your 10th/equivalent qualification and click Save. After that, click on "Add Academic Record" again and enter the details of your 12th/equivalent qualification, then save it. Repeat the same process for all previous degrees in order, one by one.



Tracking ID: 12-001-2025-00109
 Username: atharhuzaima@gmail.com
 Phone: +92342-3412312
Application Status: Not Submitted
Fee Status: Not Paid

Program Group
Undergraduate Programs (BS)
Fall 2025

Current Address
-

0%

Add Academic Record

10th/Olevel/Diploma/Equivalent

S.#	Degree Type	Degree	Preference/Major	Start Year	End Year	Obtained	Total	Action
Currently no "10th/Olevel/Diploma/Equivalent" degree/diploma added.								

12/HSSC/A-Level/Diploma/Eqv

S.#	Degree Type	Degree	Preference/Major	Start Year	End Year	Obtained	Total	Action
Currently no "12/HSSC/A-Level/Diploma/Eqv" degree/diploma added.								

4. Then Enter your previous academic records and click on Save & click Section.

* Board/University: BISE Peshawar

* Roll Number: 34543534

* Start Year: 2018

* End Year: 2019

Grading: Marks

* Total Marks: 1000

* Obtained Marks: 900

Grades: A

Academic Main

Save & Complete Section





Osama Khan

Tracking ID: 12-001-2025-00030

Username: osama.nizam92@gmail.com

Phone: +92340-2303313

Application Status: Not Submitted

Fee Status: Not Paid

Program Group

PHD Programs

Fall 2025

Current Address

Sawari Road

Khyber Pakhtunkhwa

Buner

Pakistan



Personal Information

🕒 Last Update: 21-Jul-2025 12:00 AM

Completed

Academic Record

🕒 Last Update: 21-Jul-2025 12:00 AM

Completed

Program of Study

🕒 Last Update: 21-Jul-2025 12:00 AM

Completed

Sibling Information

🕒 Last Update:

Pending

Application Deadline

14 Days | **21** Hours | **17** Minutes | **23** Seconds

Appointments/Interview

Currently, you have no appointments.

5. Then click on **Program of Study** to select the program in which you want to apply for admission.

Enter the required details and then click the "Add Program to List" button.

(Note: An applicant can choose 2 preferences in one application program.)

Fee Status: Not Paid

Select Program of Study

* Campus: UOB Main Campus

* Quota: Open Merit

* Program: Doctor of Philosophy in Botany - 96300644

* Preference: 1st

Add Program to List

Open Merit Program(s)

S.#	Campus	Faculty	Department	Program	Quota	Preference	Action
1	UOB Main Campus	Faculty of Sciences	Department of Botany	Doctor of Philosophy in Botany - 96300644	Open Merit	1st	Delete

Application Form **Save & Complete Section**

After it , Click on **Save & Complete Section**

6. Then Select **“Siblings information”**

7. If any of your siblings are studying at this university, click on **"Add Record"** at the top right and enter their details. If not, select the **"None of My Siblings"** option and click on **Save and Complete Section**.

8. Now click on **Photograph and Document** so you can upload your photo and the required documents.

Now, one by one, click on **Choose File** for each required document and upload them.

9. Then Click on **Save & Complete Section** Button.

The screenshot shows a web application interface for uploading documents. On the left is a sidebar with navigation links: 'Applied Program(s)', 'Ask Admission', 'Change Password', and 'Logout'. The main area contains three sections for file uploads, each with a 'Drop files here' instruction, file format (jpeg, jpg, png, pdf), and a file name field. Each section has a 'Choose File' button and a 'No file chosen' text. The 'Choose File' button in the first section is highlighted with a red box.

(Note: If you are applying for **MS/MPhil or PhD**, make sure to fill in the University Test section. For **Undergraduate** applicants, there is no need to fill this section.)

The screenshot shows a dashboard with a sidebar on the left containing 'Apply for Admission', 'Applied Program(s)', 'Ask Admission', 'Change Password', and 'Logout'. The main area displays a list of sections with their status: 'Personal Information' (Completed), 'Academic Record' (Completed), 'Program of Study' (Completed), 'Sibling Information' (Pending), 'Photograph and Document' (Pending), and 'University Test' (Pending). The 'University Test' section is highlighted with a red box. To the right, there is an 'Application Deadline' section showing 14 days, 20 hours, 51 minutes, and 10 seconds. Below that are sections for 'Appointments/Interview' and 'Evaluations', both indicating no current data.

10. Click on the **University Test** section to enter details related to the University Admission Test.

11. Click on "Add New Exam" at the top right corner.

The screenshot shows a user profile page for 'Osama Khan'. The sidebar on the left has the same navigation links as the previous screenshots. The main area displays user information, including a profile picture, name, tracking ID, username, phone number, and application status (Not Submitted). It also shows the program group (PHD Programs, Fall 2025) and current address (Sawari Road, Khyber Pakhtunkhwa, Buner, Pakistan). A progress indicator shows 68% completion. The 'Add New Exam' button is highlighted with a red box. Below the profile information is a table for 'Admission Test' with columns for S.#, Exam, Test Center, Attempt, and Action. The table currently has no data. At the bottom right, there are buttons for 'Application Form' and 'Save & Complete Section'.

After this, fill in the required details. And click on **Save & Complete** Section.

University of Buner

Osama Khan
Tracking ID: 12-001-2025-00030
Username: osama.nizami92@gmail.com
Phone: +92340-2303313
Application Status: Not Submitted
Fee Status: Not Paid

Program Group
PHD Programs
Fall 2025

Current Address
Sawari Road
Khyber Pakhtunkhwa
Buner
Pakistan

68%

External Test

* Exam [Select an Option]

Select option (Select only "I will take on") [Select an Option]

Test Center [Select an Option]

12. Then, after completing all the steps a final Undertaking option will appear and after checking that option applicant will click on **“Submit Application”** option

Sibling Information
Last Update: 24-Jul-2025 12:00 AM
Completed

Photograph and Document
Last Update: 24-Jul-2025 12:00 AM
Completed

University Test
Last Update: 24-Jul-2025 12:00 AM
Completed

Undertaking

☐ I, the undersigned, hereby declare and undertake the following in connection with my application for admission through the online admission process: That I have read and understood the eligibility criteria mentioned in the admission advertisement and confirm that I meet the required conditions for admission as stated therein. That I understand and accept that if, during the scrutiny of documents at the time of the physical interview, it is found that I do not fulfill the eligibility criteria as per the admission advertisement, my application/admission shall be liable to be cancelled without any further notice. That I understand and agree that if I fail to confirm my admission by the due date prescribed for admission confirmation (by submitting required documents, fee payment, or completing any other necessary formalities), my admission shall automatically stand cancelled and the institution will not be held responsible for the same. I declare that all the information submitted by me in the online admission form is true and correct to the best of my knowledge and belief. I accept full responsibility for any discrepancies or false information provided by me.

Submit Application

Currently, you have no appointments.

Evaluations
Currently, no evaluations are available.

13. Once, applicant pays the **“Admission Processing Fee”** will be generated. Download by clicking the icon as shown.

SUCCESS-122: Your application is submitted successfully.

System Date/Time: Jul 24, 2025 15:26:46

Personal Information
Last Update: 21-Jul-2025 12:00 AM
Completed

Academic Record
Last Update: 21-Jul-2025 12:00 AM
Completed

Program of Study
Last Update: 21-Jul-2025 12:00 AM
Completed

Sibling Information
Last Update: 24-Jul-2025 12:00 AM
Completed

Application Deadline

14 Days | 20 Hours | 32 Minutes | 26 Seconds

Application Documents

Application Form (PDF) [Download Application Form](#)

Admission Processing Fee Voucher (Un-Paid) [Download Voucher](#)

14. After submitting your fee, upload your **fee voucher** here.

Logout

Program of Study

© Last Update: 21-Jul-2025 12:00 AM

Completed

Sibling Information

© Last Update: 24-Jul-2025 12:00 AM

Completed

Photograph and Document

© Last Update: 24-Jul-2025 12:00 AM

Completed

University Test

© Last Update: 24-Jul-2025 12:00 AM

Completed

Application Documents

Application Form (PDF) [Download Application Form](#)

Admission Processing Fee Voucher *(Un-Paid)* [Download Voucher](#)

Doctor of Philosophy in Botany

Application currently in process

Upload Challan [Paid Fee Voucher]

Maximum Upload File Size is 1 MB.
Allowed Formats are (png,jpg,peg,pdf)

Choose File

 No file chosen