VIRTUAL INSTITUTE

User Guide for VIRTUAL INSTITUTE Admission Portal

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1. CREATING STUDENT LOGIN
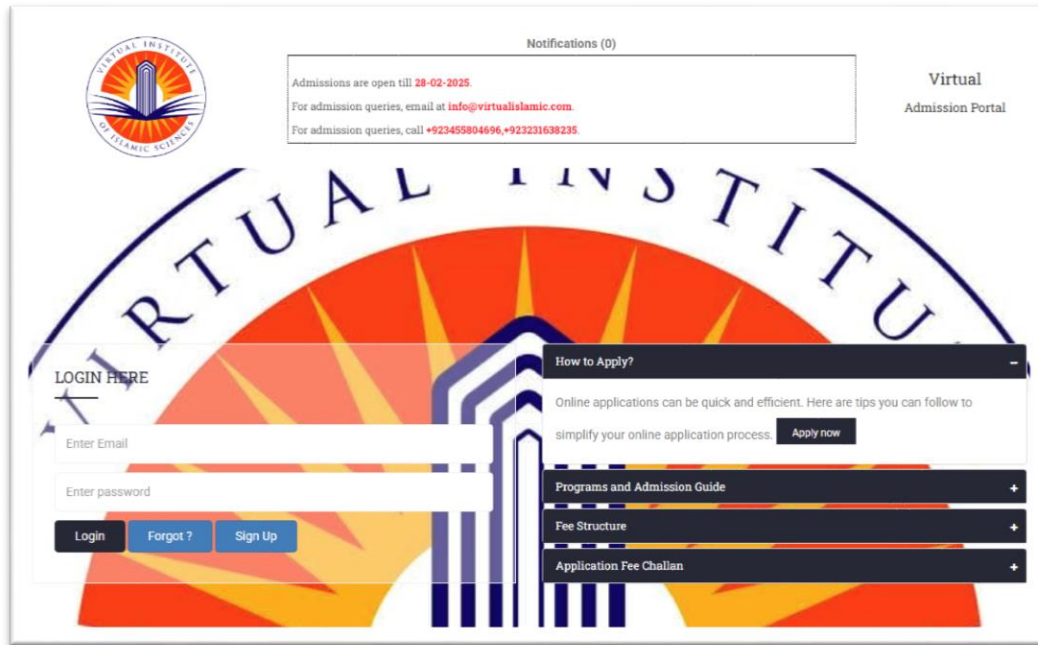
➢ Click on **Apply Now/Sign Up** button on admission portal

➢ Create student Login account. Illustration is attached below
   o Email will be the candidates' personal email. This Email will be used for communication purposes
   o Father/ Guardian Contact number and candidate's mobile number will not be same
   o Candidate will must enter mobile number in format (92XXX for local or 30 Digit number for Foreign.

➢ After Clicking on **Apply now**, an email will be sent on the provided email address to the respective candidate

➢ Candidate will verify the Account by confirming from the link that is sent through email or Confirm button on that email
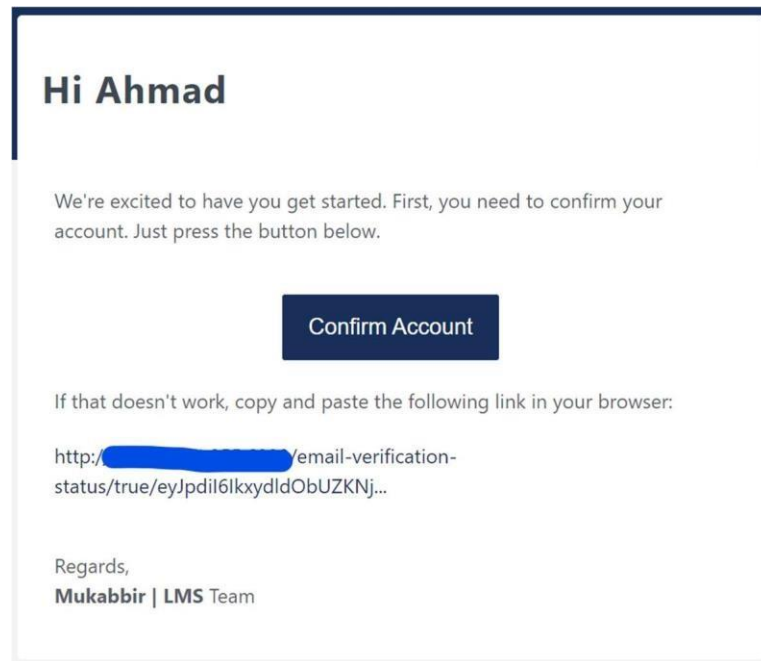
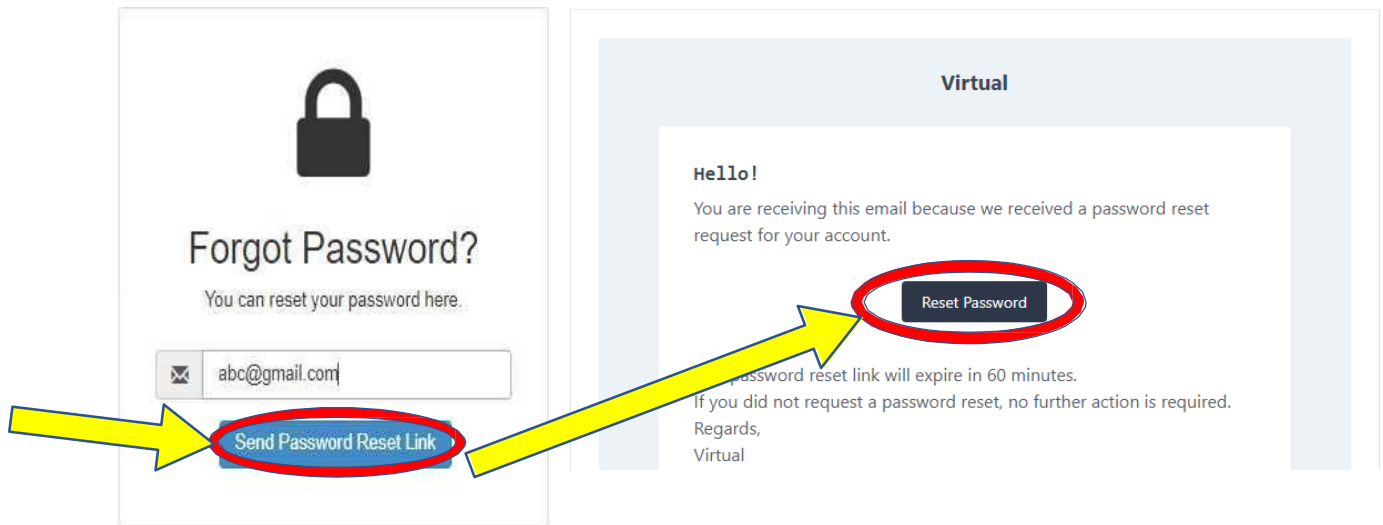➢ As candidate confirms the account, he will be redirected to a new **Tab** on his/her browser

➢ Candidate will provide the registered email and password on that new tab

➢ If candidate forgets his / her password, then click on "Forgot?" Button to reset your password

➢ Provide the email on which password reset link will be sent

➢ On Clicking on Reset Password or on Link sent via email on above illustration, candidate will reset his / her password

➢ Password and confirm password will be same

2. SUBMITTING A NEW APPLICATION

2.1.   ENTERING YOUR PERSONAL INFORMATION

➢ After Login, click on the submit new application button on the screen
➢ A new screen as (Step-1) will appear, where he/she will select the program
➢ On Step-2, candidate will select the applicant category either local or foreign/overseas

➢ After selecting the category, Student Information, Parent/Guardian and Emergency Contact information will be provided as per form below:

➢ date the required fields and click on update button to submit his/her application.

➢ Candidate will update the required fields and click on update button to submit his/her application.

2.2.   OTHER DOCUMENTS

➢ On 1ˢᵗ Step, Candidate will select the Identity type either CNIC, B-Form / Passport

     o If B-Form is selected then only one side Photo of that form is required
     o If CNIC (for Local or Overseas Pakistani) is selected then Photos of both (front and back) sides are required
     o If Passport is selected (for Foreign Candidate) then only one side Photo of that form is required

➢ On 2ⁿᵈ Step, Provide the required Documents as mentioned in below illustration but the format of required documents will be as follows:

     o Academic Document in **pdf. Format**
     o CNIC/B-form to be uploaded as photo format e.g., **Jpg.** Format
     o Profile Photo to be uploaded as photo format e.g., **Jpg.** Format

All documents will be uploaded in given **SEQUENCE 1-BY-1** o 1 st select the file in a required format, click on **Upload Button** and wait for prompt message of uploaded document and then 2nd Document and so on

Upload Documents

CNIC (You need to upload CNIC copies & other docs) ⌄

(1)*: Please upload documents one by one (Max size 1 MB).
(2)*: Please upload passport size Profile picture with blue background.
(3)*: Students who have done A-levels are required to upload the equivalence certificate with subject details.
(4)*: You can view all your documents once you have uploaded all documents.

1-	Profile Picture (Other Document .png/.jpg only)	Select File	No file chosen	Update	⊙ View ✔ Uploaded
2-	CNIC (Other Document .png/.jpg only)	Select File	No file chosen	Update	⊙ View ✔ Uploaded
3-	Father CNIC (Other Document .png/.jpg only)	Select File	No file chosen	Update	⊙ View ✔ Uploaded

◉ Go Back   **Continue ◉**

➢ After Uploading all documents, there will be the option available to view, or update the submitted document
- To **Update**, 1ˢᵗ **select file** and then click on **update** button

2.3.   FORM PREVIEW

➢ On Form preview screen, candidate can review all of his/her information in a complete application form format. Candidate can:
- Edit Personal Information
- Profile Photo

2.4.   APPLICATION FEE

➢ On Application Screen, candidate will have two options:
- If candidate selects Download Challan option and he/she makes payment physically in bank, then he/she will upload that challan via the link.
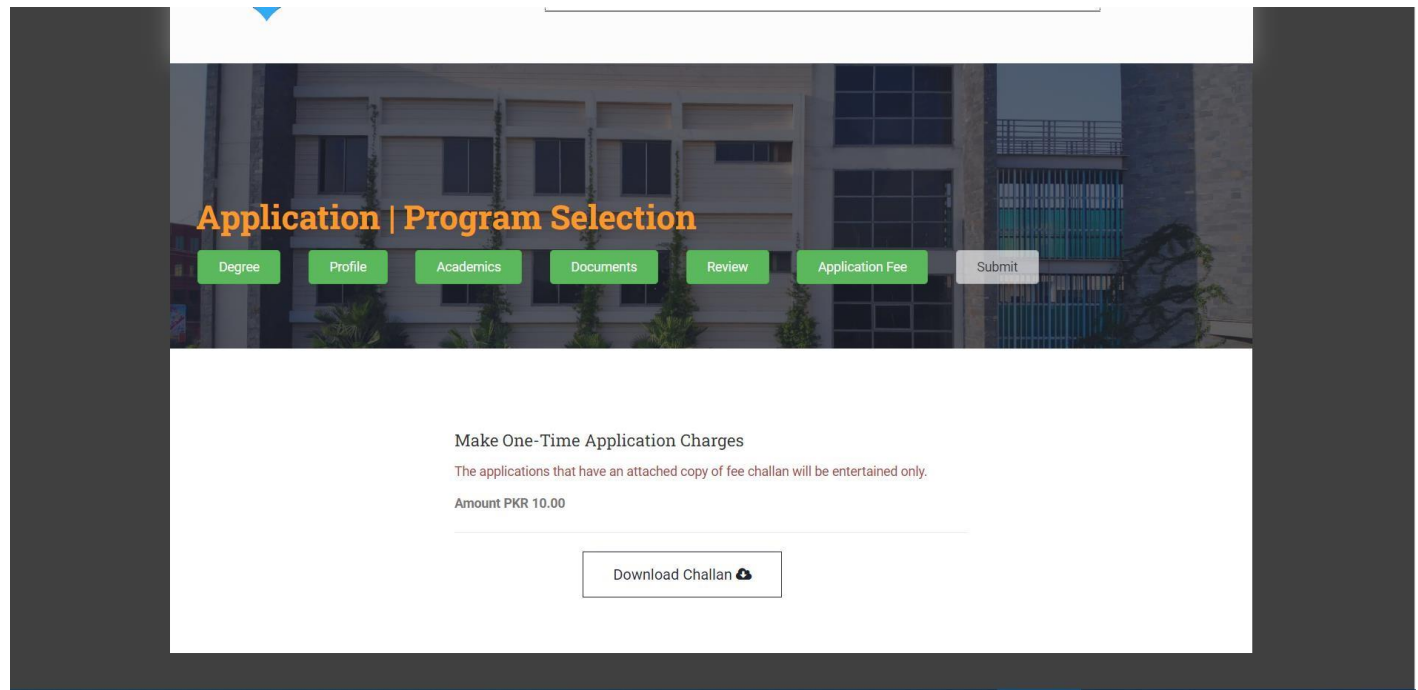
2.5.   MY APPLICATIONS

➢ For result awaiting candidates, there is a link to update that result on the required field. Student shall update their academic records on announcement of result.

Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-202130000009	MBBS	Thursday, 01-Jul-21 05:27:34 PKT	Submitted	Update Academic Records | PDF

➢ Here, candidate can review his/her application form and can download it for record purpose.

Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-202130000005	MBBS	Thursday, 01-Jul-21 03:09:37 PKT	Submitted	PDF

➢ Admission Process on student's end is now complete and is under process/review with Virtual Institute.

➢ Candidate will receive the messages and emails from VIRTUAL INSTITUTE Management regarding the further proceedings / updates of admissions