



# USER MANUAL

## ONLINE ADMISSION PORTAL

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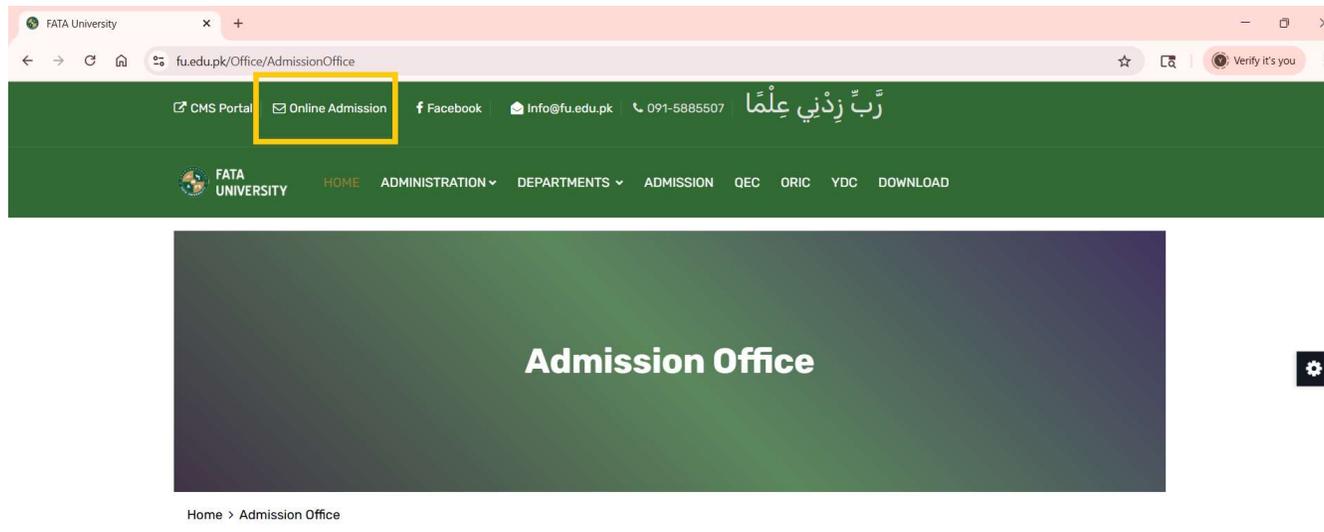
# GETTING STARTED

## System Requirements

1. A computer or mobile phone device with Internet access
2. A web browser (e.g., Google Chrome, Microsoft Edge, Firefox, Safari)

## Accessing Portal

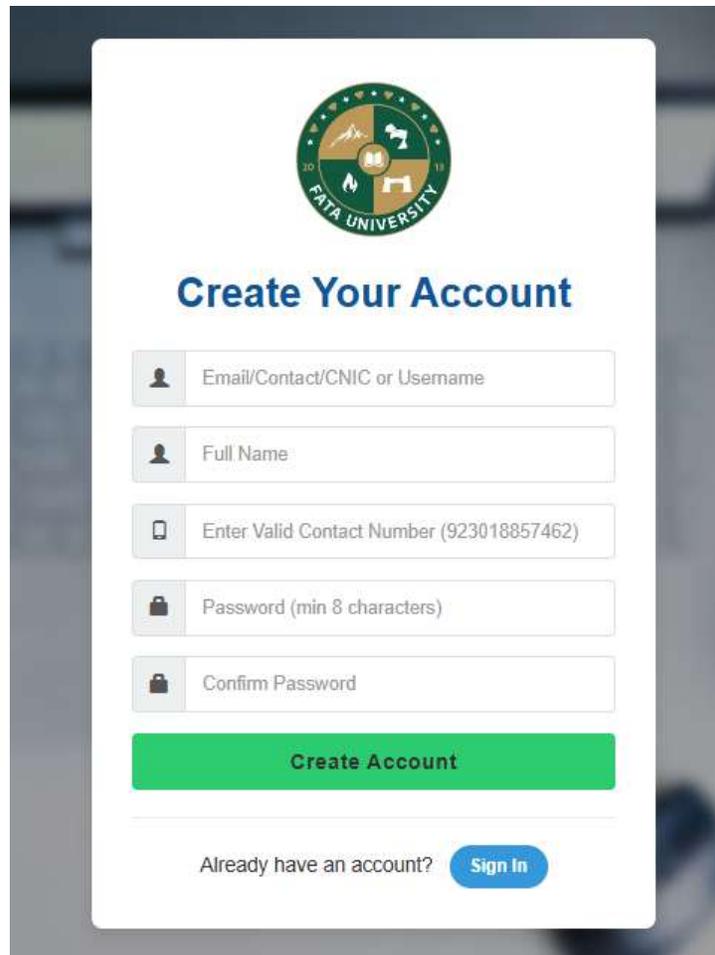
For online admission, visit <https://www.fu.edu.pk/Office/AdmissionOffice> and click Online Admission, as shown below OR You can [Click here to Access](#)



## How to Create a New Account:

To create a new account, provide the following information and if you already have an account then click **Sign In**:

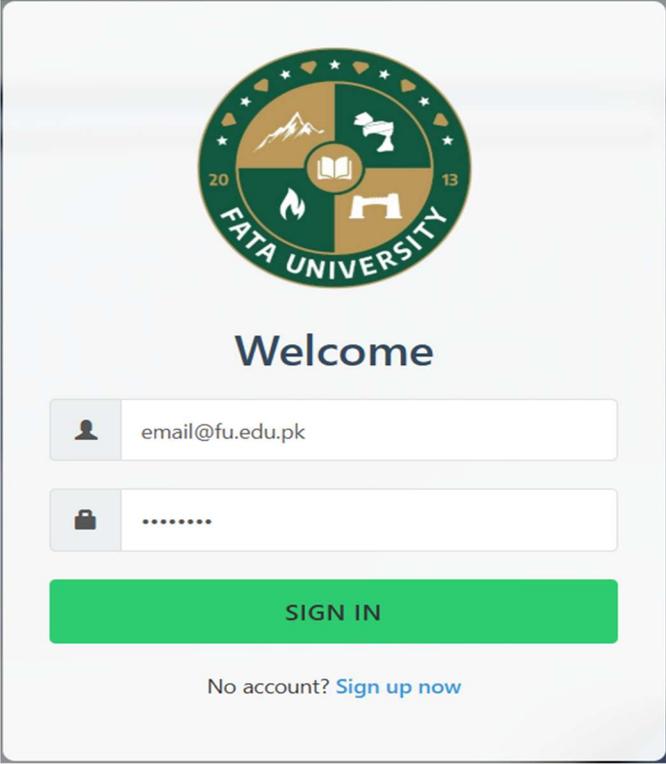
1. Email Address / Mobile No / CNIC
2. Enter Your Full Name here
3. Enter your Valid Contact Number *(all correspondences will be made through it)*
4. Enter Password *(at-least 8-characters long)*
5. Enter Confirm Password
6. Click on Create Account



The screenshot shows a 'Create Your Account' form for FATA University. At the top is the university's logo, a circular emblem with a green border and the text 'FATA UNIVERSITY' at the bottom. Below the logo is the title 'Create Your Account' in blue. The form consists of five input fields, each with a grey icon on the left: a person icon for 'Email/Contact/CNIC or Username', a person icon for 'Full Name', a mobile phone icon for 'Enter Valid Contact Number (923018857462)', a padlock icon for 'Password (min 8 characters)', and a padlock icon for 'Confirm Password'. Below these fields is a prominent green button labeled 'Create Account'. At the bottom, there is a link 'Already have an account?' followed by a blue button labeled 'Sign In'.

# HOW TO LOG IN:

1. Once an admission account is created, enter your Username and Password to log in

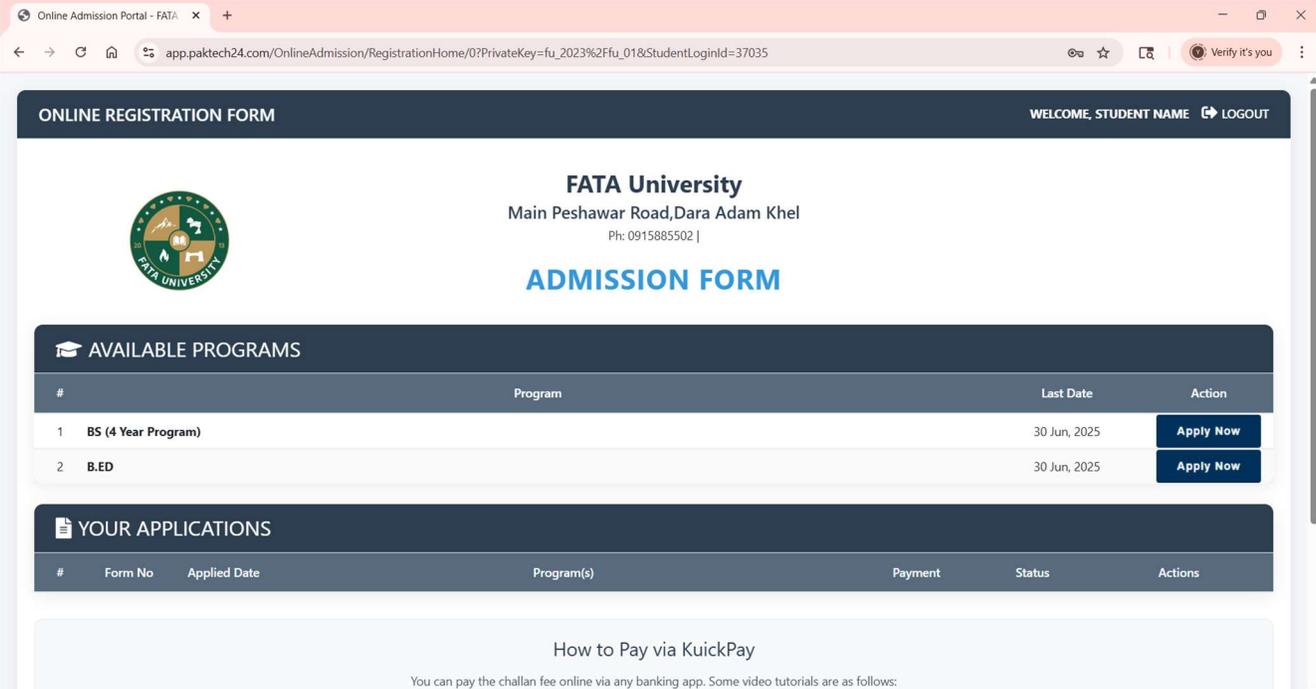


**Welcome**

**SIGN IN**

No account? [Sign up now](#)

2. On successful log in, the following Dashboard will appear.



ONLINE REGISTRATION FORM WELCOME, STUDENT NAME [LOGOUT](#)

**FATA University**  
Main Peshawar Road, Dara Adam Khel  
Ph: 0915885502 |

## ADMISSION FORM

**AVAILABLE PROGRAMS**

| # | Program             | Last Date    | Action                    |
|---|---------------------|--------------|---------------------------|
| 1 | BS (4 Year Program) | 30 Jun, 2025 | <a href="#">Apply Now</a> |
| 2 | B.ED                | 30 Jun, 2025 | <a href="#">Apply Now</a> |

**YOUR APPLICATIONS**

| # | Form No | Applied Date | Program(s) | Payment | Status | Actions |
|---|---------|--------------|------------|---------|--------|---------|
|---|---------|--------------|------------|---------|--------|---------|

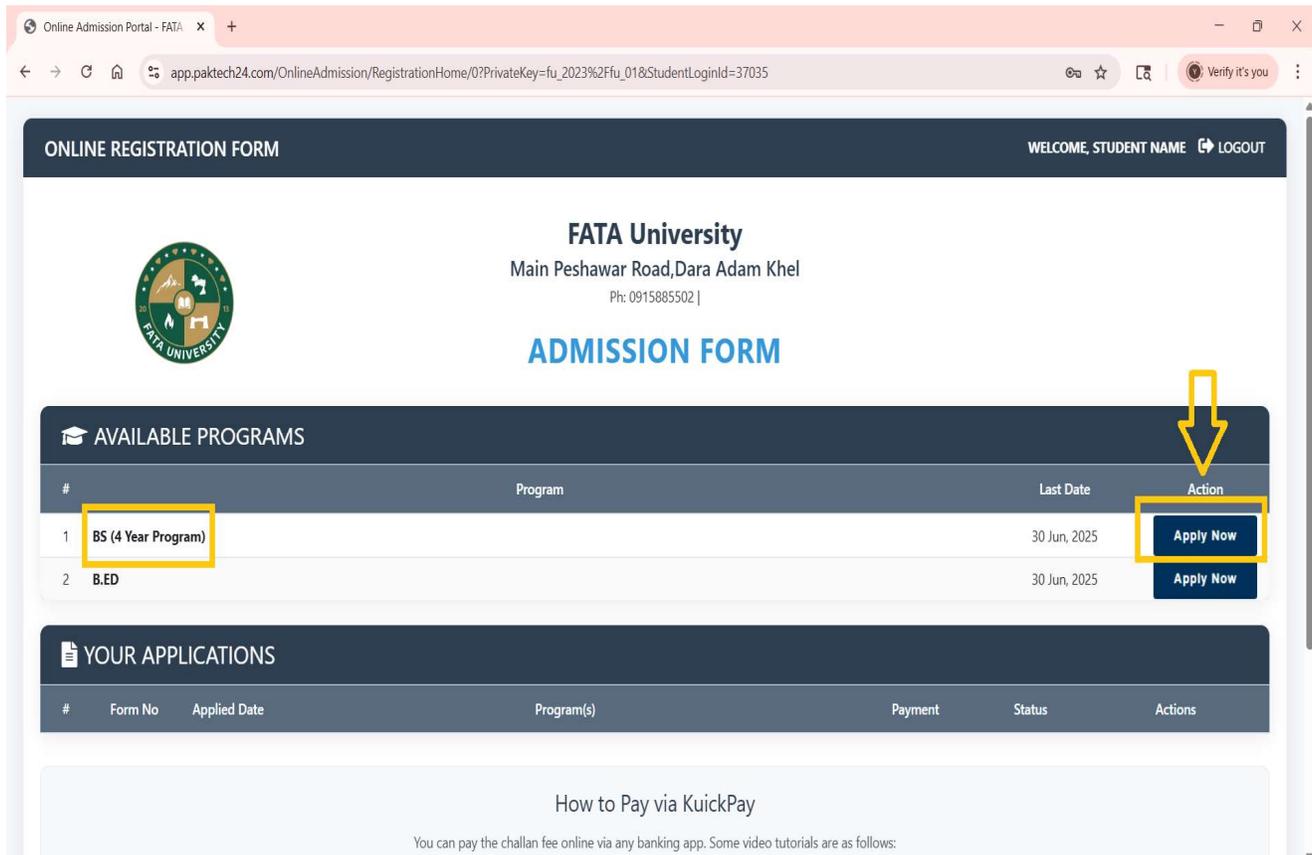
**How to Pay via QuickPay**

You can pay the challan fee online via any banking app. Some video tutorials are as follows:

# APPLYING FOR ADMISSION PROGRAM:

1. On Dashboard, if you desire to apply to **BS (4 Year Program)**, click on **Apply Now** button

**Note:** “Apply Now” button will only be displayed when the admission Cycle is Open



The screenshot displays the 'ONLINE REGISTRATION FORM' for FATA University. The page header includes 'WELCOME, STUDENT NAME' and a 'LOGOUT' link. The main content area features the FATA University logo and contact information: 'FATA University, Main Peshawar Road, Dara Adam Khel, Ph: 0915885502'. Below this is the 'ADMISSION FORM' section, which contains a table of 'AVAILABLE PROGRAMS'. The table has four columns: '#', 'Program', 'Last Date', and 'Action'. The first row shows 'BS (4 Year Program)' with a last date of '30 Jun, 2025' and an 'Apply Now' button. The second row shows 'B.ED' with a last date of '30 Jun, 2025' and an 'Apply Now' button. A yellow box highlights the 'BS (4 Year Program)' text, and another yellow box highlights the 'Apply Now' button. A yellow arrow points down to the 'Apply Now' button. Below the table is a section for 'YOUR APPLICATIONS' with a table that has columns for '#', 'Form No', 'Applied Date', 'Program(s)', 'Payment', 'Status', and 'Actions'. At the bottom, there is a section titled 'How to Pay via KuickPay' with the text: 'You can pay the challan fee online via any banking app. Some video tutorials are as follows:'.

| # | Program             | Last Date    | Action    |
|---|---------------------|--------------|-----------|
| 1 | BS (4 Year Program) | 30 Jun, 2025 | Apply Now |
| 2 | B.ED                | 30 Jun, 2025 | Apply Now |

| # | Form No | Applied Date | Program(s) | Payment | Status | Actions |
|---|---------|--------------|------------|---------|--------|---------|
|---|---------|--------------|------------|---------|--------|---------|

**How to Pay via KuickPay**  
You can pay the challan fee online via any banking app. Some video tutorials are as follows:

# Step 1 → ENTER PERSONAL INFORMATION

1. Enter your personal information. The fields with (\*) are mandatory
2. Upload your recent Passport size photo with a size less than 1MB
3. Click *Save and Next* button for Step 2

welcome student name



**FATA University**  
Main Peshawar Road, Dara Adam Khel  
Ph# 0915885502,

**BS (4 Year Program)  
ADMISSION FORM**

**Time Left**  
1d 17h 33m 22s

---

**STEP 1 → PERSONAL INFORMATION**

|  |  |
|--|--|
| <p>Name* <input type="text" value="Student Name"/></p> <p>Father's Name* <input type="text" value="Father Name"/></p> <p>Nationality <input type="text" value="Pakistani"/></p> <p>Email <input type="text" value="abcd@fu.edu.pk"/></p> <p>Province <input type="text" value="Khyber Pakhtunkhwa"/></p> <p>Domicile* <input type="text" value="Peshawar"/></p> <p>Mailing Address* <input type="text" value="Fata University"/></p> <p>Do you want hostel facility? <input type="text" value="No"/></p> | <p>Date of Birth* <input type="text" value="29-Jun-2002"/></p> <p>Religion <input type="text" value="Islam"/></p> <p>CNIC/Form-B* <input type="text" value="17301-1111111-1"/></p> <p>Hafiz Quran <input type="text" value="No"/></p> <p>Contact #* <input type="text" value="92 0300000000"/></p> <p>Gender <input type="text" value="Male"/></p> |
|--|--|

No file chosen



Picture must be maximum of 1 MB and of Passport size with light blue background. Only JPG/ PNG formats allowed

Instruction:- Steric (\*) fields are mandatory.

## Step 2 → QUALIFICATION

1. Enter your last academic qualification, board, passing year, obtained and total marks
2. Click *Save and Next* button for Step 3

 LOGOUT

welcome student name



FATA University  
Main Peshawar Road, Dara Adam Khel  
Ph# 0915885502,

### BS (4 Year Program) ADMISSION FORM

#### STEP 2 → QUALIFICATION

Click here to select  
you qualification

Click here to  
select Board

Enter Obtained  
Marks

Enter Total  
Marks

| S.No | Qualifications*   | Board / University*         | Passing Year* | Obtain Marks/CGPA* | Total Marks/CGPA* |
|------|-------------------|-----------------------------|---------------|--------------------|-------------------|
| 1    | SSC or Equivalent | --select Board/University-- | 2025          | 0                  | 0                 |
| 1    | SSC or Equivalent | --select Board/University-- | 2025          | 0                  | 0                 |

Previous

*Instruction:- Steric (\*) fields are mandatory.*

Save and Next

## Step 3 → PROGRAM PREFERENCES

1. Choose a program to apply *(List of eligible programs is based on the applicant's personal information and academic qualification)*
2. Applicants can choose more than one program.
3. Ignore relevant subject's marks entry
4. Click *Save and Next* button for Step 4

 LOGOUT  
welcome student name



**FATA University**  
Main Peshawar Road, Dara Adam Khel  
Ph# 0915885502,

### BS (4 Year Program) ADMISSION FORM

**STEP 3 → S**

Note:  
1. Choose Program  
2. In case an applicant has studied relevant subject marks in the past, they should ignore the marks entry.

| Preference No | Program            | Studied Relevant Subject    | Relevant Subject Obtain Marks | Total Subject Marks |
|---------------|--------------------|-----------------------------|-------------------------------|---------------------|
| 1             | --select Program-- | --select Relevant Subject-- | 0                             | 0                   |
| 2             | --select Program-- | --select Relevant Subject-- | 0                             | 0                   |
| 3             | --select Program-- | --select Relevant Subject-- | 0                             | 0                   |

Quota/Reserved Seat(s) (Please specify if any)

Previous
Instruction:- Steric (\*) fields are mandatory.
Save and Next

--select Program--

- BS Computer Science
- BBA (Hons)
- BS Mathematics
- BS Political Science
- BS English
- BS Geology
- BS Sociology
- BS Microbiology
- BS Psychology
- BS Electronics

**Ignore relevant subject marks entry**

## Step 4 → APPLICATION INFO AND IMPORTANT INSTRUCTIONS

1. Read the application form carefully for any mistakes
2. Read the important instructions for smooth admission process
3. Click/Check Declaration and Click *Save and Next* button for final step



FATA University  
Main Peshawar Road, Dara Adam Khel  
Ph: 0915885502 |

[Logout](#)  
Welcome Student Name

### BS (4 Year Program) ADMISSION FORM

Form No: 4

#### Application Information

|                 |            |
|-----------------|------------|
| Program Applied | -          |
| Quota Applied   | Open Merit |

#### Personal Information

|                |                    |                     |                 |
|----------------|--------------------|---------------------|-----------------|
| Full Name      | Student Name       | Student Form-B/CNIC | 22222-2222222-2 |
| Father's Name  | FatherName         | Gender              | Male            |
| Date of Birth  | 29-Jun-2010        | Nationality         | Pakistani       |
| Province       | Khyber Pakhtunkhwa | Domicile            | Peshawar        |
| Religion       | Islam              | Contact Number      | 920300000000    |
| Postal Address | asdf asdf asdf     |                     |                 |

#### Academic Qualification

| Sr. No | Degree/Certificate | Obtained Marks | Total Marks | Percentage |
|--------|--------------------|----------------|-------------|------------|
| 1      | SSC or Equivalent  | 900.00         | 1100.00     | 81.82      |
| 2      | HSSC or Equivalent | 1000.00        | 1200.00     | 83.33      |

#### Important Instructions

1. Kindly print the form and attach with attested photo copies of all academic documents required.
2. Keep these documents with you, FATA University admission committee will demand the same documents on the day of Interview.
3. Merit list will display on official website of FATA University.
4. If any thing is typed wrong, please login to your account at FATA University admission portal, update your information as per School/College record.

#### Declaration

I solemnly declare that I have not concealed any information and in case of any forged information/documents the university has the right to cancel my admission or take any legal action as per the university rules and regulations.

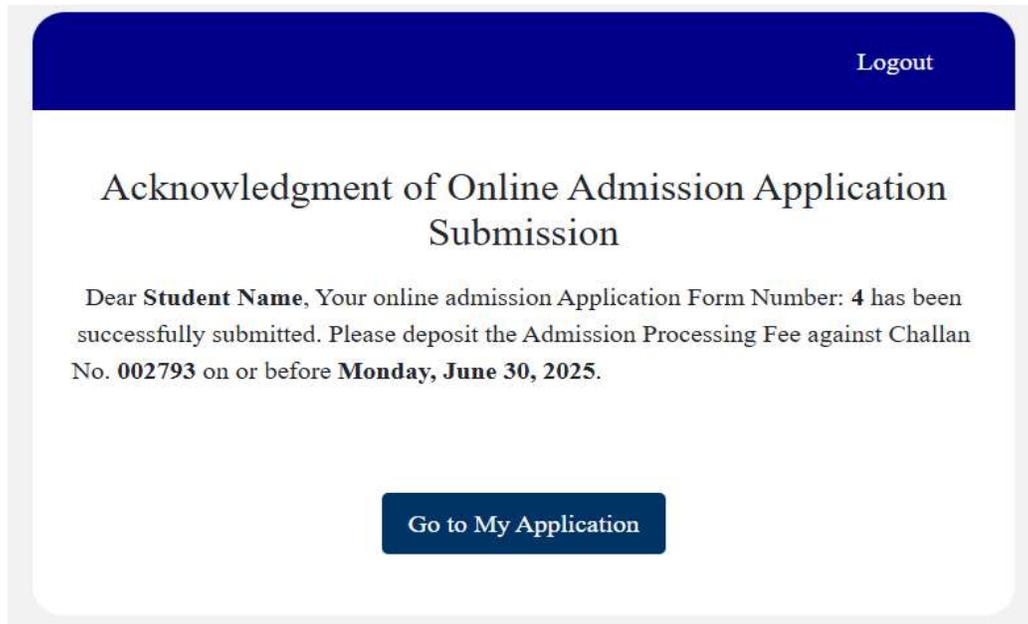
[← Previous](#)

\* Steric fields are mandatory

[Submit Form](#)

## Application Form Submission Acknowledgment

1. Once application form is successfully submitted, Form along Challan Number with due date will be displayed.
2. Click *Go to My Application* button for Dashboard



On the dashboard you can see your application to a program(s). Further, if the application form is incomplete, you can click View to edit and complete it for submission.



**FATA University**  
Main Peshawar Road, Dara Adam Khel  
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### ADMISSION FORM

 AVAILABLE PROGRAMS

| # | Program             | Last Date    | Action   |
|---|---------------------|--------------|--|
| 1 | BS (4 Year Program) | 30 Jun, 2025 | <a href="#" style="background-color: #34495e; color: white; padding: 2px 5px;">Apply Now</a> |
| 2 | B.ED                | 30 Jun, 2025 | <a href="#" style="background-color: #34495e; color: white; padding: 2px 5px;">Apply Now</a> |

 YOUR APPLICATIONS

| # | Form No | Applied Date | Program(s)   | Payment  | Status     | Actions   |
|---|---------|--------------|--|----------|------------|---|
| 1 | 4       | 29 Jun, 2025 | 1. BS Psychology<br>2. BS Geology<br>3. BS Political Science | Not Paid | Incomplete | <a href="#" style="background-color: #34495e; color: white; padding: 2px 5px;">View</a> |
| 2 | 4       | 29 Jun, 2025 | 1. BS Political Science<br>2. BS English<br>3. BS Psychology | Not Paid | UnPaid     | <a href="#" style="background-color: #34495e; color: white; padding: 2px 5px;">View</a> |

**GOOD LUCK**