

Guidelines for Intensive German Course (A1 A2 B1 B2)

Following guidelines are designed to facilitate students, joining NUML for learning German language.

Important Announcements:

1. Last Date is **March 19th 2020, 17:00 hours**; to create online account on NUML Online Admission Portal, as described in the tutorial below.
2. Last Date is **March 23rd 2020, 17:00 hours**; for first Fee Submission of Rs.20000/- [twenty thousand rupees].
3. Commencement of classes are from **April 6th 2020**.

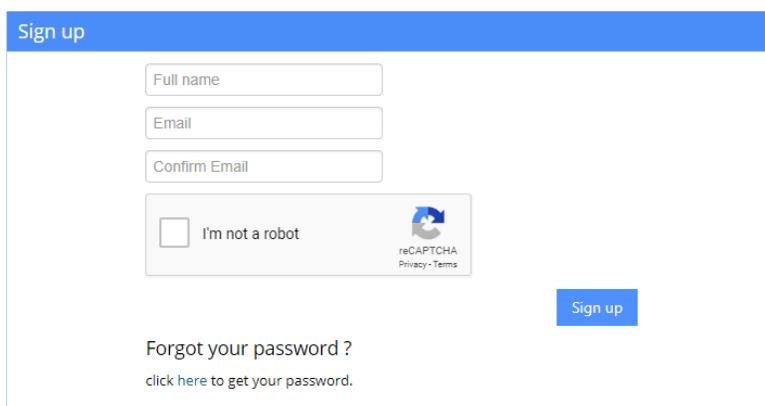
Detailed tutorial for creation of Online Account:

Step-1

Every individual must have to create an account on NUML Admission system.

A: Click on this link to create new account: <http://onlineadmission.numl.edu.pk/addmax/app/signup.aspx>

B: You will be served with following page.



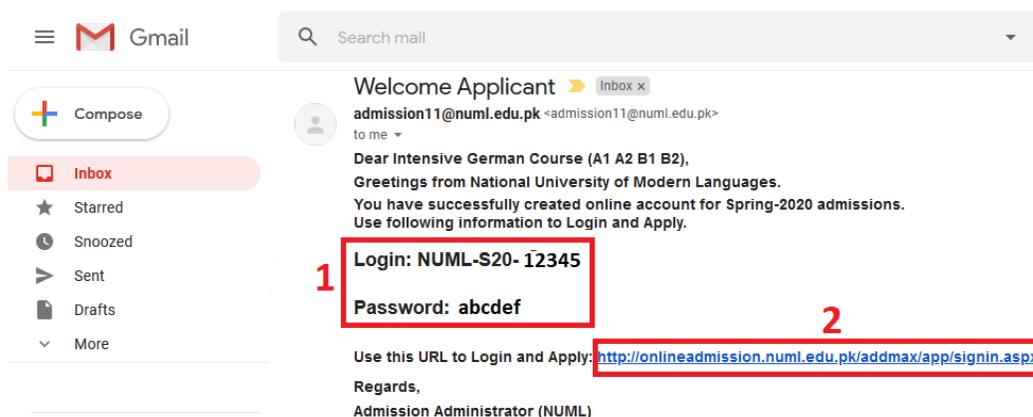
The screenshot shows a 'Sign up' form with the following fields and elements:

- Full name
- Email
- Confirm Email
- I'm not a robot (reCAPTCHA)
- Forgot your password? [click here to get your password.](#)
- Sign up button

C: Instructions to fill the Signup form:

- (i) In [Full Name] textbox; write down your complete name.
- (ii) In Email textbox; write down your email address that you already have created during the application process in NUML.
- (iii) In Confirm Email textbox; rewrite/repeat the same email address that you have provided in the Email textbox.
- (iv) Click on the box that says; [I'm not a robot].
- (v) Click on the blue button that says [Sign up].

D: Now login to the Email that you have provided in the Email textbox. There will be an email from NUML Admissions; containing a Username and Password.



(i) In Red-1 you will find your username and password.

(ii) In Red-2 you will find web-address to actually login to NUML Admission system. You can just click on the web-address to visit login page.

E: On providing following address:

http://onlineadmission.numl.edu.pk/addmax/app/signin.aspx

You will see login page.

(i) In Application ID textbox; write down the username received in email; like: NUML-S20-12345 [write down your own ID that you have received in email].

(ii) In Password textbox; write down the password received in your email.

Step-2

A: After login, you will see following screen. Select [Local (Pakistani)] option and click on [Submit] button.

Application Type

Select Type

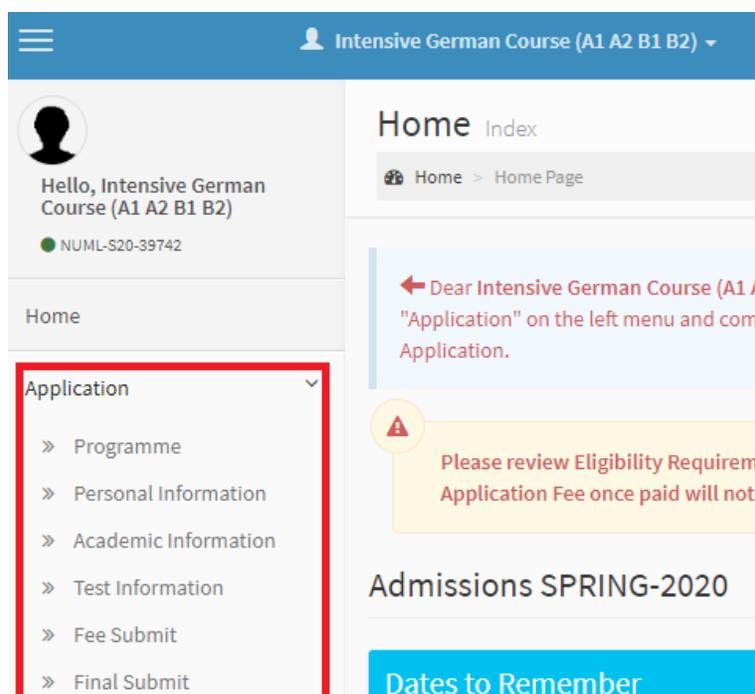
- Local(Pakistani)
- Foreigner(Non Pakistani)

Submit

B: If you are creating account on Mobile-Phone then you will see three bars on top left of screen. Click on them to view menu.



C: Following menu will display; highlighted in red-outline.



D: Click on [Programme] option to select course.

Campus :
Islamabad (Main Campus) ▼

Department :
German ▼

Degree :
Functional Courses ▼

Program :
Select one... ▼
Select one...
A1 German Preparatory Course - Afternoon
A2 German Preparatory Course - Afternoon
B1 German Preparatory Course - Afternoon
Intensive German Course (A1 A2 B1 B2) - Morning
Intensive German Course (A1 A2 B1 B2) - Afternoon

Add Program Next Section

(i) In Campus dropdown, select [Islamabad].

(ii) In Department dropdown, select [German].

(iii) In Degree dropdown, select [Functional Courses].

(iv) In Program dropdown, select [Intensive German Course (A1 A2 B1 B2) - Morning].

(v) Click on [Add Program] button.

E: Now click on Three-Bars on the top-left-corner to view menu, and click on [Personal Information]

» Personal Information
» Academic Information
» Test Information
» Fee Submit
» Final Submit

Application Preview
Admission Card
Application Status **latest**
Change Password
Contact us

Personal Information

Applicant ID: NUML-S20-39742

* Category: Select ..

* Applicant's Name: INTENSIVE GERMAN COURSE (A1 A2 B1 B2) - Morning

* Father's Name: [Empty]

* Birth Date: [Empty] DD/MM/YYYY

* Gender: Select...

Marital Status: Unmarried

* Present Mailing Address: [Empty] enter complete address

* Country: Pakistan

* Province/State: Select ...

* City: Select ..

Residence Phone: 92 - [] - []

* Cell Phone: 92 - [] - []

E-Mail Address: TESTINGNUMLADMISSIONS2020@

Sponsored: No

Chronic Disease(if any): No

Image Upload:
It should be a document picture, passport sized with light background
Choose File N.
Upload Image

* Nationality: Pakistani

CNIC/Form-B: [Empty] Mandatory for local students

Passport No.: [Empty] Mandatory for Foreign students

Annual Income: [Empty]

Father/Guardian: [Empty]

* District/Domicile: Select ..

Save Personal Information Next Section

Fill all the information and click on [Save Personal Information] button.

F: Now click on Three-Bars on the top-left-corner to view menu, and click on [Academic Information]

The screenshot shows a sidebar menu on the left with 'Academic Information' highlighted in a red box. The main form area contains the following fields:

- * Degree/Certificate : Certificate / Degree
- * Year : 2000 (e.g., 2018)
- * Institution Attended : FBISE
- * Board/University : FBISE (Add Board/University if missing)
- Degree Status: Completed
- Total Marks: 100
- Marks Obtained/Equivalence: 50
- CGPA: [] out of [] (optional, write only if applicable)

Buttons at the bottom right: 'Save & Add more' and 'Next Section'.

Fill the [Academic Information] as filled in the image-above and click on [Save & Add more] button.

G: Now click on Three-Bars on the top-left-corner to view menu, and click on [Final Submit]

The screenshot shows the 'Final Submit' page. The sidebar menu on the left has 'Final Submit' highlighted in a red box with the number '1' next to it. The main content area is titled 'Paid Fee Slip Attachment' and contains a large empty box with a red border and the number '2' next to it. Below this box are 'Choose File' and 'Upload Image' buttons. The 'Terms and Conditions' section has a red box with the number '3' next to it, containing a checkbox and the text: 'It is certified that i have read all the terms and conditions carefully and are acceptable to me.' A 'Final Submit' button is located at the bottom right.

(i) Red-1 displays [Final Submit] link.

(ii) Red-2 displays an area where you have to upload an image. Just upload any image of yourself and click on [Upload Image] button. It is important to understand that; image size must be less than 4MB.

(iii) Red-3 displays [terms and conditions] area. Just click on the [check-box].

(iv) Finally click on [Final Submit] button to complete the application process.