



National University of Modern Languages

Academics Branch

(Student Guidelines)

SOPs Admission Procedure

SUBMISSION / RECEIPT OF APPLICATION FORMS

Applications for admission will be collected as per instructions given in the advertisement on NUML website and in the national press, within the stipulated time. The procedure for the receipt of application forms shall be as under: -

- a. **Non-Sponsored Students:** Application forms for admission will be received by the Academics Branch after the appearance of the advertisement in the press. Incomplete applications and applications received after due date will not be entertained.
- b. **Foreign National Students:** Request for admission in the University from foreign national applicants will be entertained on prescribed format. After processing the forms / documents, provisional admission offer letter will be issued to the concerned applicant with copy to HEC / Foreign Office for NOC. Admission of the foreign national applicant will be confirmed on receipt of NOC and equivalence from HEC / IBCC as the case may be. The admission will be granted only to those students who meet the requisite eligibility criteria and complete all formalities as per the policy/procedure laid down on the subject by the Government of Pakistan from time to time. Additionally, the University will put them through a placement test / interview to determine their academic level vis-à-vis the qualifications and abilities required for studies in the discipline of their choice.
- c. **Sponsored Students:** The concerned Service Headquarters/Ministries / Departments / Autonomous Bodies and Corporations will forward their nominations by the dates notified to them by the University for each academic session. These students will have to follow the following procedure: -
 - i. **Degree Programs:** Concerned quarters will have to forward the nominations for degree programs well before start of session / semester in consolidated form. Their tests / interviews will be conducted as civilian students and they will join their programs on starting the semester. After start of semester, nominations will not be entertained for the current semester.
 - ii. **Functional Courses:** All sponsoring departments will have to forward the nominations for language courses well before start of session / semester in consolidated form. They will join their courses on start of semester. After ten days of start of semester, nominations will not be entertained for the current semester. However, nominations for special courses will be accepted on case to case basis.

For any query or further clarification, please contact @ 051-9265118,051-9265119

Ineligibility for Admission: The following shall not be eligible for admission to the Degree programs: -

- (1) Irrelevant degree / certificate or less percentage required for admission.
- (2) Those who are already on the rolls of this University.
- (3) Those who are enrolled in any other university of Pakistan at the same time.
- (4) Failed to provide equivalence certificate from HEC/IBCC.

Provisional (Result awaiting) Admission:

The students admitted on provisional basis are required to provide result card within 7 days of commencement of the classes otherwise, their admission will be cancelled without further notice / refund. No provisional admissions will be entertained in **MS/MPhil/PhD programs and functional courses.**

Cancellation of Admission:

The applicants are advised to confirm eligibility before online processing of admission form. Admission will be cancelled without any refund (Except security fee) at any stage if a candidate/student is found ineligible as per advertisement OR any degree / certificate proves to be fake / unrecognized.

INSTRUCTIONS FOR FORM FILLING:

Online Admission:

- a. Please visit NUML admission website: onlineadmission.numl.edu.pk and apply online. Scanned copies of photograph and other documents should be attached as specified in online admission form.
- b. An applicant can opt for priorities within the same faculty on 1 x admission form. Entry test will be allowed on priority-1, which automatically be considered for next priority on merit. In case of priorities in different programs, appearing in interview of each program is mandatory in case a student opted same program in both shifts he will appear for interview in only one shift. Admission will be subject to selection on merit and availability of seat.
- c. For opting priority in other faculty, a separate admission form / processing fee will be applicable. Other terms & conditions will remain the same.
- d. No priority will be allowed in MS / MPhil / PhD and Functional level programs. NUML GAT Fee: Applicant for MS/MPhil/PhD programs availing NUML devised GAT will also have to deposit Rs.1200 as GAT fee. Incomplete applications received after due date will not be accepted / entertained.
- e. Schedule of GAT / Entrance Test & Interviews etc: Calendar of Events / Instructions for admission will be displayed on NUML website. Exact Date & Time of entrance test will also be intimated through Admit Card on student admission postal. For undergraduate programs admission will be awarded on the basis of entry test, previous qualifications and interview marks.

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