



**AL-ALEEM MEDICAL COLLEGE**

---

## **User Guide for AAMC Admission Portal**

**TABLE OF CONTENTS**

**1. CREATING STUDENT LOGIN ..... 3**

**2. SUBMITTING A NEW APPLICATION ..... 6**

**2.1. ENTERING YOUR PERSONAL INFORMATION ..... 6**

**2.2. ACADEMIC INFORMATION ..... 7**

**2.3. OTHER DOCUMENTS ..... 10**

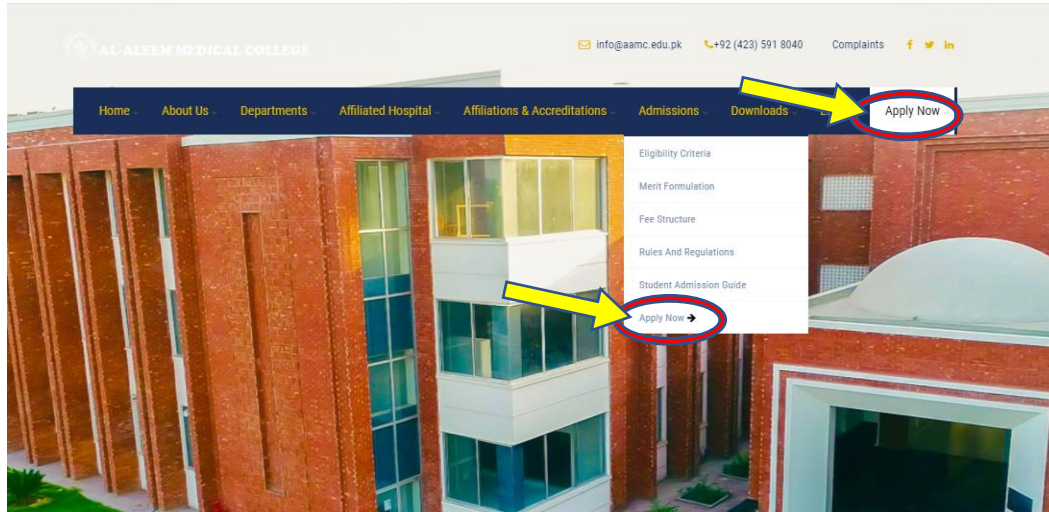
**2.4. FORM PREVIEW ..... 12**

**2.5. APPLICATION ..... 12**

**2.6. MY APPLICATIONS..... 14**

## 1. CREATING STUDENT LOGIN

- Click on **Apply Now** button on admission Tab



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

Apply Now

Please fill out these fields.

Local  Foreign

First Name \*  Last Name \*

CNIC / Passport\*  Email \*

Father / Guardian Contact\*  Mobile \*

Password \*  Confirm Password \*

\*Note: Password must have 8 characters

I agree with the [terms and condition](#) of AAMC.

Apply Now

Please fill out these fields.

Local  Foreign

First Name \*  Last Name \*

CNIC / Passport\*  Email \*

Father / Guardian Contact\*  Mobile \*

Password \*  Confirm Password \*

\*Note: Password must have 8 characters

I agree with the [terms and condition](#) of AAMC.

- 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

We're excited to have you get started. First, you need to confirm your account. Just press the button below.



If that doesn't work, copy and paste the following link in your browser:

<http://110.36.236.254:8288/email-verification-status/true/eyJpdil6lnhYenJ2T2lBbnl1NmTS0NlVzljblE9PSIsInZhbHVlIjojUkNQUDIHMU1PQm1YdVNRTmprRU11eW5maWZ0MDV4RFRZNDhxUm02dWphQUN6OUNFakxya09PdkpvMET6bExRTiIsIm1hYyI6IjJmZjYzM2YxMmRkOTBlMDdiOTZhYjlxZTk2NTZkNjBkYml2MmI3Mjl1Zj15OGJmZjZlNTM2MjViZTRlYzczODki fQ==/364>

Regards,  
AAMC Team

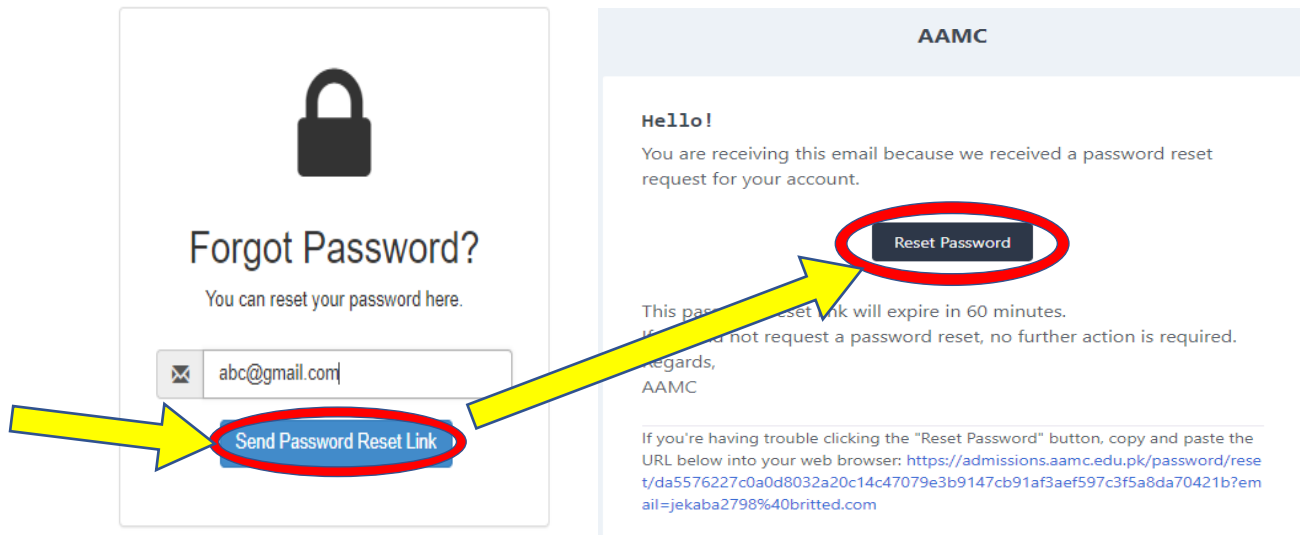
- As candidate confirms the account, he will be redirected to a new **Tab** on his/her browser
- Candidate will provide the registered email and password on that new tab

**LOGIN HERE**

---

Campus Login.

- 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

## Al-Aleem Medical College Lahore

### Reset Password

E-Mail Address

Password

Confirm Password

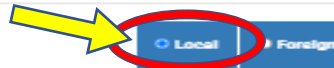
The form contains three input fields: "E-Mail Address" with "abc@gmail.com", "Password" with ".....", and "Confirm Password" with ".....". Below these is a blue button labeled "Reset Password". A yellow arrow points from the left towards the "Reset Password" button.

## 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 i.e., MBBS
- 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:

Application Category:



The image shows a selection interface for the application category. There are two radio buttons: 'Local' and 'Foreign'. The 'Local' radio button is selected and is circled in red. A yellow arrow points to the 'Local' radio button.

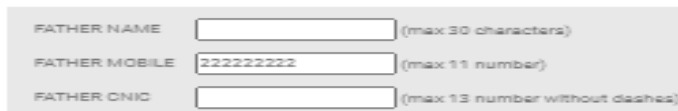
Student Information:



The image shows a form for entering student information. The fields are as follows:

FIRST NAME	<input type="text" value="Abdul Hannan"/>	(max 30 characters)
LAST NAME	<input type="text" value="Suhail"/>	(max 30 characters)
CNIC / B-FORM	<input type="text" value="222222"/>	(max 13 number without dashes)
DATE OF BIRTH	Day: <input type="text" value=""/> Month: <input type="text" value=""/> 2021 <input type="text" value=""/>	
EMAIL ID	<input type="text"/>	
MOBILE NUMBER	<input type="text"/>	(11 digit number)
GENDER	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	
CURRENT ADDRESS	<input type="text" value="Enter your current address"/>	
PERMANENT ADDRESS	<input type="text" value="Enter your permanent address"/>	
COUNTRY	<input type="text" value="Pakistan"/>	
STATE	<input type="text"/>	(max 30 characters a-z and A-Z)
CITY	<input type="text" value="Lahore"/>	
POSTAL CODE	<input type="text"/>	(5 digit number)

Parent / Guardian Information:



The image shows a form for entering parent/guardian information. The fields are as follows:

FATHER NAME	<input type="text"/>	(max 30 characters)
FATHER MOBILE	<input type="text" value="22222222"/>	(max 11 number)
FATHER CNIC	<input type="text"/>	(max 13 number without dashes)

Emergency Contact Information:



The image shows a form for entering emergency contact information. The fields are as follows:

PERSON NAME	<input type="text"/>	(max 30 characters)
MOBILE	<input type="text"/>	(max 11 number)
Email	<input type="text" value="Person email address"/>	



The image shows two navigation buttons: 'Go Back' and 'continue'. The 'continue' button is circled in red and has a yellow arrow pointing to it.

## 2.2. ACADEMIC INFORMATION

➤ Candidate will provide the required data in the table, **Sequence wise** information to be uploaded

- 1<sup>st</sup>: Select Degree Title
- 2<sup>nd</sup>: Exam Type
- 3<sup>rd</sup>: Registered Roll No.
- 4<sup>th</sup>: Year
- 5<sup>th</sup>: Result
  - Result Type by default is **Awaiting in F.Sc./A-level**
    - Candidate will select the Expected Date of result for either Part I or Part II

➤ After Result is announced, candidate will go to his/her login and click on the link to submit the credentials of result announced

### Submitted Applications

SR#	FORM NO	PROGRAM	TIME	STATUS	ACTION
1	Form-20213000009	MBBS	Thursday, 01-Jul-21 05:27:34 PKT	Submitted	<a href="#">Update Academic Records</a>   <a href="#">PDF</a>

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

**For Full Exam:**

Academic Information

Degree Title *	Exam Type *	Reg./RollNo. *	Year *	Result *	Total Marks *	Obtained Marks *	Percentage (%)	Subjects/Majors *	Board/University *	Expected Date of Result *
Matric/O-Level	Annour		Select	--Select--						mm/dd/yyyy
FSC/A-Level	Annour		Select	Full Exar						mm/dd/yyyy

Subject	Total Marks	Obtained Marks	Percentage (%)
1- English			
2- Urdu			
3- Islamic Studies			
4- Pakistan Studies			
5- Physics <input type="radio"/>			
6- Math <input type="radio"/>			
7- Biology			
8- Chemistry			
9- Additional (if Any) <input checked="" type="checkbox"/> <small>Uncheck if no additional marks.</small>			

MDCAT

Go Back Update

**For Partial Exam:**

Academic Information

Degree Title *	Exam Type *	Reg./RollNo. *	Year *	Result *	Total Marks *	Obtained Marks *	Percentage (%)	Subjects/Majors *	Board/University *	Expected Date of Result *
Matric/O-Level	Annour		Select	--Select--						mm/dd/yyyy
FSC/A-Level	Annour		Select	Partial						mm/dd/yyyy

Subject	Total Marks	Obtained Marks	Percentage (%)
1- English			
2- Urdu			
3- Islamic Studies			
4- Pakistan Studies			
5- Physics <input type="radio"/>			
6- Math <input type="radio"/>			
7- Biology			
8- Chemistry			
9- Additional (if Any) <input checked="" type="checkbox"/> <small>Uncheck if no additional marks.</small>			

MDCAT

Go Back Update



➤ Result type is **Announced**

- Candidate will select from drop down either **3 Subjects (Partial)** or **Full Subjects (Full Exam)** and insert the required grades in the fields

**For Full Exam:**

Academic Information

Degree Title *	Exam Type *	Reg./RollNo. *	Year *	Result *	Total Marks *	Obtained Marks *	Percentage (%) *	Subjects/Majors *	Board/University *	Expected Date of Result *
Matric/O-Level	Annour		Select	--Select--						mm/dd/yyyy
FSC/A-Level	Annour		Select	<b>Full Exar</b>						mm/dd/yyyy

Subject	Total Makrs	Obtained Marks	Percentage (%)
1- English			
2- Urdu			
3- Islamic Studies			
4- Pakistan Studies			
5- Physics <input type="radio"/>			
6- Math <input type="radio"/>			
7- Biology			
8- Chemistry			
9- Additional (If Any) <input checked="" type="checkbox"/>			

MDCAT

Go Back **Update**

**For Partial Exam:**

Academic Information

Degree Title *	Exam Type *	Reg./RollNo. *	Year *	Result *	Total Marks *	Obtained Marks *	Percentage (%) *	Subjects/Majors *	Board/University *	Expected Date of Result *
Matric/O-Level	Annour		Select	<b>Partial</b>						mm/dd/yyyy
FSC/A-Level	Annour		Select							mm/dd/yyyy

Subject	Total Makrs	Obtained Marks	Percentage (%)
1- English			
2- Urdu			
3- Islamic Studies			
4- Pakistan Studies			
5- Physics <input type="radio"/>			
6- Math <input type="radio"/>			
7- Biology			
8- Chemistry			
9- Additional (If Any) <input checked="" type="checkbox"/>			

MDCAT

Go Back **Update**

### 2.3. OTHER DOCUMENTS

- On 1<sup>st</sup> Step, Candidate will select the Identity type either CNIC, B-Form / Passport
  - If B-Form is selected then only one side Photo of that form is required
  - If CNIC (for Local or Overseas Pakistani) is selected then Photos of both (front and back) sides are required
  - If Passport is selected (for Foreign Candidate) then only one side Photo of that form is required
  
- On 2<sup>nd</sup> Step, Provide the required Documents as mentioned in below illustration but the format of required documents will be as follows:
  - Academic Document in **pdf. Format**
  - CNIC/B-form to be uploaded as photo format e.g., **Jpg. Format**
  - Profile Photo to be uploaded as photo format e.g., **Jpg. Format**

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

The screenshot shows the 'Upload Documents' interface. At the top, there is a blue header with the text 'Upload Documents' and a sub-header 'CNIC (You need to upload CNIC copies & other docs)'. Below this, there is a table with 8 rows of document types. The first row, 'FSC Part I (Academic Document)', has a 'Select File' button circled in red with a yellow arrow pointing to it, and an 'Upload' button also circled in red with a yellow arrow pointing to it. The other rows have 'Select File' buttons and 'Upload' buttons, but they are not circled. The 'Upload' buttons for the first three rows are labeled 'Pending'.

Document Type	Action	Status	Buttons
FSC Part I (Academic Document)	Select File	AAMC IN...TATUS.pdf	View Upload Pending
FSC Part II (Academic Document)	Select File	No file chosen	View Upload Pending
MDCAT (Academic Document)	Select File	No file chosen	View Upload Pending
CNIC Front (Other Document)	Select File	No file chosen	View Upload Pending
CNIC BACK (Other Document)	Select File	No file chosen	View Upload Pending
Father CNIC Front (Other Document)	Select File	No file chosen	View Upload Pending
Father CNIC Back (Other Document)	Select File	No file chosen	View Upload Pending
Profile Picture (Other Document)	Select File	No file chosen	View Upload Pending

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

The screenshot shows the 'Upload Documents' interface with the 'Update' button highlighted. The first row, 'Matric (Academic Document)', has a 'Select File' button circled in red with a yellow arrow pointing to it, and an 'Update' button also circled in red with a yellow arrow pointing to it. The other rows have 'Select File' buttons and 'Update' buttons, but they are not circled. The 'Update' buttons for the first three rows are labeled 'Uploaded'.

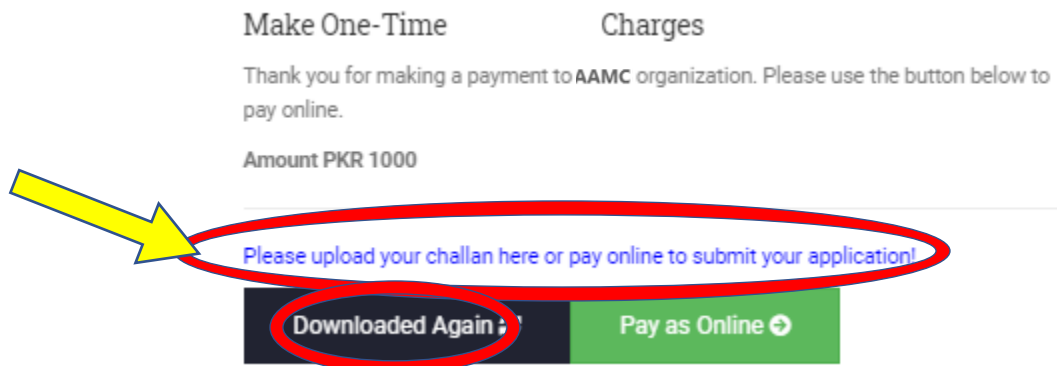
Document Type	Action	Status	Buttons
1- Matric (Academic Document)	Select File	No file chosen	Update View Uploaded
2- FSC Part I (Academic Document)	Select File	No file chosen	Update View Uploaded
3- FSC Part II (Academic Document)	Select File	No file chosen	Update View Uploaded
4- MDCAT (Academic Document)	Select File	No file chosen	Update View Uploaded

## 2.4. FORM PREVIEW

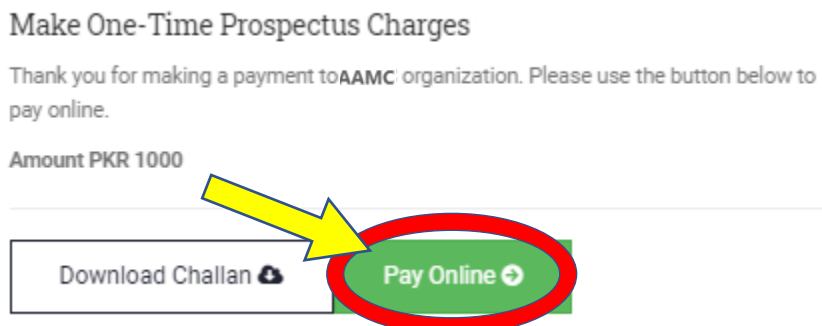
- On Form preview screen, candidate can review all of his/her information in a complete application form format. Candidate can:
  - Edit Personal Information
  - Profile Photo

## 2.5. APPLICATION

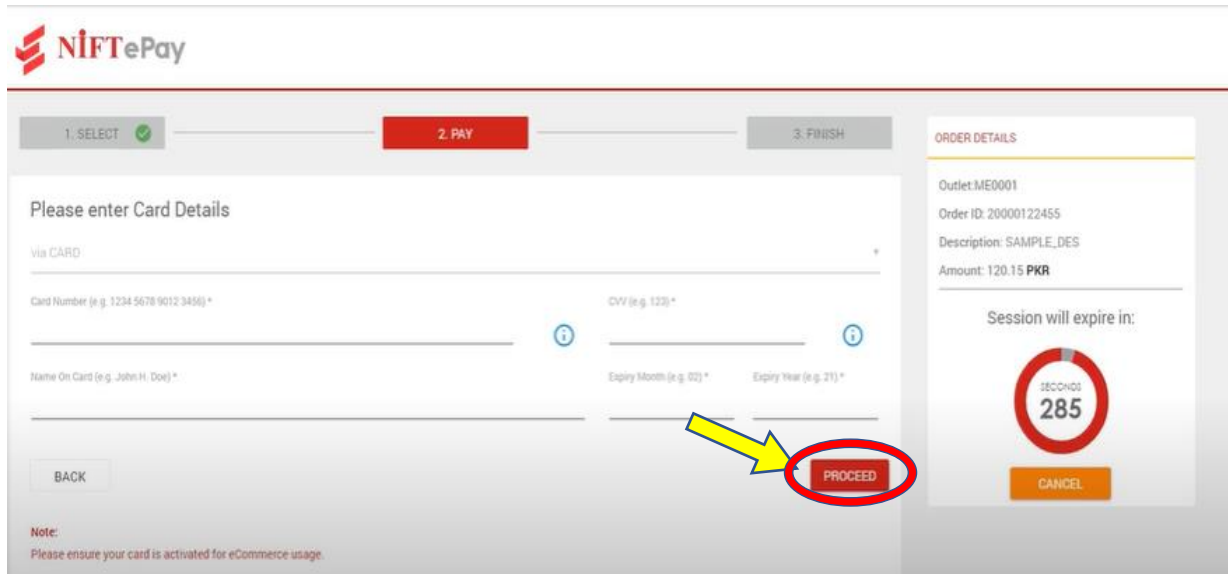
- On Application Screen, candidate will have two options:
  - If candidate selects Download Challan option and he/she makes payment physically in bank, then he/she will upload that challan via the link in the illustration below



- Students can use this option to Pay online via Debit/ Credit Card



- Online payments screen is as follows:



**NIFTePay**

1. SELECT  2. PAY 3. FINISH

Please enter Card Details

Via CARD

Card Number (e.g. 1234 5678 9012 3456) \*

CVV (e.g. 123) \*

Name On Card (e.g. John H. Doe) \*

Expiry Month (e.g. 02) \* Expiry Year (e.g. 21) \*

BACK PROCEED CANCEL

**ORDER DETAILS**

Outlet: ME0001  
Order ID: 20000122455  
Description: SAMPLE\_DES  
Amount: 120.15 PKR

Session will expire in:

285 SECONDS

Note:  
Please ensure your card is activated for eCommerce usage.

- On online payment, the form will be submitted and candidate will receive the SMS alert for submission of Challan fee of Rs. 1000/-

## 2.6. 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	<a href="#">Update Academic Records</a>   <a href="#">PDF</a>

- 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	<a href="#">PDF</a>

- Admission Process on student's end is now complete and is under process/review with AAMC (Al Aleem Medical College)
- Candidate will receive the messages and emails from AAMC Management regarding the further proceedings / updates of admissions