



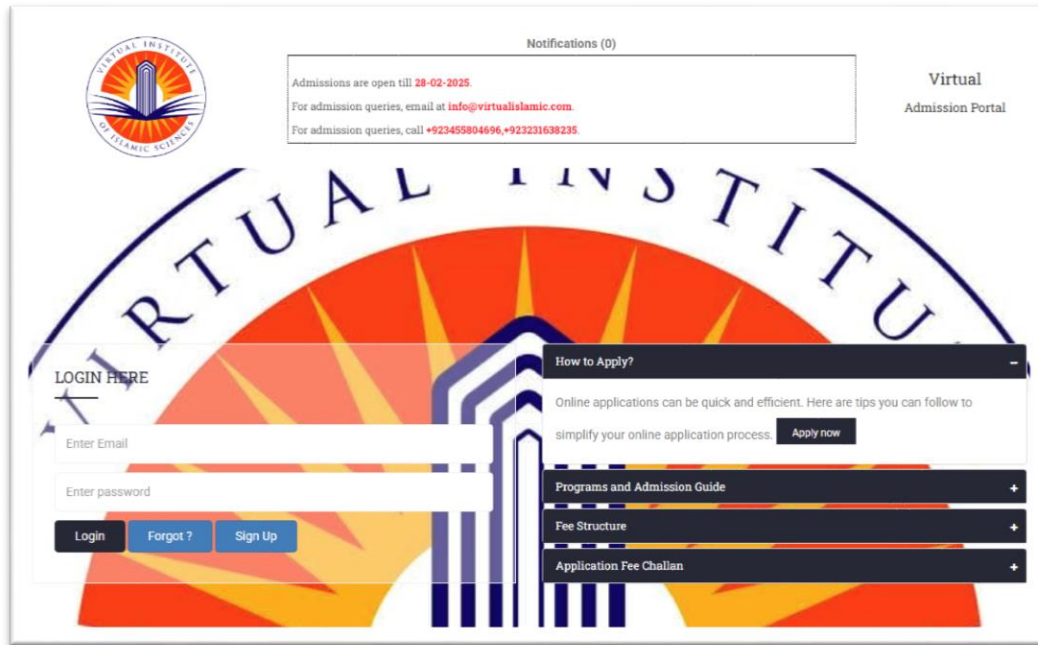
VIRTUAL INSTITUTE

**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
 - 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

Apply Now

Please fill out these fields.

☐ Local ☒ Foreign

First Name *

Last Name *

CNIC / Passport*

Email *

Father / Guardian Contact*

Mobile *

Password *

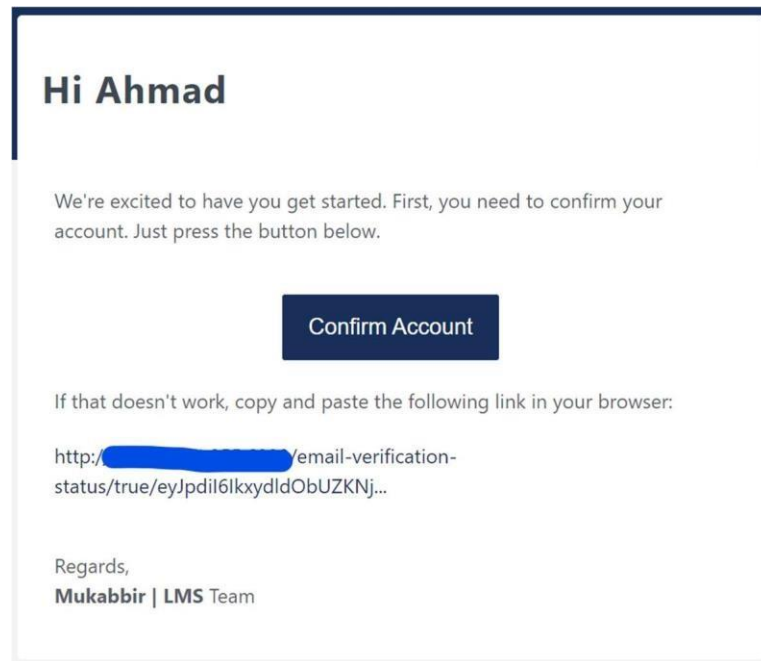
Confirm Password *

*Note: Password must have 8 characters

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

Apply Now

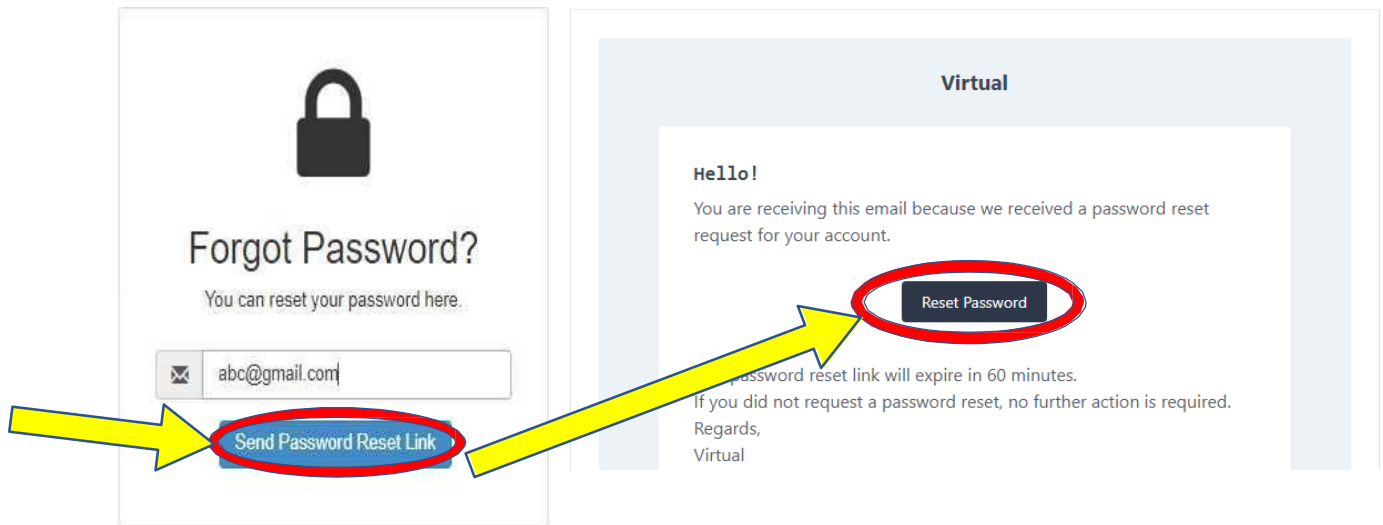
- After Clicking on **Apply now**, an email will be sent on the provided email address to the respective candidate
- Candidate will verify the Account by confirming from the link that is sent through email or Confirm button on that email



- 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

A screenshot of a login form. The title "LOGIN HERE" is underlined. Below it is the text "Campus Login.". There are two input fields: "Enter Email" and "Enter password". At the bottom, there are two buttons: "Login" (dark blue) and "Forgot ?" (blue).

- 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

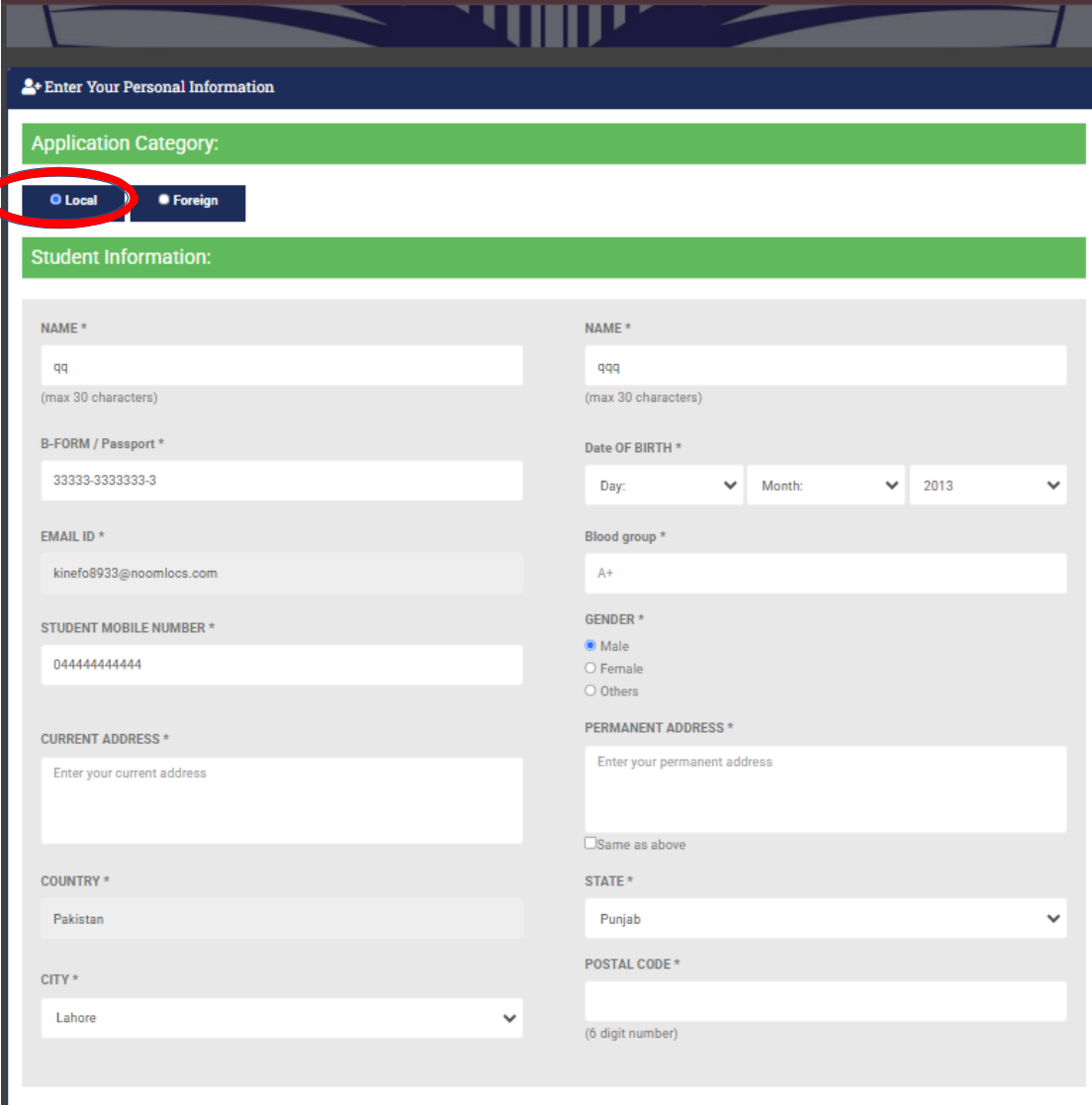
Reset Password

E-Mail Address	<input type="text" value="abc@gmail.com"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
	<div><div>Reset Password</div></div>

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



Enter Your Personal Information

Application Category:

☒ Local ☐ Foreign

Student Information:

NAME * qq (max 30 characters)	NAME * qqq (max 30 characters)
B-FORM / Passport * 33333-3333333-3	Date OF BIRTH * Day: <input type="text"/> Month: <input type="text"/> 2013 <input type="text"/>
EMAIL ID * kinfo8933@noomlocs.com	Blood group * A+
STUDENT MOBILE NUMBER * 044444444444	GENDER * <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others
CURRENT ADDRESS * Enter your current address	PERMANENT ADDRESS * Enter your permanent address <input type="checkbox"/> Same as above
COUNTRY * Pakistan	STATE * Punjab <input type="text"/>
CITY * Lahore <input type="text"/>	POSTAL CODE * <input type="text"/> (6 digit number)

Father / Guardian Information:

FATHER / GUARDIAN NAME *
(max 30 characters)

FATHER / GUARDIAN MOBILE *
044444444488

RELATION *
(max 30 characters)

FATHER CNIC / Passport *

Emergency Contact Information:

PERSON NAME *
(max 30 characters)

MOBILE *
(max 11 number)

RELATION *
(max 30 characters)

Email
Person email address

Go Back Continue

- 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.

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

- 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
 - 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 2nd 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** o 1st 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 white background.
(3)*: Students who have done A-levels are required to upload an equivalence certificate with subject details.
(4)*: You can view all your documents once you have uploaded documents.

Profile Picture (Other Document .png/.jpg only)	Select File	WhatsApp...28 AM.jpeg	View	Upload	Pending
CNIC (Other Document .png/.jpg only)	Select File	No file chosen	View	Upload	Pending
Father CNIC (Other Document .png/.jpg only)	Select File	No file chosen	View	Upload	Pending

Go Back Reload & Continue

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

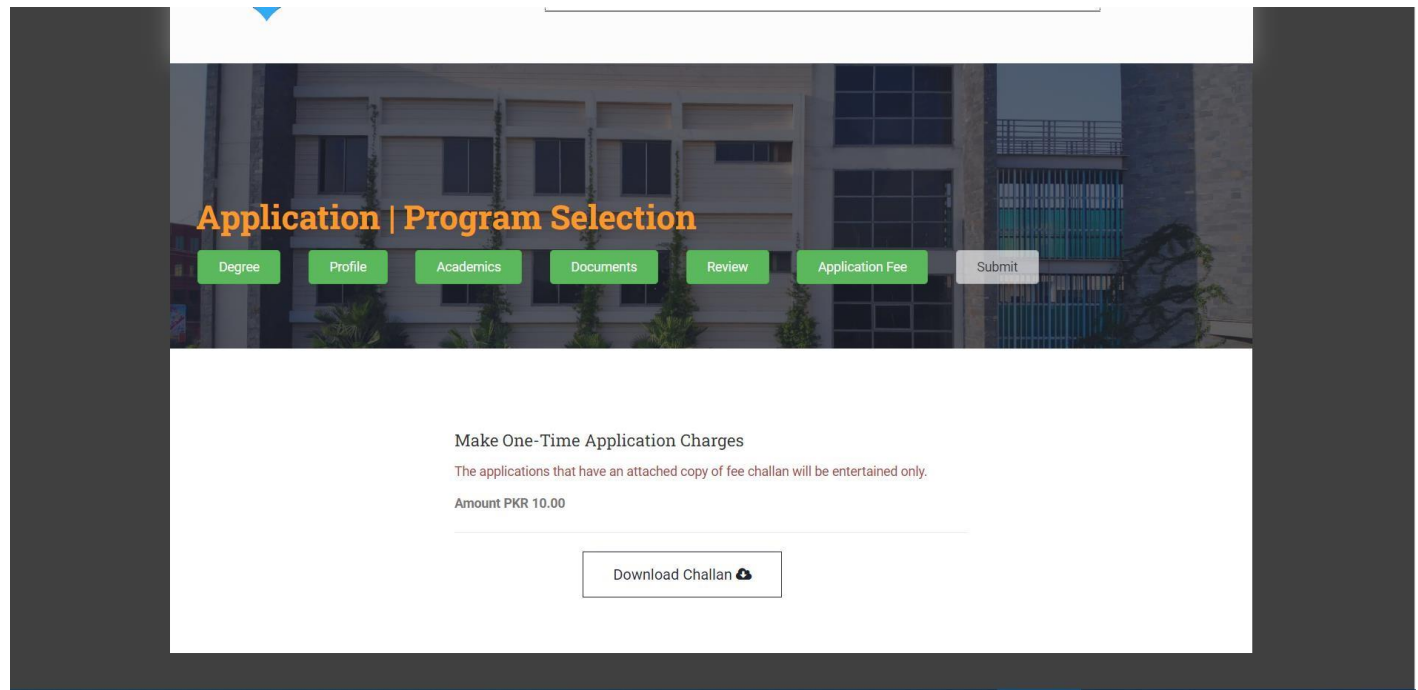
- After Uploading all documents, there will be the option available to view, or update the submitted document
- To **Update**, 1st **select file** and then click on **update** button

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