AL-ALEEM MEDICAL COLLEGE

User Guide for AAMC Admission Portal

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1. CREATING STUDENT LOGIN

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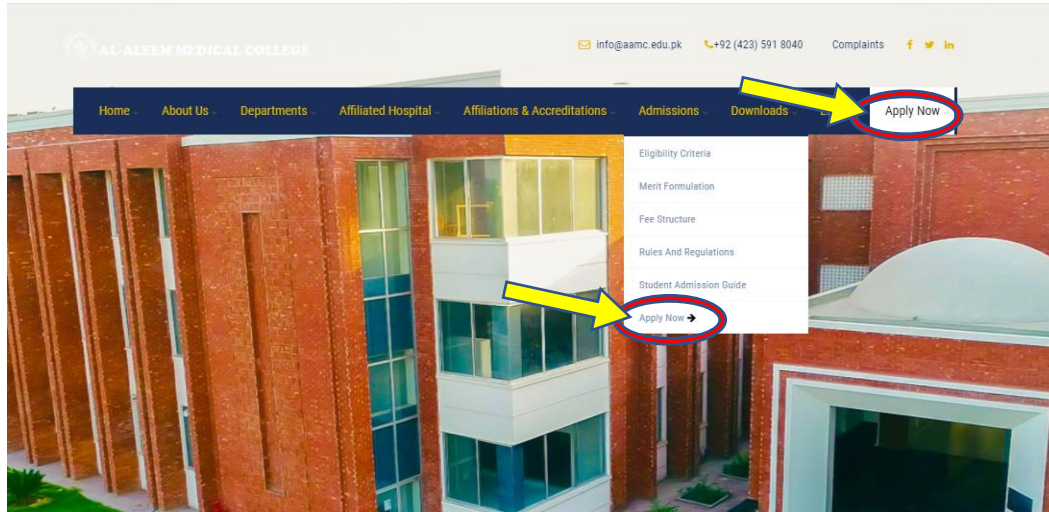
➢ Create student Login account. Illustration is attached below
- o Email will be the candidates' personal email. This Email will be used for communication purposes
- o Father/ Guardian Contact number and candidate's mobile number will not be same
- o Candidate will must enter mobile number in format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

➢ 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.

Confirm Account

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

http://110.36.236.254:8288/email-verification-status/true/ eyJpdiI6InhYenJ2T2lBbnl1NmdTS0NlVzljblE9PSIsInZhbHVlIjoiUkNQ UDlHMU1PQm1YdVNRTmprRU11eW5maW Z0MDV4RFRZNDhxUm02dWphQUN6OUNF akxya09PdkpvMEt6bExRTiIsIm1hYyI6IjJmZjYzM2YxMmRkOTBlMDdiOTZh YjIxZTk2NTZkNjBkYmI2MmI3MjI1ZjI5OGJmZjZlNTM2MjViZTRlYzczODki 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.

Enter Email

Enter password

Login   Forgot ?

➢ 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
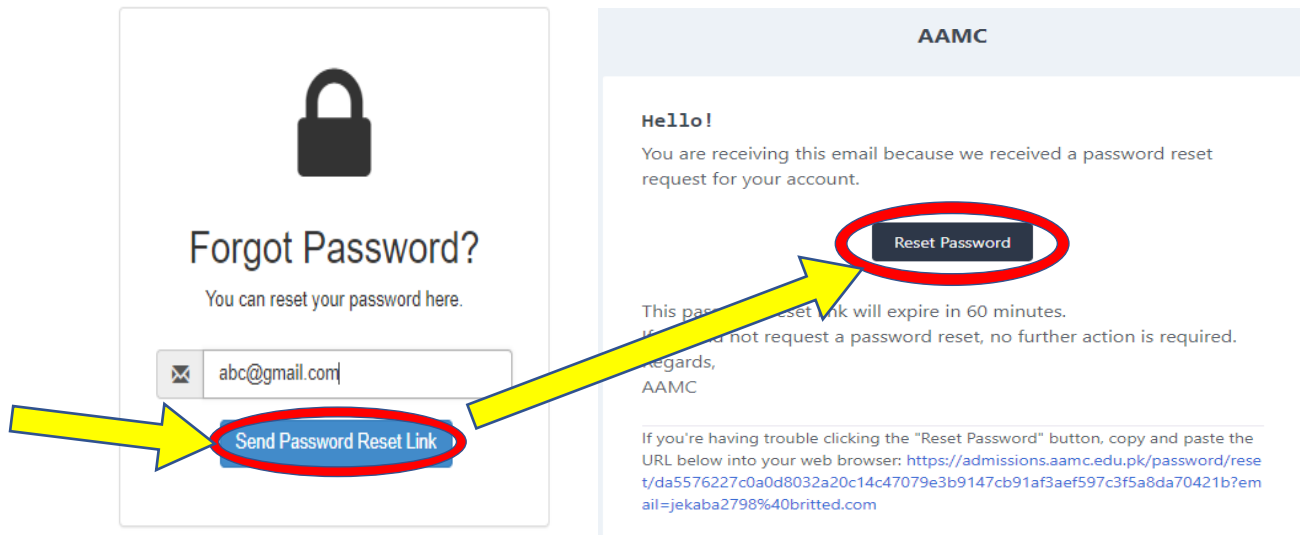
➢ On Clicking on Reset Password or on Link sent via email on above illustration, candidate will reset his / her password

➢ Password and confirm password will be same
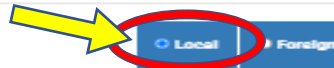
2. SUBMITTING A NEW APPLICATION

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:

2.2. ACADEMIC INFORMATION

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

➢ 1st: Select Degree Title   ➢ 2nd: Exam Type
➢ 3rd: Registered Roll No.   ➢ 4th: Year
➢ 5th: Result
　　o 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-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

For Full Exam:

For Partial Exam:

➢ Result type is **Announced**

    o 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:

For Partial Exam:

2.3.   OTHER DOCUMENTS

➢ On 1st Step, Candidate will select the Identity type either CNIC, B-Form / Passport

- o If B-Form is selected then only one side Photo of that form is required
- o If CNIC (for Local or Overseas Pakistani) is selected then Photos of both (front and back) sides are required
- o 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:

- o Academic Document in **pdf. Format**
- o CNIC/B-form to be uploaded as photo format e.g., **Jpg.** Format
- o 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

➢ 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

2.4.   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
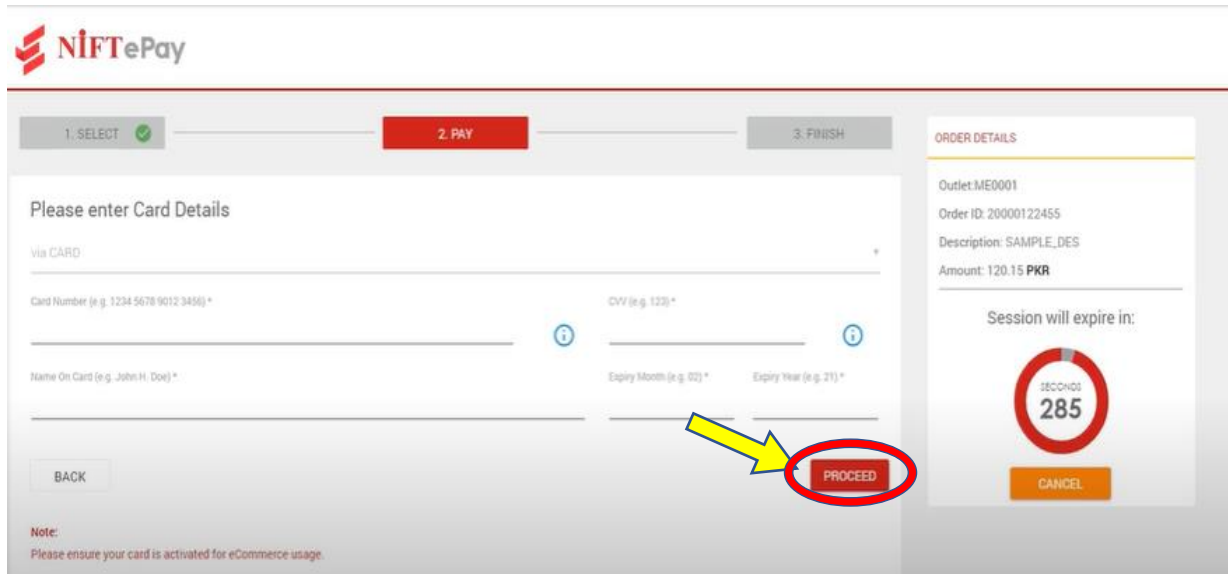
➢ On Application Screen, candidate will have two options:
- If candidate selects Download Challan option and he/she makes payment physically in bank, then he/she will upload that challan via the link in the illustration below
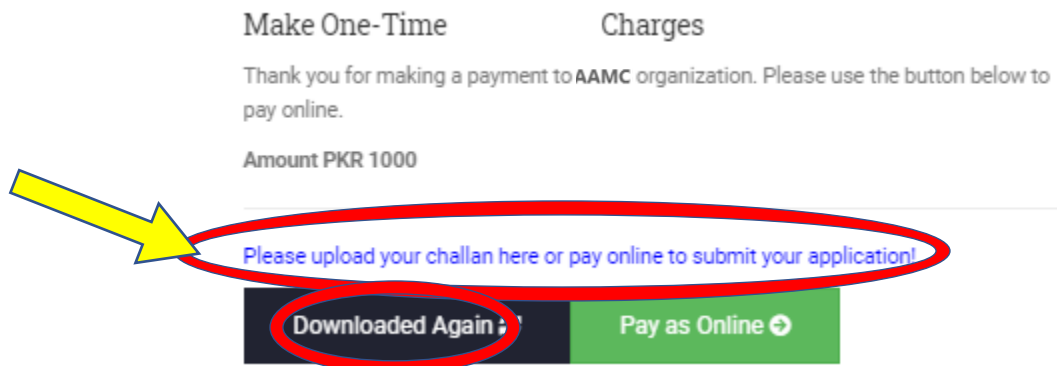
- Students can use this option to Pay online via Debit/ Credit Card
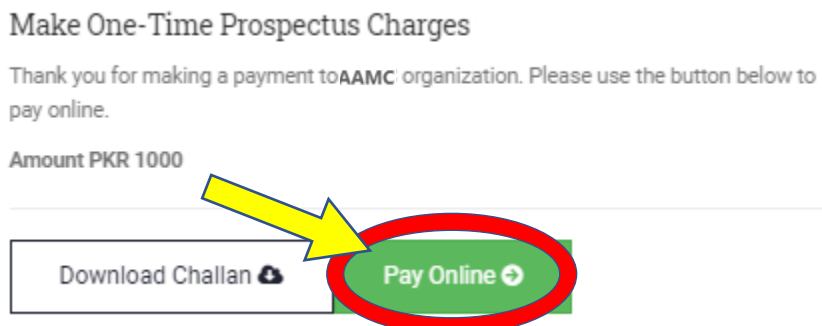
➢ Online payments screen is as follows:

➢ On online payment, the from 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	☑ 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 AAMC (Al Aleem Medical College)
➢ Candidate will receive the messages and emails from AAMC Management regarding the further proceedings / updates of admissions