

APPLICANT'S HELP GUIDE

Online College Admission System (OCAS), a project of
Government of Punjab to facilitate applicants in applying
for admission with convenience

**Higher Education
Department of Punjab &
Punjab IT Board**

1 OVERVIEW

Online College Applications System (OCAS) provides a web-based facility for applicants to submit admission application(s) online. It allows applicants to select colleges and programs of their preference.

OCAS supports Intermediate applications (F.Sc, F.A, ICS etc) for applicants who want to apply on Open Merit Quota.

In 2016, 704 public colleges in Punjab have adopted Online College Admissions System (OCAS) for Intermediate Admissions 2016. Till date, more than 960,000 applications have been processed through OCAS. The list of these colleges can be accessed at the OCAS website: www.ocas.punjab.gov.pk.

Benefits of the system

Following are some of the advantages to apply online;

- Avoid hassle of long queues.
- Easy access from home, college or any place where internet connectivity is available.
- Quick and easy to use.
- Can apply 24 hours a day, seven days a week.
- Applicant's Matric results viewable to applicant through the system.
- Pay application fee at any branch of the Bank of Punjab across Pakistan.
- Monitor status of your application and check its progress.

IMPORTANT NOTE:

APPLICANTS CAN APPLY ONLINE FOR INTERMEDIATE ADMISSIONS ON OPEN MERIT. MALE APPLICANTS WHO HAVE PASSED MATRICULATION EXAMINATIONS IN THE PREVIOUS TWO YEARS, WHILE FEMALE APPLICANTS WHO HAVE PASSED MATRICULATION EXAMINATION IN THE PAST FIVE YEARS ARE ELIGIBLE TO APPLY

2 HOW TO LOGIN

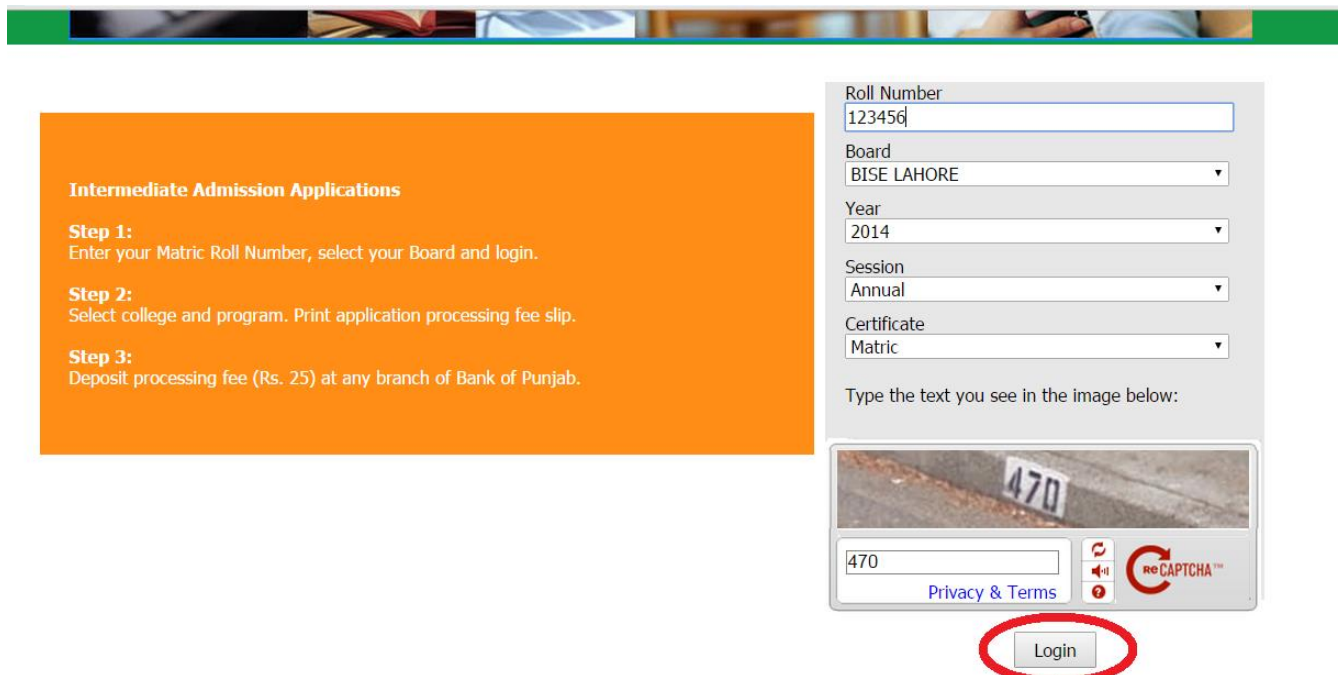
Applicants can access the Online College Applications System by going to www.ocas.punjab.gov.pk and pressing on 'Apply Online', from any computer that is connected to the Internet, as shown below:



The screenshot shows the OCAS website homepage. At the top left is the OCAS logo, a circular emblem with a crescent moon and star above wavy lines. To its right, the text "ONLINE COLLEGE ADMISSIONS SYSTEM" is displayed in white on a dark blue background. A search bar with the placeholder text "Search..." and a magnifying glass icon is located in the top right corner. Below the header is a yellow navigation bar with four menu items: "About OCAS", "Reports", "Info Desk", and "News & Events". The main content area features a large graphic of an open book with several circular callouts overlaid on it. One callout shows a graduation cap, another shows an "Application Form" with the text "Apply Online to Public Colleges across Punjab", and others show a laptop and a smartphone. Below the graphic, on the left, is a light blue box with the heading "Admission 2015" and the sub-heading "Apply Online to Public Colleges across Punjab". The text below reads: "More than 500 colleges across Punjab now offer the facility to the applicants to apply online for admissions to their FA, FSC, ICS programmes. OCAS has processed over 390,000 applications during the past four years. Key factors leading to the success and quick adoption of OCAS by colleges all across the province include:". On the right side of the page, there is a prominent orange button with a white border and a red oval highlight around it, containing the text "APPLY ONLINE". Above and below the button are circular icons: a graduation cap above and a classical building facade below.

In order to log into the system, applicants must provide following information;

1. Matric 'Roll Number'
2. Board
3. Passing Year
4. Session (*Annual or Supplementary*)
5. Select Certificate (*Default set as Matric*)
6. Enter verification number



Intermediate Admission Applications

Step 1:
Enter your Matric Roll Number, select your Board and login.

Step 2:
Select college and program. Print application processing fee slip.

Step 3:
Deposit processing fee (Rs. 25) at any branch of Bank of Punjab.

Roll Number
123456

Board
BISE LAHORE

Year
2014

Session
Annual

Certificate
Matric

Type the text you see in the image below:

470

Privacy & Terms

reCAPTCHA™

Login

Applicant will press *Login*, to view Applicant Home Page.

3 APPLICANT INFORMATION PAGE

When an applicant logs into the system, Applicant Information Page is displayed.

3.1 VIEW PERSONAL INFORMATION

Applicant can view his/her Personal Information related to his/her enrollment with the relevant Board of Intermediate and Secondary Education of Punjab.



Online College Applications System

Government of Punjab



Personal Information

Name: Roll No: Subject Group:
 Father Name: Marks: Status:

Applications

Create Application

Status Description

Saved Application saved in the system, but not forwarded to college as fee not yet paid
Submitted Fee paid and application submitted to college
On Merit Applicant name is on merit list for particular college/program

3.2 CHECK STATUS OF APPLICATIONS

Applicant can view all the applications he/she has created.



Online College Applications System

Government of Punjab



Personal Information

Name: Roll No: Subject Group:
 Father Name: Marks: Status:

Applications

Create Application

Application ID	College	Program	Shift	Status	Status Updated	Fee Slip
15676	GOVT. POST GRADUATE COLLEGE FOR WOMEN SATELLITE TOWN, GUJRANWALA	ICS: Mathematics, Computer Science, Physics	Morning	Saved	7/16/2011 6:33:28 PM	Download


Status Description

Saved Application saved in the system, but not forwarded to college as fee not yet paid
Submitted Fee paid and application submitted to college
On Merit Applicant name is on merit list for particular college/program

3.3 PRINT FEE SLIP


Applicant can click on 'Download' to access the fee slip. He/she may either save, or print fee slip directly from the system.

Printed fee slip must be presented at any branch of Bank of Punjab for depositing application fee. Application fee is Rs. 25 per application.



Online College Applications System

Government of Punjab



Personal Information

Name:	Roll No:	Subject Group:
Father Name:	Marks:	Status:

Applications Create Application

Application ID	College	Program	Shift	Status	Status Updated	Fee Slip
15576	GOVT. POST GRADUATE COLLEGE FOR WOMEN SATELLITE TOWN, GUJRANWALA	ICS: Mathematics, Computer Science, Physics	Morning	Saved	7/16/2011 6:33:28 PM	Download

Status Description

Saved Application saved in the system, but not forwarded to college as fee not yet paid

Submitted Fee paid and application submitted to college

On Merit Applicant name is on merit list for particular college/program

IMPORTANT NOTES:


PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE FORWARDED TO COLLEGE UNLESS APPLICATION FEE HAS BEEN PAID.

APPLICANTS CAN CHECK STATUS OF PAYMENT VIA THE BANK OF PUNJAB WEBSITE WWW.BOP.COM.PK , BY ENTERING THEIR FEE SLIP NUMBER.

STATUS OF APPLICATION IN OCAS SHOULD CHANGE FROM "SAVED" TO SUBMITTED" ONCE FEE FOR AN APPLICATION HAS BEEN PAID AT THE BANK, AND BANK INITIATION HAS BEEN RECEIVED IN THE SYSTEM. THIS CAN TAKE UP TO 24 HOURS FROM THE TIME FEE WAS DEPOSITED IN BANK


4 CREATING A NEW APPLICATION

Applicant can apply online to any program of a participating college of his/her preference, by pressing 'Create Application', as shown below.



Online College Applications System

Government of Punjab


Logout

Personal Information

Name:	Roll No:	Subject Group:
Father Name:	Marks:	Status:

Applications Create Application

Application ID	College	Program	Shift	Status	Status Updated	Fee Slip
15676	GOVT. POST GRADUATE COLLEGE FOR WOMEN SATELLITE TOWN, GUJRANWALA	ICS: Mathematics, Computer Science, Physics	Morning	Saved	7/16/2011 6:33:28 PM	Download

Status Description

Saved Application saved in the system, but not forwarded to college as fee not yet paid

Submitted Fee paid and application submitted to college

On Merit Applicant name is on merit list for particular college/program

Applicant will select program of his/her preference and press 'Save'

Create New Application

Select District:

Select College:

Select Program:

Select Quota:

Hafiz-e-Quran:

Mobile Number: Example: 0333-4242421

Note:


- English, Urdu and Islam iat are compulsory subjects for Intermediate Part I, and English, Urdu and Pakistan Studies are compulsory subjects for Intermediate Part II.
- The online system facilitates your admissions application process by enabling you to select college/programs, and to send your result online to colleges. If your name appears in the final merit list(s) published by the college, colleges may ask for additional information and documents (including photographs, certificates, hostel applications etc) before granting admissions to the programs.
- Downloading/viewing prospectus for colleges from this website is free of charge.
- Specific rules and policies associated with participating colleges apply. Please visit college website and/or contact college for details.

Save

Applicant may apply to any college by performing the following steps:

1. Select District. Following districts will be shown in the *drop down*:
 - Bahawalpur
 - Dera Ghazi Khan
 - Faisalabad
 - Gujranwala
 - Lahore
 - Multan
 - Rawalpindi
 - Sahiwal
 - Sargodha
2. Select College. College located in the district selected in the previous step will be displayed.
3. Select Program. Programs offered by the college selected in the previous step will be displayed.
4. Click Hafiz-e-Quran. Applicant may check this *option* if he/she is a Hafiz-e-Quran.
5. Press 'Save' to save the application in the system.

Applicant may download fee slip by pressing '*Download Fee Slip*'.



Application ID: 15676

Application Information	
District	Gujranwala
Colleges	GOVT. POST GRADUATE COLLEGE FOR WOMEN SATELLITE TOWN, GUJRANWALA
Program	ICS: Mathematics, Computer Sceince, Physics - Morning
Quota	Open Merit
Hafiz-e-Quran	<input type="checkbox"/>

Note: Your application have been saved, please download and print the processing fee slip and deposit payment in Bank of Punjab.

Bank Information	
Bank	
Challan No	
Amount	
Challan Date	

[Download Fee Slip](#) [Back](#)

5 OCAS HELPLINE

For general queries on the online college application system, or to log your complaints, you can call the OCAS helpline **(111-11-20-20)** - 7-days a week, 9am to 5pm.

- The complainant will be assigned a complaint number. The complaint or query will be forwarded to focal person of concerned department.
- Complainant may call back in case problem has not been resolved.

6 MERIT LIST PUBLICATION

Once the college has prepared the Merit lists for Intermediate admissions, Colleges send their merit lists to be updated on the OCAS Portal. Please visit the OCAS Portal in order to view Merit lists.

7 ALTERNATE APPLICATION PROCESS

Manual application submission process remains in place. Following types of applicants may apply on manual process.

1. Applicants who want to apply on Sports or Disabled Quota.
2. Applicants who have passed from Boards of Secondary Education other than Punjab.