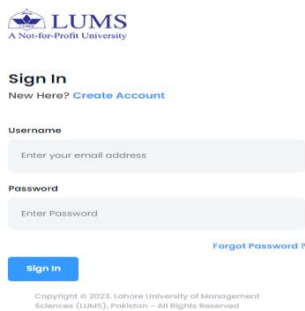**<u>Visiting Student Application</u>**
<u>User Guide for Students</u>

The admission application will be considered for evaluation after the successful completion of the following **Three (3) STEPS** by the applicants on or before the stipulated deadlines:

1. Online Admission Application submission;
2. Online submission of scanned copies of required supporting documents; and
3. Submission of an appropriate Application Processing Fee

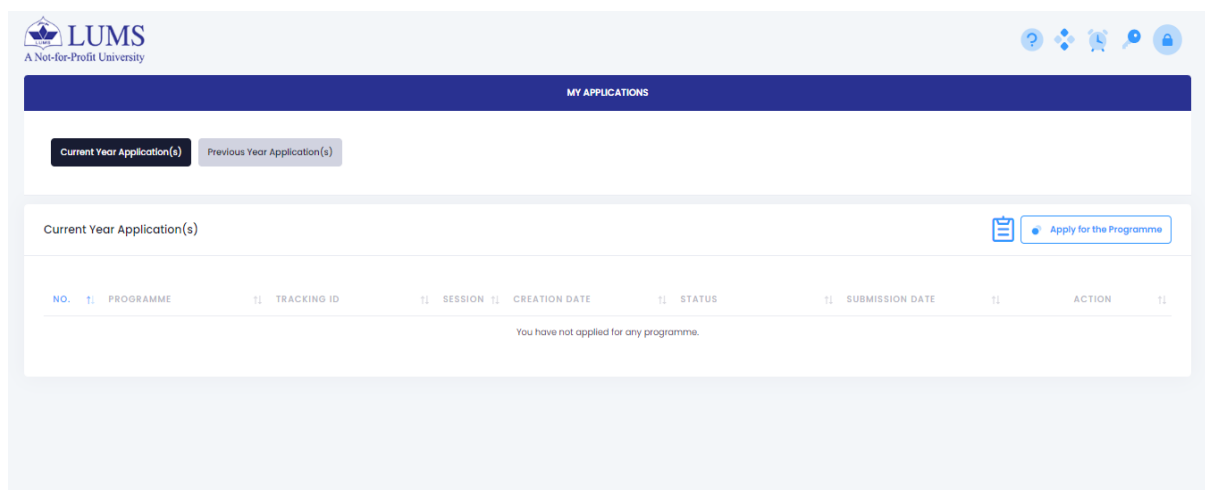## <u>Step 1: Access the online Visiting Students application.</u>

i. Go to https://admissions.lums.edu.pk/application/
ii. Create a user account and then sign in.
iii. Enter username and password.

a. Select→ Apply for the Programme.

b. Go to **Visiting Programme** tab and the following window will be visible.

   Select-> Visiting Student-Fall -> Select Programme

Step 2: After the selection of Visiting Student Application, the following window will be visible.

I.   Fill out the mandatory fields in each tab sequence-wise.
II. Application Category→Biographical information→ Academic Information →Courses Information→Purpose of Statement → Extracurricular activities→ Disability Form
III. Please go through the application using **View and Print Application** tab at the right top of the window to avoid any errors.
IV. Select "**Submit Application**" once you complete and view the application.

Step 3:

    i.   After submitting the application, you are required to upload the scanned copies of the supporting documents required in the **DOCUMENT CHECKLIST.**

ii. After the successful completion of the online application, the applicant must make the application processing fee payment by the due date. To download the fee payment voucher, **Click Here** as mentioned in the picture.

Note: It will take one day to update the Application Processing fee. In the case of fee-related queries, please write to helpdeskfinance@lums.edu.pk. Completion of all steps is mandatory. Applications, documents, or Fee received after the stipulated deadline will not be processed.