

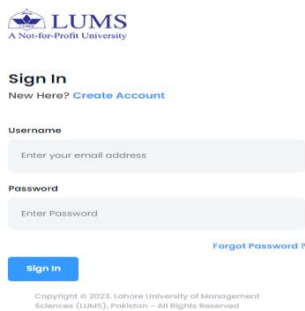
## Visiting Student Application User Guide for Students

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

### Step 1: Access the online Visiting Students application.

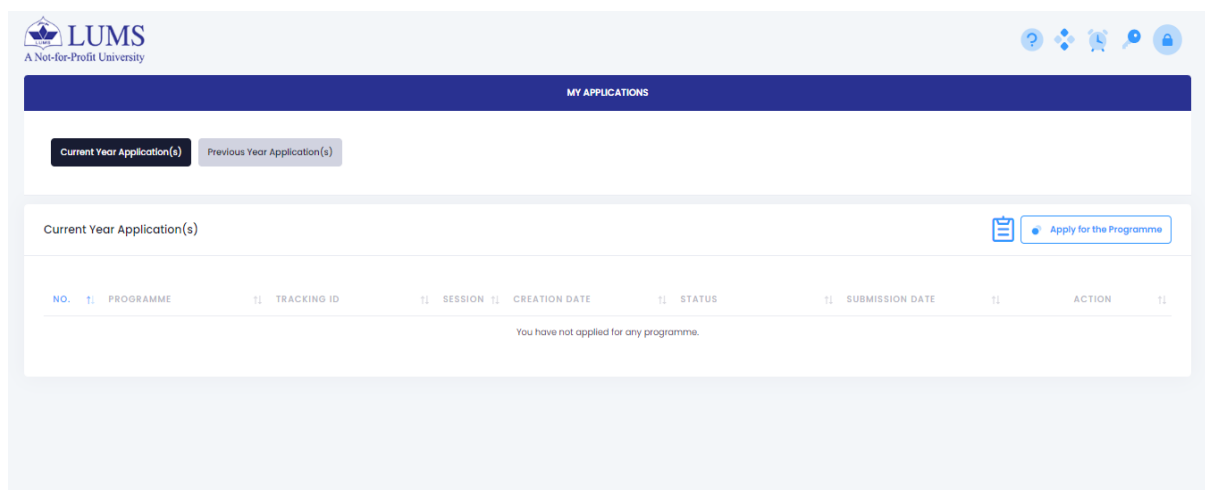
- i. Go to <https://admissions.lums.edu.pk/application/>
- ii. Create a user account and then sign in.
- iii. Enter username and password.



The screenshot shows the LUMS Sign In page. At the top left is the LUMS logo with the text 'LUMS A Not-for-Profit University'. Below the logo is the 'Sign In' heading, followed by a link for 'New Here? Create Account'. There are two input fields: 'Username' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter Password'. A blue 'Sign In' button is located below the password field. To the right of the password field is a link for 'Forgot Password?'. At the bottom, there is a copyright notice: 'Copyright © 2023, Lahore University of Management Sciences (LUMS), Pakistan - All Rights Reserved'.



- a. Select → Apply for the Programme.



The screenshot shows the 'MY APPLICATIONS' page in the LUMS system. At the top left is the LUMS logo. The page has a dark blue header with 'MY APPLICATIONS' in white. Below the header are two tabs: 'Current Year Application(s)' (active) and 'Previous Year Application(s)'. Under the 'Current Year Application(s)' tab, there is a table with columns: NO., PROGRAMME, TRACKING ID, SESSION, CREATION DATE, STATUS, SUBMISSION DATE, and ACTION. The table is currently empty, and a message below it says 'You have not applied for any programme.' To the right of the table is a blue button with a clipboard icon and the text 'Apply for the Programme'.

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

Select-> Visiting Student-Fall -> Select Programme

Select a Programme

Select a Programme you intend to apply for. Make the choice of the Programme carefully as you will not be able to change once selected.

Undergraduate Programmes Graduate Programmes PhD Programmes PHD Foreign National Programmes **Visiting/Auditing Programmes**

[Error Code: 001] Select a Programme to proceed

PROGRAMME	DEADLINE
<input checked="" type="radio"/> Visiting/Exchange Students - Fall	Tuesday ,August 22, 2023 17:00 (Pakistan Std. Time)
<input type="radio"/> Auditing Students - Fall	Tuesday ,August 22, 2023 17:00 (Pakistan Std. Time)

Previously Applied Information

Have you previously applied to LUMS

### 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.

Not Submitted

Progress

Biographical Information	Academic Information	Courses Information	Extracurricular Activities	Disability Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicants can communicate with the Office of Admissions regarding all enquiries through the **Ask Admissions** link provided at the upper right corner of the online application. The response to their queries will also be available at the same link. They should hear from us within two (2) working days.

Submit Application

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### Step 3:

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

The screenshot shows the LUMS application portal interface. The user is Romaisa Sana, with tracking ID 2023-55-028993 and username romaisasana934@gmail.com. The application status is 'Not Submitted'. A progress bar indicates 0% completion. A table lists two documents that need to be uploaded:

NO.	DOCUMENT	DETAILS	ACTION	STATUS
1	CNIC/ B-Form	No information provided.	<a href="#">Upload</a>	Not Completed
2	Certificate: [Secondary Level - 10th Grade - High School Diploma (January -2024 - January -2027)]	No information provided.	<a href="#">Upload</a>	Not Completed

- 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.

The screenshot shows the LUMS application portal interface. The user is Romaisa Sana, with tracking ID 2023-55-028993 and username romaisasana934@gmail.com. The application status is 'Submitted'. A progress bar indicates 100% completion. The 'Application Processing Fee' section is visible, with a 'Click Here' button to download the fee payment voucher.

You have successfully submitted your LUMS Online Application Form.  
To download the Fee payment voucher, [Click Here](#).

The deadline to upload all supporting documents and making the Fee payment is **Tuesday, August 22, 2023**.

**Fee Details:**

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](mailto:helpdeskfinance@lums.edu.pk). Completion of all steps is mandatory. Applications, documents, or Fee received after the stipulated deadline will not be processed.