

Standard Operating Procedure (SOP) for Admissions in Allied Health Sciences (AHS) 13 Programs and Doctor of Physical Therapy (DPT)

I. Advertisement and Application Submission

Advertisement: Admissions will be formally advertised through newspapers and an official announcement on the KEMU official website.

Eligibility Criteria for 13 AHS (4 years) and DPT (5 year) programs

1. Matriculation or equivalent securing a minimum of 60% marks.
2. Candidate must have passed obtaining minimum 60% marks, in higher secondary school certificate (HSSC) of F.Sc (Pre-Medical) or equivalent examination having minimum twelve years of education.
3. For A level Candidates, they must have passed obtaining minimum 65% marks on the aggregate, an examination of a course from a foreign university or examining body or foreign education system with at least three science subjects i.e. Physics, Chemistry, Biology /mathematics and such course must be duly certified by the Inter-Boards Committee of Chairmen (IBCC) as equivalent to higher secondary school (HSSC) or F.Sc (Pre-medical) or intermediate level of Pakistan.
4. He/She must have passed **MDCAT**, result valid for 03 years.
5. **Domicile: Punjab**
6. One (01) merit based reserved seat for AJK/Baluchistan/Gilgit Baltistan each.
7. Total of 10% Seats will be allocated for foreign nationals /overseas Pakistani candidates. SAT-II is required, IBCC equivalence required. It's a 4 year degree program with \$1000 per year fee. (Mentioned fee is only for foreign nationals / overseas Pakistani seats).
8. 2% Religious Minority Quota in Allied Health Sciences Program and DPT.

Self-Finance : *A single seat in each Program with same eligibility criteria and fee recommended by Authority. B*

Portal Open/Close: The online admission portal will open and close to receive applications according to the specific dates mentioned in the advertisement.

Application Fee: The fee for the online application form for each program is Rs. 1000/- per Program.

Quota Selection: Applicants must wisely select options for religion, province and foreign seat to be considered against relevant quotas. Selection against quota seats is conditional upon the mandatory submission of valid documentary evidence.

Aggregate Formula: The aggregate formula for calculating open merit seat will be based on marks from F.Sc. and Matric examinations ($\text{Matriculation} \times 10\% + \text{F.Sc.} \times 45\% + \text{MDCAT} \times 45\%$).

Program Selection Strategy: Candidates are advised to select their programs wisely, Applying to more than one programs will increase the chance of admission.

II. Application Finalization and Submission

Form Completion: Candidates must completely fill the online application form. (online forms are separate for each program).

Fee Payment & Upload: The admission form fee voucher generated by the portal must be paid. A photograph of the paid fee voucher must then be uploaded with the application on the portal.

Submission: Candidates must save a copy of the filled online form and submit the application. No changes can be made after the application form is submitted.

III. Merit List Display and Willingness Confirmation

Merit List Display: Following the closing of the admission portal, merit lists for AHS 13 programs) and DPT (one for each program) according to the number of seats, along with a waiting list, will be displayed on the official website after the next 12 working days.

Willingness Mandatory (2 Days): It is mandatory for candidates whose name appears with the status of "selected on merit" to submit an email on official email ID provide in the advertisement to express willingness for one particular program within the next two days.

Multiple Selection: Candidates who applied for multiple programs and appear in more than one merit list must submit an email mentioning willingness for one program only.

Email Format: The willingness email must clearly state the Candidate Name, Father Name, CNIC, and the name of the one program they are willing to take admission in.

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Finality of Willingness: Once the willingness email is submitted, the choice for selection in that particular merit list will be final and closed. Moreover, after willingness and fee submission in a particular discipline, his/her name shall be cancelled from the rest of the lists.

Rest of the Merit Lists will be uploaded in the same pattern with same time intervals.

IV. Physical Document and Fee Submission

Admission Offer (Next 02 Days): Within the next 02 days, the candidate will visit KEMU-AHS Room 5 to collect the admission offer letter (based on the willingness email) and receive the challan form for tuition fee from the budget and accounts department.

Fee Payment: The fee must be paid only at the Allied Bank Branch in Mayo Hospital. Tuition fee vouchers are separate for 4 year AHS (13 programs) and 5 year DPT program. Budget and account officer will issue challan form according to the admission offer letter and current fee of program approved by the University.

Note: After the display of merit list candidate will have total 04 days for original document and tuition fee submission in AHS Room. 05 in official timing 8:30 am to 3:00 pm at King Edward Medical University, Lahore.

Mandatory Original Documents: Candidates must bring the original documents for verification and submission:

- i. Matriculation Certificate/Result
- ii. F.Sc. Certificate/Result (IBCC equivalence if required)
- iii. MDCAT Result
- iv. Punjab Domicile
- v. Character Certificate of last attended Institute
- vi. 04 Passport size Photos with sky blue background
- vii. CNIC
- viii. Hard copy of the filled online form
- ix. Paid Challan Form (admission and tuition fee)

Quota Document Requirements:

- i. Provincial Quota seat: Domicile of that province is mandatory.
- ii. Minority Quota seat: Religion will be checked on the provided evidence.

Foreign Seat: Passport or Iqama of the candidate is mandatory.

Note: All photocopies should be attested by 17 scale Govt. Officer. Moreover, candidate will keep an additional set of photocopies of original documents at home.

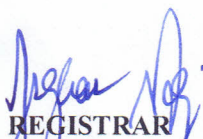
Exclusion: If a candidate whose name appears on the merit list fails to submit the willingness email, fee, and original documents within the stipulated date, it will result in their exclusion from the admission process. The seat will be nominated to the next eligible candidate on the waiting list based on merit and preference.

No Claim Right: A candidate who has not applied in a particular discipline or whose name was not selected in the merit list has no right to claim admission in that discipline.

VI. Finalization:

Admission Completion: The admission process is complete upon the submission of the willingness email, tuition fee, and original documents, and the acceptance of the offer letter by the candidate (In hard copy). Submitted fee is non transferrable and nonrefundable.

VII. Strict Actions: Error and Omission excepted, if a candidate is found ineligible due to detection of error, mistake, fraud in original credentials and misinterpretation in fee submission will result in admission cancellation at any point and strict legal action will be taken by the authority.


REGISTRAR

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