



# The Aga Khan University Online Admissions

## Navigating the AKU Online Application Form A step-by-step User's Guide

Dear Applicant,

This User's Guide has been designed to help you complete the Online Application Form. Admissions Office staff are also available if you need to talk to us. Please call us at +922 13486-4410/4412 or email [admissions.query@aku.edu](mailto:admissions.query@aku.edu) and we will get back to you within three working days of your request.

### Some advice

1. To open our Online Application Form, we recommend that you may use Internet Explorer or Firefox browsers.
2. You **must** follow the instructions and hints on each page before going to the next. Doing this will ensure that the information required on a page is complete in all respects.
3. We recommend that you review the relevant admission requirements for the programme for which you are applying **before** you complete the online application.
4. The information provided with this bell 🛎 signifies **must read** information.

### Step 1:

1. Login to the Online Application Form website: [www.aku.edu/apply-online](http://www.aku.edu/apply-online)
2. This will take you to the Login page as shown in Figure 1:



3. Click on “New User” link on the right-hand side of the screen. You will go to Figure 2

Figure 2

The screenshot shows a registration form with the following sections:

- Personal Information** (with a note: [\* is for Mandatory fields])
  - \*First Name (text input, note: [As per 10th Grade Certificate])
  - Middle Name (text input)
  - \*Last Name (text input)
  - \*Gender (dropdown menu)
  - \*Date of Birth (text input with calendar icon, note: [dd/mm/yyyy])
  - \*Marital Status (dropdown menu)
  - \*Country (text input with search icon)
  - National ID (text input)
  - Passport/NICOP Nbr (text input, note: [for Overseas Applicants Only])
  - Father's Name (text input, note: [Firstname Lastname])
- Cell Phone**
  - \*Country Code (text input, note: [for e.g 092 for Pakistan])
  - \*Mobile Phone (text input)
- Enter your personal, currently in use Email ID** (with a note: [If you do not have an Email ID, please create an account before proceeding])
  - \*Email Address (text input)
  - \*Password (text input, note: [must be atleast 7 characters long, with 1 special & 1 numeric character])
  - \*Confirm Password (text input)

A green "Register" button with a right-pointing arrow is located at the bottom right of the form.

4. Enter your Personal information as required.
5. Create your account by entering your personal email address and password as requested.



NOTE: The personal email address should be the one you will use throughout the admission process.

6. Your password must have at least 7 characters including one special character (@, #, \$, %) and one number: (e.g. Karachi.12);
7. When you click “Register” you will receive a registration confirmation email at the email address you have provided. If you do not receive a confirmation email, check your Junk email.



Note:

- You may apply for multiple programmes using the same account.
- Create only one account using only one email address.
- Only one account can be created per each CNIC, Passport Number, B-Form etc.

## Step 2 Creating your Personal Page

1. Go to your confirmation email and click on the link provided. This will take you to the login screen (Figure 1).
2. Enter your email address and password – the same email address and password that you created in Figure 2. Click “Login”.
3. The following pages (Figures 2a and 2b ) will open:

Figure 2a

Personal Details	New Application	Active Applications	FAQs	Contact Us	Application Guide	Change Password	Logout
<b>Personal Details</b> <span style="float: right;">[* is for Mandatory fields]</span>							
*First Name	<input type="text" value="UAT FN"/>	[As per 10th Grade Certificate]					
Middle Name	<input type="text"/>						
*Last Name	<input type="text" value="UAT LN"/>						
*Gender	Female <input type="button" value="v"/>						
*Date of Birth	<input type="text" value="01/01/1900"/>	<input type="button" value="BT"/>	[dd/mm/yyyy]				
*Marital Status	Single <input type="button" value="v"/>						
*Country	<input type="text" value="AFG"/>	<input type="button" value="Q"/>	Afghanistan				
National ID	<input type="text"/>						
Passport/NICOP Nbr	<input type="text"/> [for Overseas Applicants Only]						
Father's Name	<input type="text" value="UAT MN"/>						[Firstname, Lastname]
Previous AKU Student ID	<input type="text"/> [If exist]						
<b>Contact Details</b>							
Email Address	gulzar.meghani@aku.edu						
*Mobile Phone	<input type="text" value="092"/>	<input type="text" value="03341234567"/>					

4. Verify the information provided at the time of registration and complete the additional required details on the page to create an application.



For Figure 2b, the Correspondence Address: please provide the complete address to where we will courier your Admit Card.


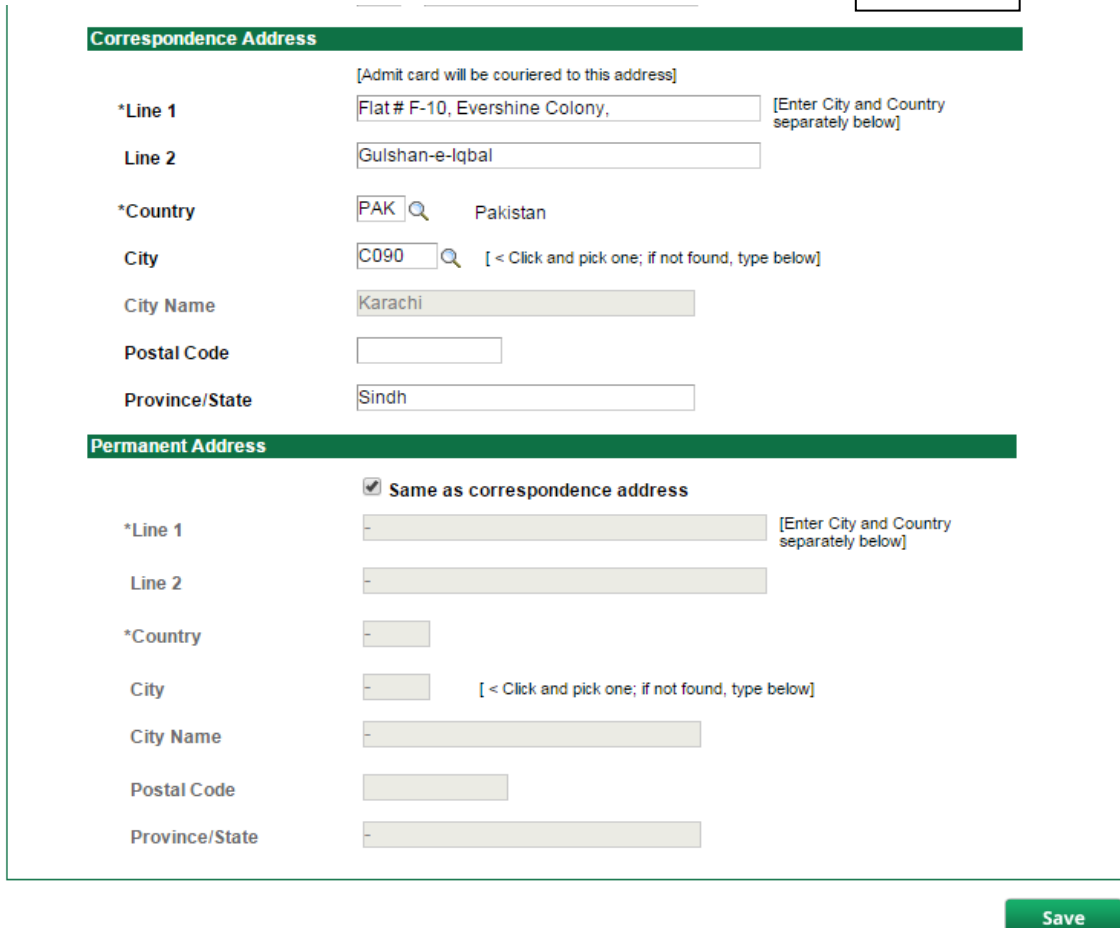
If the name of the City in which you live does not appear on drop down list when you look-up , please click “Other City” and type the name of your city in the space provided.

Figure 2b



The screenshot shows a web form with two main sections: "Correspondence Address" and "Permanent Address".

**Correspondence Address** (indicated by a green header bar):

- A note: "[Admit card will be couriered to this address]"
- \*Line 1: Input field containing "Flat # F-10, Evershine Colony," with a note "[Enter City and Country separately below]"
- Line 2: Input field containing "Gulshan-e-Iqbal"
- \*Country: Input field containing "PAK" with a magnifying glass icon and "Pakistan" next to it.
- City: Input field containing "C090" with a magnifying glass icon and a note "[ < Click and pick one; if not found, type below]"
- City Name: Input field containing "Karachi"
- Postal Code: Empty input field
- Province/State: Input field containing "Sindh"

**Permanent Address** (indicated by a green header bar):

- Same as correspondence address
- \*Line 1: Input field containing "-" with a note "[Enter City and Country separately below]"
- Line 2: Input field containing "-"
- \*Country: Input field containing "-"
- City: Input field containing "-" with a note "[ < Click and pick one; if not found, type below]"
- City Name: Input field containing "-"
- Postal Code: Input field containing "-"
- Province/State: Input field containing "-"


At the bottom right of the form is a green button labeled "Save".

When you click “Save” you will move on to the next page.

The header of this page will be “New Application.” See Figure 3a. This page allows you to select the programme/programmes for which you are applying, including the country where the programme will be offered.

Figure 3a

Program	Specialization	Program Load	Academic Year	Application Deadline	Program Commencement
<input type="radio"/> Bachelor of Science in Nursing (Post RN BScN)	-	Full-Time	2017	15/02/2016	Jan-2017
<input type="radio"/> Master of Philosophy in Education	-	Full-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Health Professions Education	Master of Health Professions Education	Part-Time	2016	15/02/2016	Sep-2016
<input type="radio"/> Master of Science in Nursing	-	Full-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Science in Health Policy and Management	-	Part-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Science in Epidemiology and Biostatistics	-	Part-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Science in Epidemiology and Biostatistics	-	Full-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Education	Teacher Education	Part-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Education	Teacher Education	Full-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Education	Educational Leadership and Management	Part-Time	2016	15/02/2016	Oct-2016
<input type="radio"/> Master of Education	Educational Leadership and Management	Full-Time	2016	15/02/2016	Oct-2016

 After choosing your programme and you have clicked the “Create new Application” button, the system will give you a prompt warning. See Figure 3b

Only if you are sure about your choice, click “Yes” to continue.


 An application once created cannot be deleted.

Figure 3b




If you wish to apply for more than one programme, you must complete all the online application requirements for one programme first. Then go to “**New Application**” again and complete the application requirements for another programme.

Following completion of the New Application information, the system will take you to the next set of screens where you will be required to enter programme-related information.

### **Step I: Academics**

On this page (Figure 4), you must enter all academic qualifications, one at a time. For example:

- Start with Grade 10 (e.g. Secondary School Certificate (SSC), O-Level etc.) in the section where it reads Certificate/degree.
- Enter the name of the Institution from where you obtained this qualification. If the specific Institution Name is not found in the lookup  field, please type the complete name of the Institution in the space provided.
- Enter the name of the Board of Education [Sindh Board, Aga Khan University Examination Board etc.] and if this is not available, the name of the country in which this qualification was completed.
- Enter the year of completion.
- Enter the grade type: this may be indicated as a GPA (Grade Point Average)/Grade/Division/Percentage; reflected on your transcript for this qualification.
- Total Marks as provided in your mark-sheet and marks obtained.



If you are awaiting final grades, you must click the “Results Awaited” box.



After you complete a ‘qualification’, if you have further qualifications to input, click on ‘Save & Add New.’ When you do this, a grid will appear at the bottom of the page. You must check the grid at the bottom to ensure accuracy of your information.

When you have completed adding all of your qualifications, click on ‘Save & Finish.’

The system will take you to the next screen automatically.

Figure 4

Personal Details    New Application    Active Applications    FAQs    Contact Us    Application Guide    Change Password    Logout

Step 1 Academics    Step 2 Other Tests    Step 3 Employment    Step 4 Academic Awards    Step 5 Prof. Membership    Step 6 Stat. of Purpose    Step 7 Acheivements    Step 8 Review & Submit

Tracking ID: 00000007 [Brochure](#) [Need Help](#)

**Step 1 - Qualification/Professional Education [Begin from Grade 10/ SSC/ O-Level to most current]**  
 [Check grid at the bottom to ensure accuracy] [\* is for Mandatory fields]

\*Certificate/Degree:  Higher Secondary Certificate

Institution:  [=< Click and pick one, if not found type below]

Institution:

Board/Country:   Results Awaited

Completion Year:

Grade Type:  Percentage [=< Click and pick one]

Total Marks:

Obtained Marks:  77.273%

Division/GPA/Grade:  [for GPA, please type]

**Qualification/Professional**

Certificate/Degree	Institution	Board/Country	Completion Year	Results Awaited	Total Marks	Obtained Marks	Division/GPA/Grade	Edit	Delete
Secondary School Certificate	A.A.IBNE SEENA ENGLISH SCHOOL	AKU EXAMINATION BOARD	2000	<input type="checkbox"/>	850.00	700.00		<a href="#">Edit</a>	<a href="#">Delete</a>

## Step II: Other Tests

This screen (Figure 5) is applicable for candidates applying for the MBBS (Bachelor of Medicine, Bachelor of Surgery) programme only. Specifically, this screen applies to candidates who are eligible to write the MCAT (Medical College Admission Test) or SAT I (Scholastic Aptitude Test -1) and, according to eligibility requirements, the SAT II (Scholastic Aptitude Test - II).

Figure 5

Personal Details    New Application    Active Applications    FAQs    Contact Us    Application Guide    Change Password    Logout

Step 1 Academics    Step 2 Other Tests    Step 3 Employment    Step 4 Academic Awards    Step 5 Prof. Membership    Step 6 Stat. of Purpose    Step 7 Acheivements    Step 8 Review & Submit

Tracking ID: 00000006 [Brochure](#) [Need Help](#)

**For applicability, please read relevant programme brochure**

**Step 2 - Other Test**  
 [Check grid at the bottom to ensure accuracy] [\* is for Mandatory fields]

\*Test ID:

\*Test Date:  [Date of test written or to be written]

\*Country:   Results Awaited

Test Component	Maximum Score	Obtained Score

**Test Details**

Test	Date	Country	Result Awaited	Edit	Delete
			<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>



### Step III: Employment

This screen (Figure 6) will only be available to applicants who must provide this information for their programme.

Please use the “Save & Add New” button for additional employment information.



Please read instructions carefully and check the accuracy of the information provided after you have completed each set of employment details.

Figure 6

Personal Details    New Application    Active Applications    FAQs    Contact Us    Application Guide    Change Password    Logout

Step 1: Academics    Step 2: Other Tests    Step 3: Employment    Step 4: Academic Awards    Step 5: Prof. Membership    Step 6: Stat. of Purpose    Step 7: Achievements    Step 8: Review & Submit

Tracking ID: 00000007    [Brochure](#)    [Need Help](#)

**Step 3 - Employment Details [State all; beginning with most current]** [ \* is for Mandatory fields ]

[Check grid at the bottom to ensure accuracy]

\*Employer:  [50 characters only]

\*Designation:  [50 characters only]

\*Country:   Pakistan

\*Start Date:

End Date:    On-going

Nature of Work [A maximum of 150 characters]:

Employer	Designation	Country	Start Date	End Date	On-going	Edit	Delete
Liaquat National Hospital	Assistant Head Nurse	Pakistan	01/01/2000	01/10/2000	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

## Step 6: Statement of Purpose

This screen (Figure 7) will only be available to applicants who must provide this information for their programme.

Figure 7

The screenshot shows a web application interface for the 'Step 6: Statement of Purpose' stage. At the top, there is a navigation bar with links: Personal Details, New Application, Active Applications, FAQs, Contact Us, Application Guide, Change Password, and Logout. Below this is a progress bar with eight steps: Step 1 (Academics), Step 2 (Other Tests), Step 3 (Employment), Step 4 (Academic Awards), Step 5 (Prof. Membership), Step 6 (Stat. of Purpose), Step 7 (Acheivements), and Step 8 (Review & Submit). The 'Step 6' button is highlighted. Below the progress bar, the tracking ID '00000007' is displayed, along with links for 'Brochure' and 'Need Help'. The main content area is titled 'Step 6 - Statement of Purpose' and contains a text input field. The input field has a placeholder text: 'Chartered in 1983, the Aga Khan University (AKU) is an international private university that currently operates in South and Central Asia, East Africa and the United Kingdom. AKU occupies a pivotal place in the Aga Khan Development Network, a group of development agencies working under the leadership of His Highness the Aga Khan, and contributes in major ways to social development. AKU prioritises higher education and research initiatives relevant to the problems of the societies in which it operates, generally in the developing world. Through on-going partnerships with prestigious institutions worldwide, AKU brings international expertise to bear upon the establishment and enhancement of its current and future programmes and services. With a growing programme offering, in addition to our existing five campuses spread over three continents, we are planning three new faculties and seven graduate schools to deliver a range of educational choices in an environment that respects cultural diversity. Our merit-based, transparent admissions process and need-based financial assistance programme attempts to ensure that a diversity of high calibre students are able to attend the programmes at AKU.' The input field is labeled 'Statement of Purpose' and has a sub-label 'Describe objectives and intent for the program applied to' and a note '[A maximum of 700 words]'. A 'Save & Finish' button is located at the bottom right of the input field.

Personal Details New Application Active Applications FAQs Contact Us Application Guide Change Password Logout

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8  
Academics Other Tests Employment Academic Awards Prof. Membership Stat. of Purpose Acheivements Review & Submit

Tracking ID: 00000007 [Brochure](#) [Need Help](#)

Step 6 - Statement of Purpose

**Statement of Purpose**  
Describe objectives and intent for the program applied to  
[A maximum of 700 words]

Chartered in 1983, the Aga Khan University (AKU) is an international private university that currently operates in South and Central Asia, East Africa and the United Kingdom.

AKU occupies a pivotal place in the Aga Khan Development Network, a group of development agencies working under the leadership of His Highness the Aga Khan, and contributes in major ways to social development. AKU prioritises higher education and research initiatives relevant to the problems of the societies in which it operates, generally in the developing world.

Through on-going partnerships with prestigious institutions worldwide, AKU brings international expertise to bear upon the establishment and enhancement of its current and future programmes and services. With a growing programme offering, in addition to our existing five campuses spread over three continents, we are planning three new faculties and seven graduate schools to deliver a range of educational choices in an environment that respects cultural diversity.

Our merit-based, transparent admissions process and need-based financial assistance programme attempts to ensure that a diversity of high calibre students are able to attend the programmes at AKU.

Save & Finish

## Step 8: Review and Submit

In addition to providing the information about your Test and Interview Centre and proof of payment (Figure 8), this section requires that you review the data already provided in the earlier pages, to submit the application and to print a copy of your application.

1. To provide information about your chosen Test Centre and Proof of Payment.



### **For Test and Interview Centre:**

View available Test Centre's from the lookup  and select one.

If the Interview Centre is not found in  the lookup, please enter your preferred choice in the space provided as "Other Interview Centre".



### **For Application Fee:**

The application fee is non-refundable. Please be sure you are eligible to apply to the chosen programme.

You must enter the following payment details:

- Accurate transaction number,
- Mode of Payment,
- Bank name and
- Date of payment as given on the receipt.

2. **Before 'Submitting' your application, please review all of the information that has been entered in the earlier pages. Then Submit.**

You must review all the entered information and then click and save information on this page.



Before final submission of the form, information can be amended on this page, in case changes are required or additional information is to be added.

To Submit and be able to get to a copy of the Application:

- After reviewing all the information, click "Save".
- The submit button will become active.
- Click the "Submit" button.
- A PDF application form will come up on the screen.
- Click "Save"
- You may now print a copy of this application form.



**NOTE:** The online system will not allow you to submit the application if any mandatory information in the form is missing.



The system will not allow any changes in the application form after the form is submitted.



**PLEASE REMEMBER:**

**This application form must be sent with all supporting documents to the address provided in the check list. The application form will not be accepted without supporting documents and the application fee.**

Figure 8

<a href="#">Personal Details</a>	<a href="#">New Application</a>	<a href="#">Active Applications</a>	<a href="#">FAQs</a>	<a href="#">Contact Us</a>	<a href="#">Application Guide</a>	<a href="#">Change Password</a>	<a href="#">Logout</a>
<b>Step 1</b> Academics	<b>Step 2</b> Other Tests	<b>Step 3</b> Employment	<b>Step 4</b> Academic Awards	<b>Step 5</b> Prof. Membership	<b>Step 6</b> Stat. of Purpose	<b>Step 7</b> Acheivements	<b>Step 8</b> Review & Submit
Tracking ID: 00000007		<a href="#">Brochure</a> <a href="#">Need Help</a>					
<b>Program Information</b>							
Country	Pakistan						
Program	Master of Health Professions Education						
Specialization	-						
Academic Year	2016						
Program Load	Part-Time						
<b>Personal Information</b>							
First Name	OL FN	Middle Name					
Last Name	OL LN						
Gender	Female	Date of Birth	01/01/1900	Marital Status	Single		
National ID Country	Pakistan	National ID	12345-1234567-8				
Passport/NICOP Nbr							
Father's Name	OL MN						
Previous AKU Student ID							
Email Address	gulizar.meghani@aku.edu						
Mobile Phone	092 34861234						
Home Phone							

**Correspondence Address**

Line 1 Flat # F-10, Evershine Colony,  
 Line 2 Gulshan-e-Iqbal  
 Country Pakistan  
 City Karachi  
 Postal Code  
 State/Province Sindh

**Permanent Address**

Line 1 Flat # F-10, Evershine Colony,  
 Line 2 Gulshan-e-Iqbal  
 Country Pakistan  
 City Karachi  
 Postal Code  
 State/Province Sindh

**Qualification/Professional Education Details**

Certificate/Degree	Institution	Board/Country	Completion Year	Grade Type	Total Marks	Obtained Marks	Division/GPA/Grade
Bach. Of Science In Nursing	AGA KHAN UNIVERSITY	PAKISTAN	2006	Grade Point Average			2.300
Higher Secondary Certificate	A.A.IBNE SEENA ENGLISH SCHOOL	AKU EXAMINATION BOARD	2003	Percentage	1100.00	850.00	
Secondary School Certificate	A.A.IBNE SEENA ENGLISH SCHOOL	AKU EXAMINATION BOARD	2000	Percentage	850.00	700.00	

**Qualification Subjects Details**

Certificate/Degree	Subject	Division/GPA/Grade	Total Marks	Obtained Marks

**Test Details**

Test ID	Component	Maximum Score	Obtained Score	Country	Date

**Employment Details**

Employer	Designation	Country	Start Date	End Date
Aga Khan University	Assistant Manager	Pakistan	01/01/2006	
Tabba Heart Institute	Assistant Nurse	Pakistan	01/01/2003	01/10/2004
Liaquat National Hospital	Assistant Head Nurse	Pakistan	01/01/2000	01/10/2000

Statement of Purpose

**Test & Interview Centre Details**

\*Test Centre  Karachi

Interview Centre  [(if not found, type below)]

Other Interview Centre

**Proof of Payment [Note: Application fee is non-refundable]**

Transaction Number

Bank Name

Payment Date

**AKU Information**

\*How did you come to know about AKU programmes?

**Terms & Conditions**

Aga Khan University reserves the right of admission. The University reserves the right to revoke admission / registration / enrolment if, in its sole discretion, it establishes that the information provided is inaccurate, incomplete and / or if it determines that the supporting documents are fraudulent. Any applicant who presents a fraudulent document in support of an application for admission may be identified to other universities and colleges.

In submitting this application for admission I declare that the statements I have made in my application are true. I understand the implications of not providing the equivalence / eligibility certificate if provisionally selected. I agree to conform to the discipline of the selection process and to accept the decision of Aga Khan University concerning the evaluation of my application and the final selection.

**Message**

Are you sure you have entered all relevant information? (31000,1060)

After submission, please take a print out of Application Form and send it with other supporting documents.  
Click Yes to continue or No to cancel.

[Please make sure to unblock pop-up button of your browser before submitting & printing the form]