



# CECOS University

## Admission Form

(to be completed by the applicant)

Form No. 2022

Paste a Picture here  
(Passport Size)  
Attested from Face side

Staple a Picture here  
(Passport Size)  
Attested from Back side

### Degree Programs Offered

● B.Sc Electrical Engineering    ● B.Sc. Civil Engineering    ● B.Sc Mechanical Engineering

### Degree Program(s) Opted (Please mention the program(s) for which you want to apply with preference of your choice)

**Note:** Any candidate selected on his/her higher choice will not be allowed to move to the lower choice (e.g. a candidate selected on choice-1 will not be allowed to shift to choice-2)

Option 1:

Option 2:

Option 3:

### ETEA Test

ETEA Test Roll No.

ETEA Test Marks

### Personal Information:

Name  Permanent Address

Date of Birth

Mobile No.

Whatsapp No.  Postal Address

Email Address

Nationality  Domicile

CNIC / Form B No.  Gender ☐ Male ☐ Female Blood Group

Do you require hostel facility? ☐ Yes ☐ No

Do you have Internet connection? ☐ Yes ☐ No

Do you require financial aid? ☐ Yes ☐ No

### Parent/Guardian Information :

Father Name  Father/Guardian Occupation

Mother Name  Designation (if in service)

Mobile No.  Whatsapp No.  Department (if in service)

Email Address  Family Annual Income

Father CNIC No.

### Academic Qualifications

Certificate / Diploma / Degree	Institution	Board / University	Session	Roll No.	Percentage
Matric or equivalent					
F.Sc or equivalent					

**For Office Use Only**

Applicant ID

## Extracurricular Activities

Event	Distinction

## Present Employment Status (if applicable)

Name of Organisation	Designation

NOC from Employer ☐ Yes ☐ No

## Declaration

I, hereby, certify that all statements given in this Admission Form are correct and complete to the best of my knowledge. I undertake that if I am admitted, I shall observe all the academic and disciplinary rules and regulations of the University. I also declare that I shall not indulge in any political activity, unionism or strikes as long as I remain a student of this University.

I further certify that I have gone through the Rules and Regulations promulgated by Higher Education Commission, CECOS University and relevant accreditation council, and those Rules / Regulations have been explained to me. I understand that these Rules and Regulations shall be binding upon me together with all amendments made therein from time to time.

The University reserves the right to change its Rules and Regulations as and when needed, without any prior notice. The changes included therein along with circulars, notices and directives issued by University authorities will be considered as part of the Rules and Regulations and shall be binding upon me.

I understand that this University will neither allow me to appear in the examination nor issue provisional certificate/degree if I have not fulfilled my academic requirements and/or financial obligations. I understand that my admission shall be cancelled at my own risk and cost, at any stage, if it is confirmed that the admission was sought on the basis of fake/forged document(s).

This University reserves the right to cancel my admission at any time, without any fee refund and liability on the part of the University if the authorities feel that I have breached any of its Rules and Regulations, resorted to any unfair means or found guilty of any moral turpitude, undesirable activity/behaviour, indiscipline or negligence in attendance/academic requirements and/or financial obligations etc.

My admission will be subject to the sole discretion of the management of this University. The decisions of the University authorities shall be final and binding upon me.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

I certify that the above declaration was signed by my son/daughter/ward with my knowledge and I affirm that he/she shall fully abide by the rules and regulations of this University and shall not take part in any activity prejudicial to the interest of this University. I also undertake the responsibility to bear all financial liabilities and pay all dues on behalf of my son/daughter/ward.

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN

## For Office Use Only

Date of Application \_\_\_\_\_

Qualification ☐ Eligible ☐ Not Eligible

Entry Test ☐ Qualified ☐ Not Qualified

Interview ☐ Qualified ☐ Not Qualified

Admission Status ☐ Selected ☐ Rejected ☐ Deferred

\_\_\_\_\_  
ADMISSION OFFICER

Fee Status ☐ Paid ☐ Not Paid

Remarks \_\_\_\_\_

\_\_\_\_\_  
FINANCE OFFICER

Class Code \_\_\_\_\_

Roll Number Assigned \_\_\_\_\_

## IMPORTANT INSTRUCTIONS / INFORMATION FOR CANDIDATES

1. Please type or fill all the particulars in your own handwriting.
2. Incomplete form will not be entertained and will be returned or shall be kept pending till the deficiency is removed by the due date.
3. After the notified due date the pending form(s) will be treated as rejected.
4. Please mention priorities of your intended disciplines carefully. A candidate who apply for more than one discipline as Option 1, 2 and 3 and is selected for admission in his/her 2nd or 3rd Option and want to wait for 1st Option, he/she will have to get admission in the discipline of his/her 2nd or 3rd Option, otherwise his/her 1st priority will be treated as forfeited.

### Example - 1

If a candidate is interested in more than one options and he/she has to mention his/her options as under:

**Option 1: Civil Engineering      Option 2: Electrical Engineering      Option 3: Mechanical Engineering**

In case the candidate has given multiple options as above but in the initial merit list the candidate is selected for admission on his/her 3rd priority "Mechanical Engineering" or 2nd priority "Electrical Engineering", he / she will have to get admission in that disciplines, if he/she wants to wait for his/her higher choice i.e Option 2 "Electrical Engineering" or Option 1 "Civil Engineering". When the merit goes down and the candidates admitted on 3rd Option or 2nd Option, might become eligible for his / her higher choice, his name will be automatically shifted to his / her higher choice. If, the candidate does not get admission on his / her 2nd and 3rd choice, his / her higher choice(s) i.e 1st / 2nd option will be treated as forfeited.

### Example - 2

Those candidates, who are interested for admission in only one discipline, shall give their option as under:

**Option 1: Civil Engineering**

**Option 2: Nil**

**Option 3: Nil**

**OR**

**Option 1: Electrical Engineering**

**Option 2: Nil**

**Option 3: Nil**

**OR**

**Option 1: Mechanical Engineering**

**Option 2: Nil**

**Option 3: Nil**

**Note: Change / Addition of Option(s) will not be admissible.**

5. Any candidate selected on his/her higher choice will not be allowed to move to his / her lower choice e.g a candidate selected on choice-1 will not be allowed to shift to choice-2 or choice-3.
6. The merit list will be displayed on the University Notice Board and Website ([www.cecos.edu.pk](http://www.cecos.edu.pk)) as per schedule of admission and it will be responsibility of the individual candidate to check his/her own score.
7. The candidates selected for admission in the merit list will have to deposit their fee before the due date. After due date no request for admission will be entertained.
8. Please attach the following documents with the Admission Form:
  - i) Matric / Equivalent Certificate
  - ii) Matric Detailed Marks Certificate
  - iii) Intermediate/Equivalent Certificate
  - iv) Intermediate Detailed Marks Certificate
  - v) 3 Passport size photographs (two attested on face side and one on back side)
  - vi) Domicile Certificate
  - vii) Character Certificate from the Institution last attended
  - viii) Computerized National Identity Card/Form B
  - ix) Computerized National Identity Card of father
  - x) Undertaking on Non-Judicial Stamp paper of Rs. 100/- (specimen given overleaf)
  - xi) Employer's NOC, if in service.

### Note

- i) Please bring all original documents for verification, at the time of admission.
- ii) In some cases the original documents may be referred to issuing authorities for necessary verification.

### 9. Refund Policy

Admission fee once deposited will not be refunded. Whereas, the tuition fee refund policy (in accordance with HEC / Islamabad High Court decision) will be as under:

%age of Tuition Fee	*Timeline For Semester
Full (100%) Tuition Fee Refund	Upto 7th day of commencement of classes
Half (50%) Tuition Fee Refund	From 8th to 15th day of commencement of classes
No Fee (0%) Refund	From 16th day of commencement of classes

\*The time line for refund is irrespective of the fact that be student has attended the classes or not

10. After 1st Semester, it shall be mandatory for every student to get himself/herself registered for every next semester, within one week (seven days) of commencement of classes, after payment of prescribed semester dues, failing which the student concerned shall not be allowed to attend the classes. The students, who fail to deposit the semester fee / dues within the specified period of one week, shall also be liable to pay fine, as per policy.
11. Affirmation of the above mentioned instructions

we hereby, certify that we have read and understood all the above instructions.

SIGNATURE OF APPLICANT

SIGNATURE OF PARENT / GUARDIAN



# CECOS University

## Undertaking

(to be duly attested by Gazetted officer  
of Government / Notary Public)

(On a non judicial stamped paper of not less than Rs.100/-)

Paste a Picture here  
(Passport Size)  
Attested from Front side

I, Mr / Miss / Mrs \_\_\_\_\_

son / daughter of \_\_\_\_\_ do hereby solemnly pledge:

- To sincerely endow all efforts on my studies, assignments and classroom participation.
- To respect all my teachers and willingly cooperate with them.
- To be supportive with the administration, faculty and other staff members of this University and with the students of my class / other classes.
- Not to have either direct / indirect affiliation with any political party or indulge in politics, during my stay at the University.
- Not to engage in agitation of any kind or indulge in any immoral activity.
- Not to indulge in any activity obnoxious to Islam or other religions.
- Not to associate myself with an organization, society or club that promotes caste distinction, linguistic or antisocial feelings.
- Not to cause any disturbance in the premises of the University.
- Not to keep or carry weapons, narcotics or immoral literature in the premises of the University.
- Not to smoke, use drugs or indulge in alcoholic beverages at the University.
- To strictly abide by all circulars / directives issued from time to time by University authorities during my studies.
- Not to challenge in any court of law, the rules or decisions of the Management regarding cancellation of my admission, punishment or demotion or any other action that may lead to my immediate expulsion. In case of any litigation, however, I shall indemnify the University of all the cost and expenses of litigation, irrespective of outcome thereof or party approaching other court.
- To accept that ultimately the Management will not be responsible for any loss of time or financial loss to me and it will not be liable for payment of any compensation, whatsoever, the decision of Management / President being final.
- In case I am found guilty of indulging in politics / strikes / unionism / indiscipline / unfair-means or any other activity jeopardizing the sanctity of CECOS University of IT & Emerging Sciences, I may be expelled from the University without any notice and liability.

I also certify that I have gone through the Rules and Regulations promulgated by Higher Education Commission, CECOS University and relevant accreditation council and those Rules / Regulations have been explained to me / I have been made to understand them entirely and those Rules and Regulations shall be binding upon me together with all amendments made therein from time to time.

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN

\_\_\_\_\_  
SIGNATURE OF APPLICANT

### WITNESS - 1

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

CNIC No. \_\_\_\_\_

### WITNESS - 2

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

CNIC No. \_\_\_\_\_