



NOP ONLINE APPLICATION – INSTRUCTIONS

Deadline for online application submission – 16th March 2021 till 05:00 PM PST

Deadline for document submission – 18th March 2021 till 05:00 PM PST

APPLICATION FORM

Welcome to your NOP Summer Coaching Session (SCS) 2021 Online Application.

Given below are details regarding each section you will need to fill in the NOP Summer Coaching Session (SCS) 2021 Online Application:

- Please fill in all the required fields (marked with an asterisk *) carefully. If you are confused please place your cursor within the field and hints will appear to help you understand what information is being asked.
- In order to successfully submit your application, you are required to complete all sections. Once you complete each section, its respective status box will turn from red to green.
- Applications with incomplete/ invalid information regarding biographical/ academic/ financial data will not be processed further.
- Also you will need to submit the necessary supporting documents without which applications will be disqualified.
- You must provide accurate and up-to-date information. Any misrepresentation will lead to your immediate disqualification from the application process.

If at any point you wish to communicate with a NOP representative, please click on the ‘Ask NOP Centre’ option and you can send in your query and attach a screenshot (if needed) for elaboration.

Section 1: BIOGRAPHICAL INFORMATION

In this section, you will be asked to input all your **Personal Information**.

- Make sure to enter the correct spellings and data as per your educational certificates and ID. If you are below 18 years please use your B-Form, if you are above 18 please refer to your CNIC (Computerized National Identity Card).
- You will need to upload a recent photo of yourself. Please keep in mind the below instructions when uploading your picture in order for your upload to be successful:

Picture Upload [Instructions]

All applicants are required to upload a recent photograph. The uploaded file must be in **.jpg** format and the file size must be less than 1 MB. The photograph you provide here will be used for the verification of your credentials throughout your association with LUMS. Therefore, you are advised to upload a 2 inch by 2 inch size recent photograph with a clear white/ blue background.

NOTE: Applicants are required to upload their recent passport size photograph according to the picture uploading instructions given below. Applications with an invalid picture format will not be processed further.

To do this, use the "Choose File" field on the 'Biographical Information' page, and then browse and select your photo to upload it to the system. It will be visible to you, once you save the biographical information, by clicking ‘Save and Return’ at the end of the page.

Best practice: Go to a professional photographer and hand over the details listed below; he will take a photograph, resize it accordingly and give it to you on a USB drive or a floppy disk. Remember, we need a good quality photo which must meet the following criteria:

1. Include a full face, front view and open eyes
2. Make sure photo presents full head from top of hair to shoulders
3. Take the photo in a plain white or blue background
4. Should not include any Instagram or Snapchat filters

This will be followed by filling out the Parent/Guardian Information.

- Make sure the correct spellings and CNIC numbers are provided. You will also be asked to specify the professions and marital status of your Parents and Guardian. A Guardian is a person who supports you financially (this could be your Father/ Mother/ Grandfather/ Uncle/ Aunt etc.). Most people choose their Father as their Guardian, if that is the case input the information accordingly.

You will be then be asked to provide Contact Information.

- The email you chose to create your Online Application Account with will be your primary email to which all correspondence will be sent; you have to also provide a secondary email address.
- Your mobile number should be your personal number. However, if you do not have one you can list your Father/ Guardian's number.

The next section to be filled out is your Permanent Mailing Address.

- This is the address where you and your family have been living for an extended period of time. Please be as specific as possible, include your house number, street number and any visible landmarks nearby so that TCS courier service can reach you easily.
- Choose your Province, City and District from the drop-down list provided.

This will be followed by your Current Mailing Address*

- This refers to your address where you may be living at present. If you live with your family, you can choose to input the same information as your Permanent Mailing Address. If you are living somewhere else at present i.e. hostel, relative's house etc. and would prefer to receive mail at that address, please provide it accordingly.

***Your mailing address should be accurate and detailed since we will be forwarding postal correspondence to the provided address.**

Section 2: ACADEMIC RECORD

In this segment, you will be required to input your academic data.

In the first section, you must provide details of your Secondary School Information.

- You will need to input your Total/ Obtained Marks if you are a Matric student or your Subject Grades if you are an O-Level student.
- Details of your school/ college, year of completion, your board examination roll number and your position in the exams will also be asked. Please be aware that if the total percentage of your marks is below 80% **you are not eligible to apply.**

The second section requires your Post-Secondary School information.

- You will need to input your Total/ Obtained Marks if you are an Intermediate student or your Subject Grades if you are an A-Level student.
- In case you have not appeared in Inter/ A Levels examination or are waiting for result choose 'Result Awaiting'. You will need to fill in similar details of your school as mentioned above.

Section 3: REFERENCES

Please provide the details of an educational reference who knows you personally. It can be your teacher, principal, student counsellor or headmaster.

- Please give details about which school they taught you at, their contact number and their email address. If they do not have an email address you can leave that field blank.

The NOP Centre reserves the right to contact your given educational references at any time during the application process.

Section 4: OTHER INFORMATION

This section will ask you three things:

- Do you have internet access at home or nearby? You must have a working internet connection in order to complete your Online Application as well as keep up with all future email correspondence from the NOP Centre. If you do not have internet access at your home, an internet café close by or a friend/ relative's house close by can be utilized.
- Have you attended the NOP SCS in previous years? If you have attended the NOP SCS between 2015 to 2019 please specify the year.
- How did you get to know about the National Outreach Programme? You can choose multiple options.

Section 5: FINANCIAL INFORMATION

This section will require you to state all your income and expenditures. All amounts must be **ANNUAL** and in Pakistani Rupees (PKR)

Sibling Information:

- Please provide academic/ employment information details of your siblings (brothers and/or sisters). In case of studying, you will need to provide the school/ college names and annual fees of your siblings including any scholarship they may be on.
- You must specify your siblings are working. If yes, state the annual income & contribution towards your household.
- If a sibling is neither working nor studying, only then choose the 'Other' option.

Asset Information:

- Your assets include your family's house, plot, agricultural land, shop/ building or any other possessions. Please make sure you specify what type of asset you possess, its size and its market value.

Asset Information (Savings):

- Your Savings include your family's cash, gold, fixed deposit or saving certificates. You must specify the total value in PKR.

Automobile Information:

- If your family owns any automobile such as a bicycle, car, rickshaw, motorcycle, tractor and van; you must include its details. You will have to provide its model, make and ownership details.

Loan Information:

- If your family has taken a loan you must include the amount and the source from where the loan was taken. This could be through the bank, a relative or an employer.

Family Income Information:

- In this section, you must provide the annual income of all the earning members of your family. It will include the income of your father, mother and contribution of guardian to the house hold.

Family Expense Information:

- You must provide a summary of your annual expenditures in the mentioned fields. Please ensure there is no discrepancy between your income and expenditure.

Short Essay:

- You will have to describe the reasons why you think you deserve the NOP Scholarship in the form of a short essay.

Section 6: ESSAY

- The personal essay is a chance for you to share your personal accomplishments with us. You can talk about your best characteristics, your academic achievements, extra-curricular activities and any other factor that will show your calibre as a student. You must express your ideas in English and in the form of a structured essay.

SUBMISSION

- Make sure you review your application completely before clicking on the submit button as you will not be able to edit any information afterwards. Once you successfully submit your application you will be notified of its submission via email. Regular correspondence will be maintained with you during application processing.

DOCUMENT CHECKLIST AND MAILING LABEL

- After submitting your application, you will be able to view your checklist of required documents, mailing label and your updated application status.
- The **Checklist for Academic and Financial Aid Documents** will appear right after you submit your application.
- Select one option against each document under the ‘**Academic Documents**’ & ‘**Financial Aid Documents**’ headings.
- Under ‘**Academic Documents**’; the documents listed with only a single option of “Will send via post/courier” are mandatory to send.
- Under ‘**Financial Aid Documents**’; please check the documents that apply to your household. (It is advised not to select ‘Not Applicable’ for all the documents as your application will be considered incomplete.)
- After filling the checklist, click on the save button. The ‘**Download Mailing Label**’ tab will appear on the upper right corner in green color. Print the mailing label and paste it on the envelope. Please be sure to enclose all the required documents in a single envelope and send it via post/courier.
- **Both academic and financial documents are required to complete your application. Applications with incomplete or invalid information/ documents will not be processed further.**
- You can also review your application by clicking “**Print Application**” in the sidebar on the left side of your screen. (It is advised to save/print a copy for your record.) The document checklist and mailing label can later be viewed by clicking on the third option named “**Document Checklist and Mailing Label.**”

Important Note: For your application to be considered, be sure to click the submit button before March 16th, 2021 till 05:00 PM PST (in the evening) as the system will not accept any application after the deadline passes. Any package including your academic and financial aid documents couriered after the deadline has passed will not be accepted. Students will be informed of their selection/non-selection by the end of June 2021.

We wish you all the best and hope to see you pursue your educational goals here at LUMS through the NOP.