Kathmandu University

School of Science

Undergraduate Program Admission 2023

Procedure of Application, Admission and Payment 2023

July 2023

KATHMANDU UNIVERSITY
School of Science and School of Engineering

Undergraduate Programs
Call for Application for Admission

<u>Procedure of Application, Admission and Payments 2023</u>

Kathmandu University calls for application for admission in Undergraduate Programs in School of Science for the academic year **2023.**

This document introduces the applicant about the details of application procedure for the **entrance exam** and the admission thereafter.

1. **Before Applying**

   1.1 Application for the admission is to be done through the online portal. *Online* registration will be available from **25 July 2023, 10:00 AM to 15 August 2023, 12:00 midnight.**

   1.2 Before, starting to fill the application form, obtain information about the intended program and subject area and decide on the program and subject area for application and accordingly make decision on test group (PCM or PCB). (For information on offered programs, intake capacity, eligibility criteria and test groups, read '**Admission Call 2023**'.)

   1.3 Be sure and clear about the admission requirements, required qualifications, criteria and procedures for the program you plan to apply for.

   1.4 Fee structure for each program is available in the admission document '**Admission Call 2023'**.

   1.5 For details on the programs and subject area, refer **https://sos.ku.edu.np/programs** or visit the respective departments.

   1.6 **Note the deadlines** for online application and other activities.

2. **Filling ONLINE Application Form**

   2.1 Fill the online application form available at **https://apply.ku.edu.np or https://sos.ku.edu.np/admission.** A valid **email ID** is required for online application.

   2.2 Candidates first need to register with the name, email and password. **Confirmation link** and **confirmation code** will be sent to the applicant by email. Be sure to click on the confirmation link and enter the confirmation code for online application.

   2.3 Use the login credentials provided to log into the online application system. Follow the following step for online application:
      a. Fill up the personal and academic information.

b. Select KU SoS-PBT test group. Only one out of PCM and PCB shall be chosen.

c. Select the program and subject area of choice. ONLY ONE subject area shall be chosen.

d. Fill other sections as required.

e. Select preferred entrance exam center.

f. Upload your recent passport size photograph. Requirements for a valid photograph are explained in appendix A1.

g. Submit details of your personal identification document and upload the scanned copy of the document. Personal identification document must have candidate's photo. You must be able to produce the original of the same identification document during entrance test and admission, if admission is offered. Only following are considered as valid identification document:
   - Citizenship Certificate
   - Passport (with valid date)
   - Admit card of final examination of 11 or 12 (or equivalent).
   - Driving license (with valid date)

h. Upload required documents. Requirements for the document format are explained in appendix A2.

i. Information filled in earlier sections be saved and edited later. However, once the candidate uploads the documents, the payment evidence and submits the form, he/she will not be able to make any changes. Forms will be submitted once information is filled and **declaration is checked**.

j. In case of confusion or inability to complete online form, e-mail your queries to *sos_admission@ku.edu.np.*

k. Be sure to submit the completed online application form before the deadline.

2.4 Pay the required application processing fee (**non-refundable /non-transformable)** of **NRs. 1,500/-** (Nepalese Rupees, One thousand and five hundreds only). Application processing fee can be paid through following means:

a. Using digital transection portal:
   i. eSewa

Note: Don't transfer fee through the digital wallet using bank transfer mode*. Only use the method as mentioned below. Other method of transfer may not be considered as valid transfer.*

Methods to pay:

eSewa
   - Open eSewa App and login (You can also use *www.esewa.com.np*)

2

- Click **Education Fee** (icon)
- Select **'College Fee payment'**
- Search **KUSOS (Kathmandu University School of Science '** in the search box
- Select **'Entrance Fee'**
- Fill the required details **(Student Name, Mobile Number, Amount (NRs 1500)**. Write your program in **"Remarks"**
- Proceed for submission (**NOTE** the **'Transaction ID'**. (If you are using www.esewa.com.np, note the **'Reference code'**.
- Provide your '**Transaction ID**' or '**Reference code**' in your applicationform.

b. Bank Payment: (*Fee transfer from Nepal and India*)
Bank Name: Nepal Investment Mega Bank Ltd.
Bank Address: Banepa, Kavre, Nepal
Swift Code: NIBLNPKT
Account Name: KU-School of Science
Account Number: 00501030255530

Methods to pay:
- Visit any branch of Nepal Investment Mega Bank and deposit NRs 1500/ in the account name KU-School of Science (account number 00501030255530).
- Applicant's name needs to be indicated in the voucher.
- Take a clear picture of the voucher and upload it in the application form.
- *From India repeat the above mentioned process through any partner bank and deposit equivalent Indian rupees.*
  Note: Deposit the payment only through voucher in this account. Other means of transfer may not have considered as valid transfer. Don't transfer fee through the digital wallet using bank transfer mode. If you are using digital wallet follow the steps mentioned in section 2.4 a.

c. Provision for foreign student:
Bank Name: Nepal Investment Mega Bank Ltd.
Bank Address: Banepa, Kavre, Nepal
Swift Code: NIBLNPKT
Account Name: Kathmandu University
Account Number: 005 05010 2500 30 (USD)

Methods to pay:
- Visit any international partner bank / fund transfer portal. Fill up detail of bank as mentioned above, "Provision for foreign students" and deposit equivalent amount of NRs 1500/. [***For exchange rate (NRs to USD) use following link,*** *https://www.nrb.org.np* ***]***
- Applicant's name needs to be indicated in the voucher (receipt).
- Take a clear picture of the voucher (receipt) and upload it in the application form.

Note: Money transferred in other accounts of university will be considered as invalid transfer. PBT committee will not be responsible for any refund in this case.

2.5   Submit the evidence of the payment in the application portal.
2.6   Download and print your admission card after it becomes available in your

account. For this, you should login again to the application portal with your login credentials. Admission cards must be printed in **COLOR**. Candidates must present the color printed admit card along with the original personal identification document (the same document submitted while filling the application form) at the entrance exam center.

3. After Application Form Submission

3.1 Wait for your entrance exam schedule to be available. Entrance exam schedule will be made available through the notice published in university website and the application portal.

3.2 Appear in the **entrance test** in your scheduled date, time and exam center. There will be No Rescheduling of the entrance exam date or time.
Please Visit Site https://sos.ku.edu.np/admission

4. Entrance Test

4.1 Entrance exam is conducted at in different cities across the country. Also, note the following for appearing in the test:
   a. Be sure to arrive well ahead of time at exam centers. Arrive at least 30 minutes before the commencement of the examination.
   b. Follow the published instruction and obtain information about your examination room / seat plan.
   c. Do not forget to bring your **admission card** and **original personal identification** (the one that was uploaded during application).
   d. Only pens and pencils are allowed in the test room.
   e. Calculator is allowed but mobile phone, wireless devices, or any other portable electronic devices are **strictly prohibited**.
   f. Note any other rules mentioned in the entrance admission card and comply with the rules.
   g. Failing to comply with the examination rules and attempt of use of any unfair means in the examination will result in disqualification from the admission process.

4.2 Wait for the result of entrance exam and subsequent admission notices to be published in KU website https://apply.ku.edu.np for further process regarding admission.

4.3 For more detailed information on entrance exam, read the document '**Information on entrance exam rules, syllabus and sample questions.**'

5. Admission offer and admission

5.1 Admission offer list will be published on merit basis.

5.2 Admission will be offered to other students on merit basis through subsequent merit list if the seat remains unfilled from the first merit list. Detail about the subsequent list will be provided by admission committee.

5.3 If seats remain unfilled even after the subsequent merit lists, admission committee

may decide to fill the seats through EOI (expression of interest).

5.4   Other details of admission process and schedules will be as decided by the admission committee.

6.   Schedule and Some Important Deadlines

6.1   Some important schedules and deadlines are listed below:

Activity	Period / Deadline	Remarks
Publication of the application notice	23 July, 2023	KU Website/Social media
Registration, Application Form Filling and Payment OPEN	25 August, 2023	Online through application portal Payment: *eSewa, and Bank*
Last Date of Registration	15 August , 2023	Online
Application Form Filling and Payment CLOSED	16 August, 2023	Online
Activity	**Notification Date**	**Remarks**
Admit Card Available	**Notice will be published on KU website: https://sos.ku.edu.np/admission**	Online / After the verification of the application
Entrance Exam Centers		Biratnagar, Janakpur, Bharatpur, Dhulikhel, Kathmandu, Pokhara, Butwal, Mahendranagar
Publication of entrance exam score		KU Website
Publication of Program Wise Merit List for Admission Purpose		KU Website
Notice Published for Admission Process		KU Website / Main Campus

- **Schedule may be adjusted on requirements. There may be changes in activities, evaluation modes and dates. Any adjustment in schedule will be notified in KU website.**
- **School Admission Committee and Quota Admission Committee are separately formed to conduct admission process.**
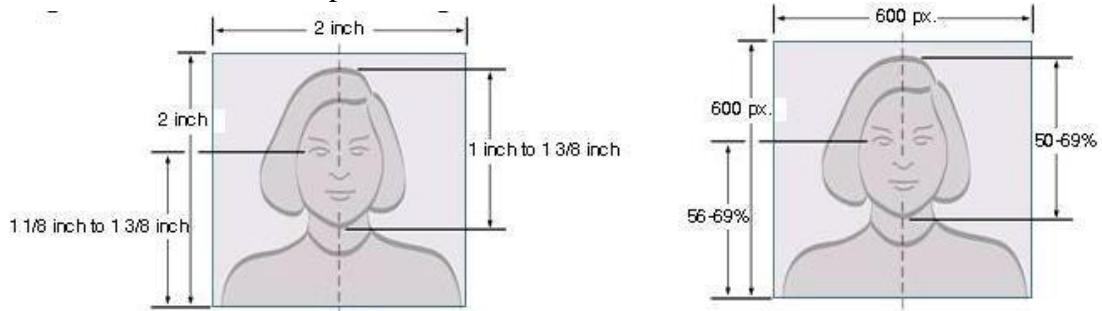
7.   Provision for Foreign Nationals:
- Foreign nationals are eligible to apply for admission, provided they fulfill all minimum requirements.
- There is reserved quota for foreign nationals.
- Please contact school administration for more information about admission for foreign nationals.

Appendix:

A1.   Photo Requirements:
- Photo must be in **color**.
- Photo must be a **recent photo** of the candidate.
- Face must be **clearly visible** with light plain background.
- At least 50-60 % of image must be covered with face.
- Size of the photo must not be larger than 500 KB.
- Please refer to the template below:

NOTE: The entrance committee and admission committee reserves the right to reject any candidate in case the photo submitted is very old and/or does not resemble to the candidate's present appearance.

A2.   Format of Documents to be uploaded:

- The scanned document must be **clear** and **readable**.
- All portion of the document must be clearly visible.
- The size of each document must not be larger than **500 KB**.
- Document must match with the details submitted during the filling of the admission form.
- The documents submitted with the application form must be produced in **originalduring admission**, if admission is offered.

NOTE: The entrance and admission committee reserves the right to reject any candidate in case the copy and the original of the document submitted does not match. The candidate may also be rejected if a major discrepancy is identified between the details filled in the form and the documents submitted/original produced.