



Pokhara University
School of Engineering
CALL FOR APPLICATIONS (FEE-PAYING)
Undergraduate Program
Admission Committee-2082
Guidelines to fill online application form

“Apply early to avoid last-minute issues.”

A. Before you start your application

1. Ensure you meet the **eligibility** criteria.
2. Ensure you have a valid Email ID and mobile number.
3. Ensure you have scan copies of your passport size photo and academic certificates (Grade 10 (SEE), 11 and 12(SLC) or equivalent).

B. Registration

1. Go to Online Application portal <https://entrance.pusoe.edu.np>.
2. Create your account using your valid email.

C. Fill up you form

1. After registration completion, login into your user account using your email and password.
2. Fill up the form as stated there.
3. Provide all valid information including your contact number which will be used to communicate with you.
4. Upload the scan copies of your documents which must be clear (non-blurry).
5. For the proof of payment, upload the screenshot of the transaction record of your online payment. We prefer the transaction record of your online payment in pdf format). Be sure that you pay not less than NRs 1600. Re-check all details before paying the fee; it is non-refundable.
6. Provide the correct information and upload only relevant documents.

D. Quality of your passport size photo

- Photo must be recent, clear and must be in right orientation as shown in below:

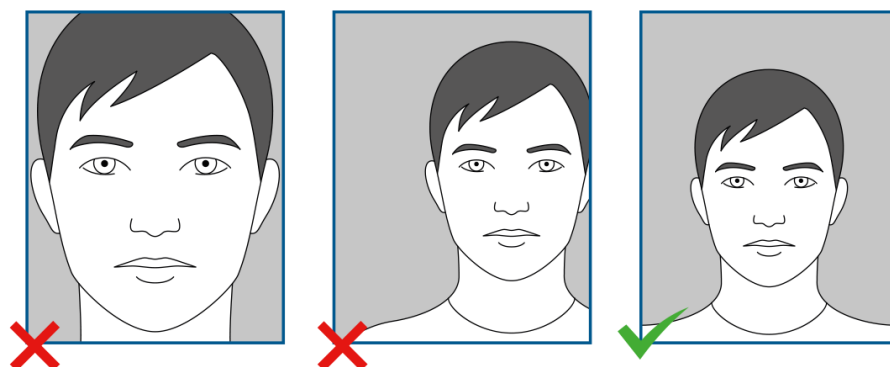


Figure :- From left to right: 1. Head not shown in full. 2. Head not centered.
3. Correct.

E. Online payment procedure

- Open and login into your mobile banking app on your smartphone.
- Use the "Scan" feature to scan the QR code provided for online payment.
- Enter the payment amount equal to NRs 1600.
- Verify the details and authorize the payment.
- Save Confirmation:** Either take a screenshot or download the payment slip.
- Upload the Payment Slip** in the designated section.



QR code for payment

Notes:

1. All decisions made by the Entrance Committee 2082 shall be final and binding.
2. Submission of false or misleading information may lead to cancellation of the application and could result in legal action as per prevailing laws.