

IVS ADMISSIONS

Online Admissions Portal

A Step-by-Step User Manual for Creating an Account,
Completing Your Profile, and Submitting Your Application

Prepared for prospective applicants | Version 1.0
July 2026

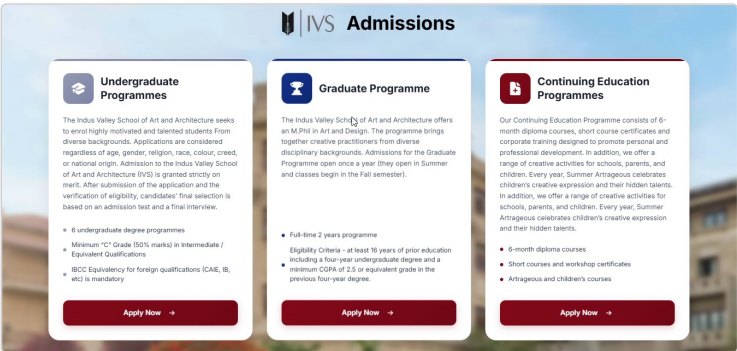
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1. Creating Your Account

1 Open the IVS Admissions site and choose a programme

Go to the IVS Admissions website. On the homepage you will see three programme cards: **Undergraduate Programmes**, **Graduate Programmes**, and **Continuing Education Programmes**. Read the short description under each card, then click **Apply Now** under the programme type you want to apply for.



2 Fill in the "Create Account" form

Clicking Apply Now takes you to the **Create Account** page. Enter the following details:

- **First Name** and **Last Name**
- **Date of Birth** — click the field to open the calendar and select day, month, and year
- **Mobile Number** — include your country code
- **Email** — use an email address you check regularly, since it will be used to verify your account
- **Password** and **Confirm Password**

Tick the box under **Note** confirming "*I acknowledge that I have provided correct information,*" then click **Submit**.

If you already have an account, click "Already have an account? Sign In" at the top of the form instead of filling it out again.

The image shows the 'Create Account' form on the IVS website. The form has a header with the IVS logo and 'Create Account'. Below this, there's a link 'Already have an account? Sign-In'. The form contains several input fields: 'First Name', 'Last Name', 'Date of Birth', 'Mobile Number', 'Email', 'Password', and 'Confirm Password'. At the bottom, there's a 'Note' section with a checkbox for 'I acknowledge that I have provided correct information.' and a 'Submit' button.

2. Verifying Your Account (OTP)

3 Enter the One-Time Password (OTP)

After you submit the Create Account form, a **Verify Your Account** pop-up appears. A 4-6 digit OTP is sent to the email address you registered with. Check your inbox, copy the code, and type it into the boxes provided.

Click **Verify & Continue** to confirm the code.

Didn't get the code? Use the "Resend OTP" link shown under the code boxes. Codes typically expire after a short time, so enter it promptly.

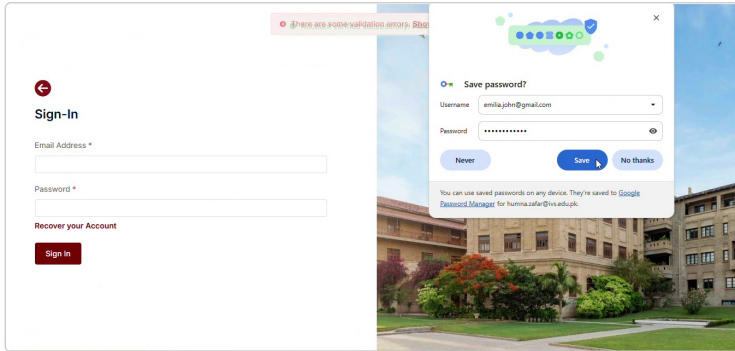
The image shows the 'Verify Your Account' pop-up on the IVS website. The pop-up has a header with the IVS logo and 'Verify Your Account'. Below this, there's a message: 'A 6-digit OTP has been sent to emilia.john@gmail.com. Please enter it below to verify your account.' The OTP is displayed as '814136'. At the bottom, there's a 'Verify & Continue' button. The background shows the 'Create Account' form with a 'Submit' button.

3. Signing In

4 Sign in with your new account

Once your account is verified, you'll be directed to the **Sign-In** page. Enter your registered email address and the password you created, then click **Sign In**.

If your browser flags your password as previously exposed in a data breach, consider changing it to something unique before continuing.



4. Completing "My Profile"

5 Open "My Profile" and add your personal details

After signing in you will land on the **My Profile** page. This is where you build your applicant profile before starting an application. Fill in each field, including:

- **Profile Image** — drag and drop a photo, or click to browse your files (JPG/PNG, max file size as noted on the form)
- **First / Middle / Last Name, Email, Nationality, Passport No.**
- **Mobile Number, Alternate Email, Alternate Number**
- **CNIC / National ID** — upload a copy of your ID document
- **Date of Birth, Gender, Marital Status** (choose from the dropdown)
- **Residential Address** — house/apartment/unit, city, and area
- Whether your **postal address** is different from your residential address, and if so, the postal details

If a field is left blank or entered incorrectly, a red banner reading "There are some validation errors" appears at the top of the page. Click "Show Details" to see exactly which fields need to be fixed.

The screenshot shows the 'My Profile' page. At the top, a red banner reads 'There are some validation errors. Show Details'. The page has a sidebar with 'My Profile', 'My Application', and 'Application Status'. The main form includes a 'Profile Image' upload area, and fields for 'First Name', 'Middle Name', 'Last Name', 'Full Name', 'Email', 'Nationality', 'Passport No.', 'Mobile Number', 'Alternate Email', 'Alternate Number', 'Date of Birth', 'Gender', and 'Student's Marital Status'. Some fields have character counts (e.g., 6 / 30, 0 / 30, 4 / 30).

5. Adding Family / Guardian Information

6 Answer the accessibility question and add parent/guardian details

Scroll down to answer "**Do you have any special needs to attend the program?**" (Yes/No).

Next, complete the **Father's Information** and **Mother's Information** sections: full name, CNIC, profession (choose from the dropdown, e.g. Private Sector, Government Employee, Self Employed, Business, Unemployed, Retired), mobile number, email address, and a scanned copy of their CNIC.

Under "**Who is the guardian?**" select the relevant option, then fill in the **Guardian's Information** section the same way (name, CNIC, mobile, email, address, profession, and relationship to you).

When finished, click **Save & Go Back** to save your profile.

The screenshot shows the 'My Profile' page with the 'Father's Information' and 'Mother's Information' sections. The 'Father's Information' section includes fields for 'Father's Last Name', 'Father's CNIC', 'Father's Mobile No.', and 'Father's Email Address'. The 'Mother's Information' section includes fields for 'Mother's First Name', 'Mother's Last Name', and 'Mother's CNIC'. There are also upload areas for 'Father's CNIC Copy' and 'Mother's CNIC Copy'. A file explorer window is open in the background, showing the 'My Drive' folder and a file named 'my logo.jpg'.

6. Starting a Candidate Application

7 Add a new candidate application and select your programme

From the left-hand menu, go to **My Application** and click **Add New** to start a candidate application. On the **Select A Program** screen, choose:

- **Intake Term** (e.g. Spring 2027)
- **Academic Career**
- **Program Division**
- **Program Selection** (e.g. Communication Design)

Click **Save & Proceed** to continue, or **Save & Go Back** to finish later.

7. Filling in Biographical Information

8 Complete the Biographical Information tab

Your application is organized into tabs across the top: **Biographical Information**, **Academic Information**, **Work Experience**, **Awards & Honors**, **Extracurricular Activities**, and **Submit Profile**. A progress bar on the right shows how much of the application is complete.

On the Biographical Information tab, confirm or update your personal details, then click **Next** to move to the next tab.

8. Filling in Academic Information

9 Add your Matriculation and Intermediate details

For each qualification (Matriculation, Intermediate, etc.), enter:

- **Certificate / Degree** and **Name of School or College**
- **Name of Board** and **School/College Address**
- **Result Status** — e.g. "Exam given and results not available" or "Passed"
- **Year of Passing** and **Discipline**

Combine your transcript, mark sheet, and certificate into a **single PDF** (maximum file size 2 MB) and upload it using the drag-and-drop box, or click to browse for the file.

After uploading, look for a green "Auto Fill added Successful" message confirming the document was processed.

9. Adding Extracurricular Activities

10 Record any activities, and skip sections that don't apply

On the **Work Experience** and **Awards & Honors** tabs, answer **No** if these don't apply to you and click **Next** to skip ahead.

On the **Extracurricular Activities** tab, select **Yes** if you want to add an activity, then fill in:

- **Activity Type** (e.g. Sports) and **Activity Name** (e.g. Cricket)
- **Role** (e.g. Player) and **Year**
- A **Certificate/Achievement** file, if you have one
- A short **Description** of the activity

Click **Add New** to add another activity, or **Remove** to delete one. Click **Next** when you're done.

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Acad Info Added Successful

Emilia John

Tracking ID : UG-100241-2027

Username: emilia.john@gmail.com

Undergraduate |

24 Days : 10 Hours : 43 Mins : 39 Sec

Progress 0%

Biographical Information Academic Information Work Experience Awards & Honors Extracurricular Activities Submit Profile

Do you want to add Work Experience?

No

Previous Next

10. Submitting Your Profile

11 Review the declarations and submit

On the final **Submit Your Profile** tab, read and tick each declaration checkbox, confirming that:

- The information you provided is true, complete, and accurate
- You may be asked to provide supporting documents to verify any detail
- You agree to the collection of your personal information for evaluation purposes

Once all boxes are ticked, click **Next** to submit your application.

You cannot submit until every declaration checkbox is ticked and all required fields across the earlier tabs are complete.

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Do you want to add extracurricular activities?

Yes

Activity Type * Sports Activity Name * cricket 7 / 60

Role * Player Year * 2022

Certificate/Achievement (PDF file only with Max File Size 2 MB) *

1000 Report.pdf

Download

Description * I am good cricketer 10 / 120

Add New Remove

Previous Next

11. Confirmation

12 Check your application status

After submitting, you'll see a **"Your Application is Completed"** banner. Your application now appears in the **Candidate Application** list, showing your profile photo, programme (e.g. Undergraduate | Spring 2027 | Communication Design), a unique **Tracking ID**, the intake year, and the creation date.

You can return to this list at any time from the left-hand menu to check your **Application Status**.

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Candidate Application

Home - Candidate Application

Search...

Add New

#	Action	Profile Image	Programme	Tracking ID	Year	Creation Date
1			Undergraduate Spring 2027 Communication Design	UG-100241-2027	Spring 2027	11-Jun-2026

Total 1 25/page 1 Go to 1

