

Instruction to Fill Application Form Online

1. If you have not registered yet, click on **“Register Here”** on the login page. You will then be redirected to the registration page. Fill the registration details and click on **“Register”** button to register. You will get an email notification about account creation.

The screenshot shows the login page of the Kathmandu University Online Document/Certificate Request Portal. The page has a dark blue header with the university logo and navigation links. A red banner at the top right states: "Please note that this is a beta version of online application portal!!!". The main content area is titled "Online Document/Certificate Request Portal!" and contains a login form. The form includes fields for "Registration Number" and "Password", a "Submit Captcha Code" section with a captcha image and an input field, and a green "login" button. Below the button are links for "Not registered? Register here" and "Forgot your password?". To the left of the form, there is an "Instructions" section with four numbered points.

Instructions

1. Students can login to the portal through their **Registration Number**, only.
2. Name and other details entered by the student need to be the same as in the **University Registration**.
3. Student must use his/her own functional and **active** email address. The email address will be used as a communication medium between the University and a student.
4. Students are encouraged to use latest version of browsers for better experiences.

- a. While choosing your password it must at least 5 characters long and must be a combination of small letters, capital letters, numbers and special characters.
- b. After filling the mandatory information click the **“Register”** button.

The screenshot shows the registration page of the Kathmandu University Office of the Controller of Examinations. The page features the university logo, name, and a profile picture placeholder. The registration form is titled "Basic Information" and contains several fields for user details. The fields are organized into rows and columns, with some fields having sub-labels for clarity.

Basic Information			
Registration No.*	Registration number..		
Full name in block letters in English			
Surname		First Name *	Middle Name
Last Name	First Name	Middle Name	
Full name in Devanagari (पुरा नाम देवनागरीमा)			
Surname (थर)		First Name (पहिलो नाम)	Middle Name (बीचको नाम)
थर	पहिलो नाम	बीचको नाम	
Date of Birth*	B.S. [जन्ममिति वि.सं. मा]	A.D. [mm/dd/yyyy]	
Sex*	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other		
Country/Nationality*	-- select one --		
Parent's Name (Father/Mother)		Father's Name	Mother's Name

Permanent address/Phone	Permanent address	Phone
Primary Email address*	Primary email	
Other Email address	Alternative email	
Remarks	Remarks	
Create Password Password must a combination of small letters, capital letters, numbers and special characters. Minimum length is 5.	New Password	
	Confirm Password	
Submit Captcha Code		
		
Can't read the image? click here to refresh.		
Enter the code : <input type="text"/>		
<input type="button" value="Register"/>		

- c. University Registration Number will be your username. Your username and password will be instantly sent to your primary email address
- d. Remember your Username and Password for subsequent login.
- e. Login to your account. Go to **My Profile** and verify your registration details.
- f. Click on **Add New Admission** to add the enrollment details.

Remarks	Remarks				
<input type="button" value="Add New Admission"/> <input type="button" value="Verified"/> <input type="button" value="Update"/>					
List of Admissions					
Level	Batch/Session	Program	College	Status	
Bachelors	2012 August	Bachelor of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Verified	<input type="button" value="View"/>
Masters	2017 August	Master of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Verified	<input type="button" value="View"/>

Fill all the details i.e. the information about the program you enrolled and click on **“Add Admission”**.

Admission Details			
School of*	School of Engineering		
Level/Batch/Session*	Doctorate	2019	August
Program*	Doctor of Philosophy in Computer Engineering		
College*	Kathmandu University School of Engineering		
School Roll No.	<input type="text" value="Roll No."/>		
Date of Admission	<input type="text" value="mm/dd/yyyy"/>		
Remarks			
Remarks	<input type="text" value="Remarks..."/>		
<input type="button" value="Add Admission"/>			

g. The admission details are shown in My Profile.

List of Admissions					
Level	Batch/Session	Program	College	Status	
Bachelors	2012 August	Bachelor of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Verified	View
Masters	2017 August	Master of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Verified	View
Doctorate	2019 August	Doctor of Philosophy in Computer Engineering	Kathmandu University School of Engineering	Unverified	Delete View

If the admission record is not verified yet, click on **View** to view the admission details and click on **“Verify Admission”** to verify the admission record.

College*

School Roll No.

Date of Admission

Remarks

[Verify Admission](#) [Update](#)

2. If you have already registered, login to the system to place an application for a document or a certificate.
3. Go to **Apply Online** to create a request for a document or a certificate.
 - a. Click on Apply for Certificate to create a request

Apply Online

Create Request for Document/Certificate

List of Admissions					
Level	Batch/Session	Program	College		
Bachelors	2012 August	Bachelor of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Apply for Certificate	
Masters	2017 August	Master of Engineering (Computer Engineering)	Kathmandu University School of Engineering	Apply for Certificate	

This will open a certificate request form

b. Select the certificate type for the dropdown

Create Document Request for

Bachelor of Engineering (Computer Engineering) (2012 August)

Select Document you are applying for

--Select--

--Select--

Academic Transcript

Migration Certificate

Convocation Certificate (Degree Certificate)

Provisional Certificate

Duplicate mark sheet /GPA sheet

True Copy

CGPA to Percentage Conversion Letter

Certificate/Document Verification

- c. Fill the requested details and payment details and click on **Create Request** button. The size of voucher file must less than 2MB.

Total Amount Paid	<input type="text" value="Amount (in Rs)"/>
Bank Name	<input type="text" value="-----SELECT-----"/>
Voucher Number	<input type="text" value="Receipt Number"/>
Voucher Date	<input type="text" value="mm/dd/yyyy"/>
Select voucher from your computer (Max size 2 MB)	
<input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Create Request"/>	

- d. The created requests are shown in **Apply Online**. You can check the status of your request.

Apply Online

Create Request for Document/Certificate

List of Admissions					
Level	Batch/Session	Program	College		
Bachelors	2012 August	Bachelor of Engineering (Computer Engineering)	Kathmandu University School of Engineering		Apply for Certificate
Masters	2017 August	Master of Engineering (Computer Engineering)	Kathmandu University School of Engineering		Apply for Certificate

Document Requests						
Doc Request ID	Batch/Session	Program	Document	Document Type	Application Date	Request Status
17	2017/August	Master of Engineering (Computer Engineering)	Migration Certificate	Original	2021-08-25 10:44:55	ready
18	2017/August	Master of Engineering (Computer Engineering)	Migration Certificate	Original	2021-08-21 22:52:40	rejected
15	2017/August	Master of Engineering (Computer Engineering)	Migration Certificate	Original	2021-04-23 13:35:57	acknowledged
16	2012/August	Bachelor of Engineering (Computer Engineering)	Academic Transcript	Original	2021-04-22 13:27:04	ready
20	2017/August	Master of Engineering (Computer Engineering)	Academic Transcript	Copy of Original	2021-02-02 15:39:12	dispatched

4. Fees are listed in Fee Details.
5. If you have any queries, you can easily reach us by simply sending a message through the **Contact Us** form.

Contact us if you have any questions.

✓ Required Field

Subject

✓

Message

Contact Information

[Kathmandu University](#), Dhulikhel, Nepal
 Tel. 977-11-415100, 977-11-415200, 977-11-415005
 Email: olf.exam@ku.edu.np
 Fax: 977-11-415011
 P.O Box: 6250

6. You will be notified via system generated emails during the progress of your document.