

Before you apply an online form, you need to register your account. First of all, you have to register a new account and then only you can Log In. For registering a account, follow the steps given below.

STEP 1: Go to an official site of School of Business Pokhara University (www.pusob.edu.np). Then click on the top menu called **Apply Online** as shown on figure. Or

Student can also apply online on every page of **Program** Menu and he/she will find Apply Online button at bottom of page.



STEP 2: After Clicking Apply online, system will display below page; student have to read all rules carefully.

Then Click on **Proceed** button as shown in figure below:

STEP 3: This page will allow students to **REGISTER** an account. Students have to enter his/her personal detail along with his/her valid Email Address and click on **Register** button.

Home / Login

Login to your account

Email

Password

☒ Remember Me

Login

[Forgot your password?](#)

OR

Register an account

First Name

Middle Name

Last Name

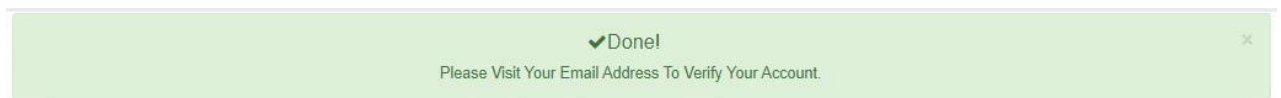
Email

Password

Re-enter password

Register

When account is registered, confirmation message will be displayed on the same page. Then student have to visit their registered email.



STEP 5: Student will receive a mail from PUSOB to verify their account. Then you have to click on **verification link** to apply form. Students have to verify the email in order to be able to apply online. After verification students have to login to apply for online application.

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Verify your email | School of Business Inbox x

School of Business, Pokhara University

to me

Dear **Ujjana**,
click [here](#) to verify your email akshyaraanga@gmail.com.

Pokhara University
School of Business

Pokhara Metropolitan City-30, Lekhnath, Kaski, Nepal
+977-61-504035

Login to your account

Email

akshyaraanga@gmail.com

Password

.....

☒ Remember Me

Login

[Forgot your password?](#)

STEP 6: After successful login system will lead to Apply Online gateway and will display below page. click on **Apply** button. Make sure that you are applying for program you want.

The screenshot shows the 'School of Business' online application portal. The header includes navigation links: Statistics, Campus Life, Apply Online, Facilities & Amenities, Student, Alumni, and Logout(45248). The main content area is titled 'Online Application | School of Business'. It features a 'Recently Applied' section with a table showing columns for Program, Level, Applied Date, Status, Message, and Actions. Below this is a 'Programs' section with a table listing available programs, including 'Masters of Business Administration(Job Holder)' and 'Masters of Business Administration', with columns for Program, Level, Deadline Date, Number of Seats, and Actions. Each program row has an 'Apply' button.

Program	Level	Applied Date	Status	Message	Actions
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Program	Level	Deadline Date	Number of Seats	Actions
Masters of Business Administration(Job Holder)	Master	2020-07-31	45	Apply
Masters of Business Administration	Master	2020-07-25	24	Apply

STEP 7: System will display online form. And student have to fill the whole **Personal Information** as asked on the form. While uploading photo and citizenship scan copy make sure it must be on .jpg or .png format and image size should be less than 500kb and click **Next** button for further procedure.

Form will be like below page.



Personal information



Educational Information

Submit
From

Note: The field with * are mandatory.

Personal Information

First Name*	Middle Name	Last Name*	Email*
<input type="text" value="Urbesi"/>	<input type="text" value="Devi"/>	<input type="text" value="Shrestha"/>	<input type="text" value="akshyaraanga@gmail.com"/>
Date of Birth*	Gender*	Contact*	Alternative Contact
<input type="text" value="1993-11-11"/>	<input type="text" value="Female"/>	<input type="text" value="1234567890"/>	<input type="text"/>
Citizenship*	Country	Ethnic Group	Religion
<input type="text" value="123456"/>	<input type="text" value="Nepal"/>	<input type="text" value="Neutral"/>	<input type="text" value="Neutral"/>
Province*	District*		
<input type="text" value="Gandaki"/>	<input type="text" value="Kaski"/>		

Permanent Address Information

Country*	District*	Municipality/VDC*	Ward*
<input type="text" value="Nepal"/>	<input type="text" value="Kaski"/>	<input type="text" value="Pokhara Municipality"/>	<input type="text" value="30"/>
Locality	Tel No		
<input type="text" value="Leknath"/>	<input type="text"/>		

Temporary Address Information ✓ Copy Permanent Address

Country*	District*	Municipality/VDC*	Ward*
<input type="text" value="Nepal"/>	<input type="text" value="Kaski"/>	<input type="text" value="Pokhara Municipality"/>	<input type="text" value="30"/>
T Locality	T Telno		
<input type="text"/>	<input type="text"/>		

Information about Guardian

Father Name *	Mobile*	Mother Name	Mother Mobile
<input type="text" value="Indra Shrestha"/>	<input type="text" value="1234567890"/>	<input type="text" value="Apsara Shrestha"/>	<input type="text"/>
Guardian Name	G Mobile	Occupation	
<input type="text" value="Menuka Shrestha"/>	<input type="text" value="1234567899"/>	<input type="text" value="Agriculture/Business"/>	

Note: Only jpg, png format image are supported. Image size should be less than 500kb

PP Size Photo *	Citizenship *
<input type="text" value="Choose File"/> Pramod Giri.jpg	<input type="text" value="Choose File"/> SOB Logo (1).png

Next

STEP 8: Next page will display the Educational Information form. Student have to fill all the academic information carefully along with their Transcript on .jpg or .png format (image should be less than 500kb).

Note: The field with * are mandatory.

Academic Information

Level *
Board/University *
Institution *

Passed Year *
Total Marks *
Percentage
GPA *
Major Subjects *

Note: Only jpg, png format image are supported. Image size should be less than 500kb

Transcript *

Other Documents

Drag & drop files here ...

Select file... Browse ...

Drag & drop files here ...

Select file... Browse ...

Save

Applicant have to add SLC ,+2 and Bachelor Documents one by one. Input SEE/SLC record and Attach files then click on **Save** button, Repeat same process to attach the +2 and Bachelor documents. Now click on **Next** button as shown on figure below:

Personal Information
Educational Information
Submit Form

Educational Records

Level	Board	Institution Name	Passed Year	Total Marks	GPA/Marks	Major Subject	Actions
SEE	Nepal	School Name	2016	4	3.7	Math	
Plus2	HSEB	School Name	2018	4	3.85	Business Math, Economics	

Note: The field with * are mandatory.

Academic Information

Level *
Board/University *
Institution *

Passed Year *
Total Marks *
Percentage
GPA *
Major Subjects *

Note: Only jpg, png format image are supported. Image size should be less than 500kb

Transcript *

Other Documents

Drag & drop files here ...

Select file... Browse ...

Drag & drop files here ...

Select file... Browse ...

Save
Next

STEP 9: Student have to upload the scanned voucher of deposit slip and Bank name then click on **Submit** Button. Please read a Note Carefully.

Candidates should deposit the amount of Rs. 2500 in the account of School of Business Pokhara University at Kamana Sewa Bikash Bank Dhungepatan Branch in A/C no. 01213400026799000005. Then candidate should attach the bank deposit voucher.

The screenshot shows a web application interface for the School of Business. At the top, there is a navigation bar with three icons: 'Personal Information', 'Educational Information', and 'Submit Form'. Below the navigation bar, a note states: 'Note: The field with * are mandatory.' The main section is titled 'Upload Voucher'. It contains a red note: 'Note: Only jpg, png format image are supported. Image size should be less than 500kb'. Below this, there is a 'Scanned Voucher *' field with a dashed border and the text 'Drag & drop files here ...'. Underneath the drag-and-drop area, there is a 'Select file...' input field and a 'Browse ...' button. Below the file selection, there is a 'Bank Name*' input field. At the bottom right, there is a green 'Submit' button, which is highlighted by a red arrow.

Now your application is successfully submitted and you can view your details and also can update in case of any mistake and necessity. PUSOB will verify the application as soon as possible.

Home / Online Application | School of Business

Recently Applied

Program	Level	Applied Date	Status	Message	Actions
MBA(Job Holder)	Master	2020-07-08 00:44:26	Under Verification Process	Voucher Submitted Waiting for Approval	View

Programs

Program	Level	Deadline Date	Number of Seats	Actions
Masters of Business Administration(Job Holder)	Master	2020-07-31	45	Applied
Masters of Business Administration	Master	2020-07-25	24	Apply

[Back](#) [Update Information](#) [Update Payment Information](#)

Personal Information

First Name	Urbesi	Country	Nepal
Middle Name	Devi	Pradesh	4
Last Name	Shrestha	District	39
Gender	2	Ethnic Group	Neutral
Contact	1234567890	Marital Status	(not set)
Contact1		Religion	Neutral
Email	akshyaraanga@gmail.com	Citizenship	123456

Approval mail will be received at last on student registered mail and he/she can print the admit card and check the entrance status. Student will receive Entrance id on mail.

Home / Online Entrance Application Form

Before Applying please read the following rules.

- All information should be provided. However, fields marked with asterisk (*) are compulsory to be filled.
- In the name field, First name, Middle name and Last name must be entered in the respective fields. For example: if full name is Tara Prasad Malaha, then,
First Name: Tara
Middle Name: Prasad
Last Name: Malaha
If there are two words in the applicant's full name as "Shyam Nepal", then
First Name: Shyam
Middle Name:
Last Name: Nepal
- Telephone Contact number of the applicant must be provided with STD code (in case of land line/CDMA)
- Date of birth and the permanent address must match with information mentioned in academic document or citizenship certificate.
- Applicant must upload color scanned copy of one of the documents (Citizenship certificate or Passport) as an identification document. This document has to be uploaded for receiving the admit card of the entrance examination.
- Applicant must upload recently taken digital photo 350*300 pixel(height by width) of prescribed specification.
- Multiple entry is strictly prohibited. be careful to fill up your form.
- After submission, applicant will get a conformation page. Print this page and keep it with you. This page is mandatory to receive your admit card. If you are unable to print out the confirmation page after submission of your form, you can print it any time by entering your Entrance Id and date of birth in the verification page.

Entrance Status Check



Program
MBA(Regular)

Entrance Id:

Date of Birth:
YYYY-MM-DD

[Check](#)

Sample Entrance Admit card:

		<p>SCHOOL OF BUSINESS, POKHARA UNIVERSITY Pokhara Metropolitan City-30, Kaski Gandaki Province, Nepal ENTRANCE ADMIT CARD MBA(Regular)</p>	
ENROLLMENT NO : 2020232333		Course: MBA(Regular)	
Student Name: Your Name		Sex: Male	
Father Name:		DOB:	
Address:			
<p>EXAMINATION VENUE School of Business Premises Pokhara Metropolitan City-30, Lekhnath, Kaski, Gandaki Province, Nepal</p>			
<p>*** School of Business, Pokhara University ***</p>			