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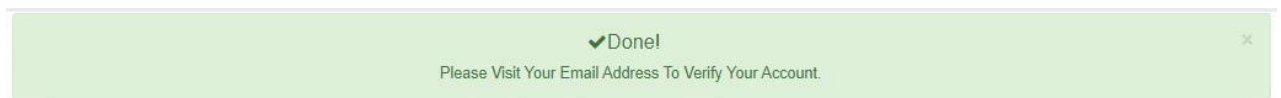
When account is registered, confirmation message will be displayed on the same page. Then student have to visit their registered email.

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.

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.

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* : Urbesi
Middle Name : Devi
Last Name* : Shrestha
Email* : akshyaraanga@gmail.com

Date of Birth* : 1993-11-11
Gender* : Female
Contact* : 1234567890
Alternative Contact :
Ethic Group : Neutral
Religion : Neutral

Citizenship* : 123456
Country : Nepal
Province* : Gandaki
District* : Kaski

Permanent Address Information

Country* : Nepal
District* : Kaski
Municipality/VDC* : Pokhara Municipality
Ward* : 30

Locality : Leknath
Tel No :

Temporary Address Information ✓ Copy Permanent Address

Country* : Nepal
District* : Kaski
Municipality/VDC* : Pokhara Municipality
Ward* : 30

T Locality :
T Telno :

Information about Guardian

Father Name* : Indra Shrestha
Mobile* : 1234567890
Mother Name : Apsara Shrestha
Mother Mobile :

Guardian Name : Menuka Shrestha
G Mobile : 1234567899
Occupation : Agriculture/Business

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

PP Size Photo* : Choose File Pramod Giri.jpg
Citizenship* : 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).

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:

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.

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.

Recently Applied

Program	Level	Applied Date	Status	Message	Actions
MBA(Job Holder)	Master	2020-07-08 00:44:26	Under Verification Process	Voucher Submitted Wating 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		Ethic 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.

Before Applying please read the following rules.

1. All information should be provided. However, fields marked with asterisk (*) are compulsory to be filled.
2. 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
3. Telephone Contact number of the applicant must be provided with STD code (in case of land line/CDMA)
4. Date of birth and the permanent address must match with information mentioned in academic document or citizenship certificate.
5. 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.
6. Applicant must upload recently taken digital photo 350*300 pixel(height by width) of prescribed specification.
7. Multiple entry is strictly prohibited, be careful to fill up your form.
8. 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:

SCHOOL OF BUSINESS, POKHARA UNIVERSITY
Pokhara Metropolitan City-30,Kaski
Gandaki Province, Nepal
ENTRANCE ADMIT CARD
MBA(Regular)

ENROLLMENT NO : 2020232333	**Course:** MBA(Regular)
Student Name: Your Name	**Sex:** Male
Father Name:	**DOB:**
Address:	

EXAMINATION VENUE

School of Business Premises
Pokhara Metropolitan City-30, Lekhnath, Kaski, Gandaki Province, Nepal

*** School of Business, Pokhara University ***