



पोखरा विश्वविद्यालय
POKHARA UNIVERSITY
परीक्षा नियन्त्रण कार्यालय

Guidelines for Transcript – Migration – Provisional Certificate Online Application

By:

ICT Section, Office of the Controller of Examinations

Pokhara University



1. Visit the Site:

- Go to www.pouexam.edu.np
- Click on **Apply for Online Services.**




2. Create Account:

- Click on **Sign Up - Student**

ENTER LOGIN DETAIL

Username :

Password :

 
 Remember me?

Login

[Forgot your password?](#)

[Don't have an Account ? \(Sign Up-Student\)](#)

[Don't have an Account ? \(Sign Up-College\)](#)

Degree Certificate को लागि Online आवेदन form खुल्ला गरिएको सूचना !

- 1. Sign Up for a User Account:**
 - User Account create गर्नको लागि **Sign Up** मा **click** गर्नुहोस् ।
- 2. Login to Your Account:**
 - User Account भएको खण्डमा **Login** गर्नुहोस् ।
- 3. Apply for Degree Certificate:**
 - Dashboard को Left Side मा **Online Application > Degree Certificate** मा **click** गर्नुहोस् ।
 - त्यसै अनुरूप विवरण भरि **Apply** गर्नुहोस् ।
- 4. Payment Instructions:**
 - **Payment** को लागि **System** बाट **Connect IPS** अथवा **System** मा देखिएको **Dynamic QR** मात्र प्रयोग गर्नुपर्नेछ ।
 - प.नि.का को अन्य कुनै Bank खाताको QR र Bank Transfer लाइ मान्यता दिइने छैन र यसमा प.नि.का जिम्मेवार रहनेछैन ।
 - पहिले **Form** भरेपछि मात्र **Make Payment** मा **click** गरेर **Connect IPS** अथवा **Nepal Pay QR** बाट भुक्तानी गर्नुहोला ।

NOTE:

- **Degree Certificate Apply गर्दा Transcript Issue Date: Feb 4, 2024 भन्दा अगाडि हुनुपर्नेछ ।**
- **Ready-To-Deliver** भन्ने **Message Display** भए पछि मात्र परीक्षा नियन्त्रण कार्यालयमा सम्पर्क राख्नुहोला ।
- **Payment** को लागि **System** बाट **Connect IPS** अथवा **System** मा देखिएको **Dynamic**



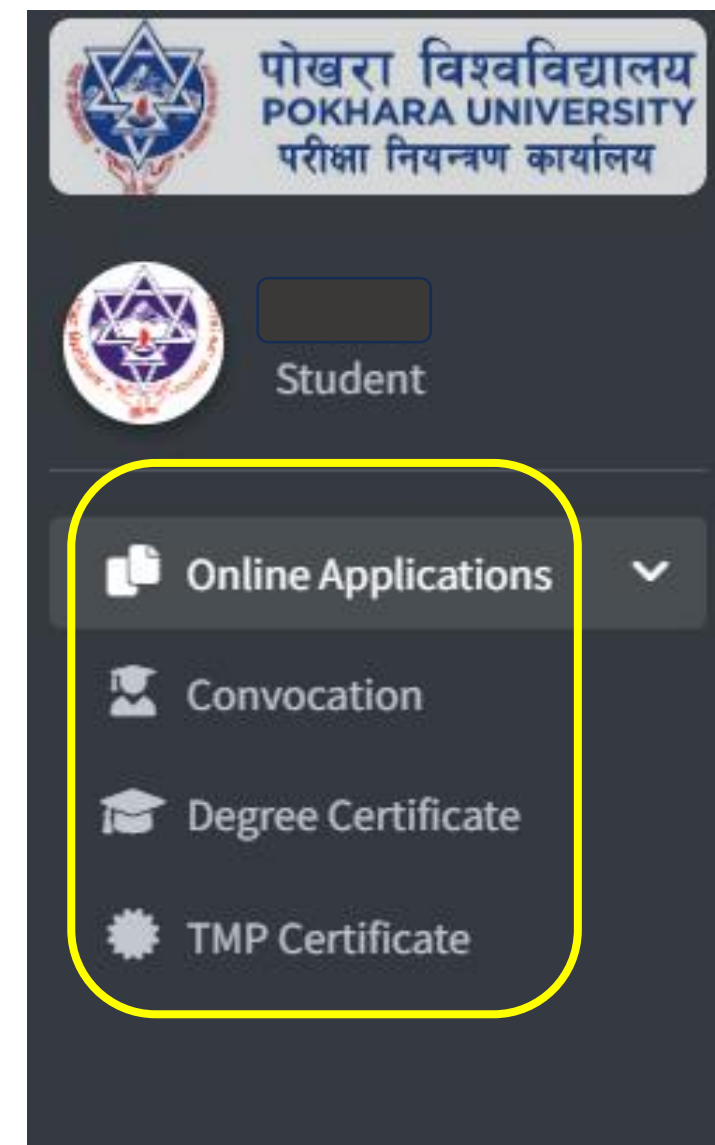
4. Confirm your email:

- You will receive an confirmation email as soon as you sign up.
- You need to click on the confirmation link for successfully creation of account at our system.



5. Login to Account:

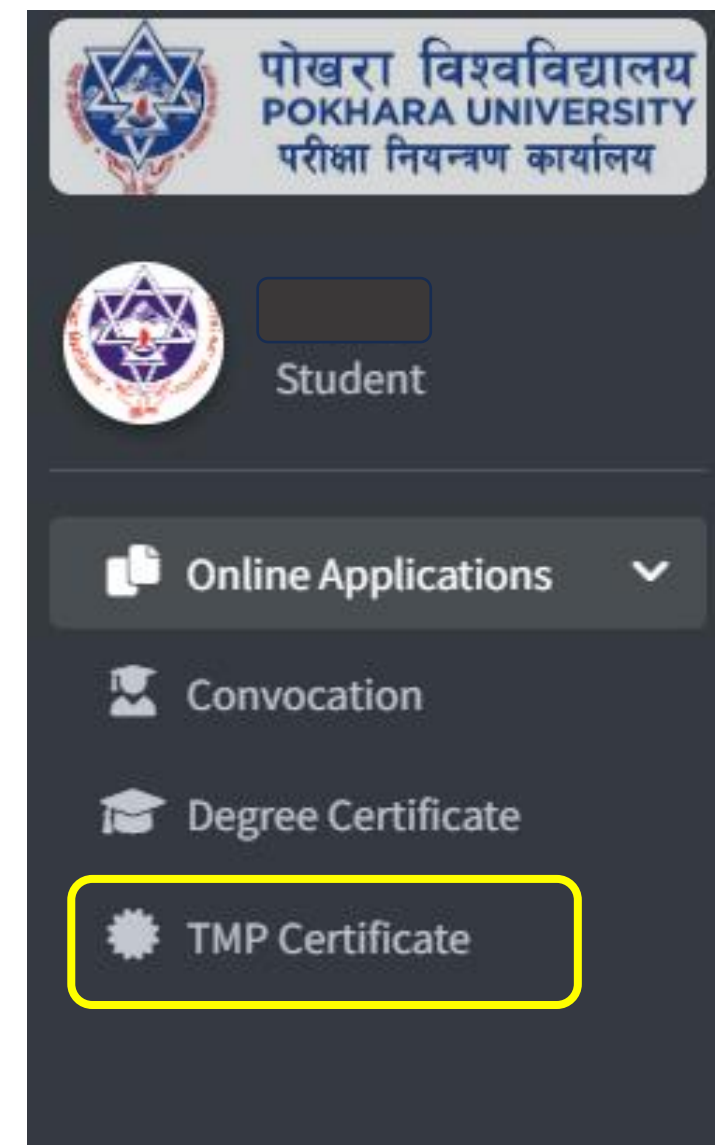
- After confirmation of account, you can now login to our system.
- Once you login, on left navigation bar: you will see our services for online application.
- Convocation: *not accepting application right now.*
- Degree certificate: *Apply, only if you have issued transcript before Feb 4, 2024.*
- TMP(Transcript/Migration/Provisional) : *Apply if you have passed all your academic course and activities.*





6. How to Apply for TMP:

- After successful login, click on TMP Certificate.





7. Click on **Apply Now**

The screenshot shows the user interface of the Pokhara University Online Applications portal. On the left is a dark sidebar with the university logo and name in Nepali and English, a student profile section with a name field and 'Student' label, and a menu with options: Online Applications, Convocation, Degree Certificate, and TMP Certificate. The main content area is titled 'TMP Application' and features a prominent blue button with a white plus sign and the text 'Apply Now', which is highlighted with a red rectangular border. Below this is a section titled 'Old Application(s)' containing a table with columns for '#', 'Application ID', 'Program', and 'Application Status(Click for Detail)'. The table currently displays the message 'No TMP Certificate Application Record Available.'



8. Download the Transcript form and fill your academic details:

Apply TMP Certificate TMP Application / Apply

TMP Certificate
Transcript, Migration Certificate, Provisional Certificate

Application For
 Academic Transcript Migration Certificate Provisional Certificate

College Gandaki College of Engineering and Science **Program** ---Select Program---

Check if you are scholarship student. Check if you have completed your study

Year_of_Enrollment **Year_of_Completion**

Registration Number **Exam Roll Number**

Transcript Detail Form(.pdf)
 No file chosen

(Less Than 5MB)
[Download Template](#)



Transcript Form Template:

- Mandatory things to fill as in Gradesheet:

1. Subject Code
2. Course Title
3. Credit
4. Grade
5. Passed Year: for each subject/sem
format = Year Fall/Spring. Eg: 2023 Fall

POKHARA UNIVERSITY
Office of the Controller of Examinations
Kaski, NEPAL

DETAIL FORM FOR TRANSCRIPT

SN	Code	Course Title	Credit	Grade	Passed Year(Year).... Fall/Spring	SN	Code	Course Title	Credit	Grade	Passed Year(Year).... Fall/Spring
First Semester						Second Semester					
1.						1.					
2.						2.					
3.						3.					
4.						4.					
5.						5.					
6.						6.					
7.						7.					
8.						8.					
9.						9.					
10.						10.					
Total credit hour						Total credit hour					
Semester Grade Point Average (SGPA)						Semester Grade Point Average (SGPA)					
Third Semester						Fourth Semester					
1.						1.					
2.						2.					
3.						3.					
4.						4.					
5.						5.					
6.						6.					
7.						7.					
8.						8.					
9.						9.					
10.						10.					
Total credit hour						Total credit hour					
Semester Grade Point Average (SGPA)						Semester Grade Point Average (SGPA)					
Fifth Semester						Sixth Semester					
1.						1.					
2.						2.					



9. Enter your details:

(if the form fill-up takes long time, you might be logged out of session, so login again and follow the same process till here.)

Apply TMP Certificate

TMP Application / Apply

TMP Certificate
Transcript, Migration Certificate, Provisional Certificate

Application For
 Academic Transcript Migration Certificate Provisional Certificate

College Gandaki College of Engineering and Science **Program** ---Select Program---

Check if you are scholarship student. Check if you have completed your study

Year_of_Enrollment **Year_of_Completion**

Registration Number **Exam Roll Number**

Transcript Detail Form(.pdf)
 No file chosen
[\(Less Than 5MB\)](#)
[Download Template](#)



10. If you want to uncheck any of the certificate that you do not wish to request and click on **Next**.

Apply TMP Certificate TMP Application / Apply

TMP Certificate
Transcript, Migration Certificate, Provisional Certificate

Application For

Academic Transcript Migration Certificate Provisional Certificate

College **Program**
Gandaki College of Engineering and Science ---Select Program---

Check if you are scholarship student. Check if you have completed your study

Year_of_Enrollment **Year_of_Completion**
yyyy yyyy

Registration Number **Exam Roll Number**

Transcript Detail Form(.pdf)
 No file chosen
[\(Less Than 5MB\)](#)
[Download Template](#)



11. Enter your details and upload the citizenship.

Apply TMP Certificate TMP Application / Apply



Full Name(Capital) Degree Certificate test	Full Name(Nepali) Use Aalekh Font देष्ट	Contact Number 9876543210	
Email	Fathers_Name		
Gender <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	DOB(Nepali)	DOB(English)	
Province Gandaki Province	District	Local Level	Ward No. 1

+977-61-504146 +977-61-504086 puexam@pu.edu.np www.pouexam.edu.np Copyright © 2024. Office of the Controll



12. Click on Submit & Proceed to Payment

Province	District	Local Level	Ward No.
Gandaki Province			1

 पोखरा विश्वविद्यालय POKHARA UNIVERSITY परीक्षा नियन्त्रण कार्यालय	 पोखरा विश्वविद्यालय POKHARA UNIVERSITY परीक्षा नियन्त्रण कार्यालय
Choose file pouexam.jpg Citizenship(Front) Photo (Less Than 1MB)	Choose file pouexam.jpg Citizenship(Back) Photo (Less Than 1MB)

[Previous](#) [Submit & Proceed to Payment](#)



13. Click on Proceed Payment (Connect IPS or NepalPay QR Only)

Application ID : 2
Program : Master of Science in Information System Engineering

#	Description	Amount
1	Academic Transcript	NRs. 2000
2	Migration Certificate	NRs. 1000
3	Provisional Certificate	NRs. 1000
		Total : NRs. 4000
		In Word : four thousand

Select Payment Mode

Connect_IPS

---Select Payment Medium---

Connect_IPS

NepalPayQR

connect IPS
pay direct from bank

Proceed Payment

Back



14. If you have any problem for instant payment, you can make payment later as well. After login, click on TMP, you will see this: Click on Make Payment.

TMP Application

[Apply Now](#)

Search TMP Application

Old Application(s)

#	Application ID	Program	Application Status(Click for Detail)	Actions
1	2	M.Sc. ISE	Payment Incomplete	View Make Payment

Page 1 of 1. Showing items 1 through 1 of 1. **1**



15. You can track your application by clicking on text below
Application Status (here Payment_incomplete)

TMP Application

[Apply Now](#)

Search TMP Application

Old Application(s)

#	Application ID	Program	Application Status(Click for Detail)	Actions
1	2	M.Sc. ISE	Payment_Incomplete	View Make Payment

Page 1 of 1. Showing items 1 through 1 of 1. **1**



15. After clicking on text below Application Status.

TMP Application Status

[TMP Application](#) / [View Status](#)

APPLICATION ID : 2
Applicant Name:
Applied on: 7/12/2024 12:53:06 PM

APPLICATION STATUS	REMARKS
<p>Transaction Information Verification Unverified </p> <p>College Verification Unverified </p> <p>Basic Information Verification Unverified </p> <p>Academic Information Verification Unverified </p> <p>Document Uploads Verification Unverified </p> <p>Overall Status Payment_Incomplete </p>	<p>Status : Application Received Comment : Payment Incomplete</p> <p style="text-align: right;"> 7/12/2024 12:53:07 PM</p>



16. Verification Process and Stakeholders:

1. Accounts Department at Office of the Controller of Examinations will verify the transaction.
2. After verification from accounts department, College Head/Director will verify the transcript form uploaded by the student. He/She will be responsible for the details entered by student are correct and in proper format.
3. After verification from college end, now the respective department at Office of the Controller of Examinations will confirm the details of result submitted by student.
4. After verification from all department, student will receive an email for collecting the documents.



17. You will receive an email: once your application status changes to **Ready_To_Deliver**.

NOTE:

Donot visit reception office to collect your documents until your status is Ready_To_Deliver.

↓ Download Receipt

APPLICATION STATUS

Transaction Information Verification

Verified ✓

Basic Information Verification

Verified ✓

Academic Information Verification

Verified ✓

Document Uploads Verification

Verified ✓

Overall Status

Ready_To_Deliver ✓

REMARKS

Status : Verified (Basic Information)

⋮ Comment : N/A

Status : Verified (Document Uploads)

⋮ Comment : N/A

Status : Verified (Academic Information)

⋮ Comment : N/A

Status : Ready_To_Deliver

⋮ Comment : N/A



18. Download/Print the Form to collect:

- You need to download the form displayed on status, print it out and submit to reception office to collect your document, else the document won't be allowed to collect the document.



THANK YOU!

In case of any queries, feel free to reach out to the ICT Section, Office of the Controller of Examination, Pokhara University.

Email: ictexam@pu.edu.np