

BE/BArch. Entrance Examination
Frequently Asked Questions

1. I have submitted the form then after while reviewing the application on Your registration Status on the entrance website it says UNDER PROCESSING, when will it be accepted?

If You have already submitted your form and checked it in review your registration says Form is under processing then you do not have to worry about it. If Any error like Invalid photo, not readable identification document, wrong Date of Birth , mistake in identification document number is noticed while verifying your form ; you will be contacted via email or phone call for correction.

2. What does the identification number mean?

Identification number is the number on your identification document you have used while filling the form. (e.g. Citizenship Number, Driving license number, Grade 12 Symbol/registration number or Passport Number.)

3. I saved and proceed with the form but I got a problem with my computer before submitting. How can I submit the form later?

You can submit the form any time later if you got the verification page and not yet submitted. Just go to the entrance web site and press the middle button (review your registration status): (<https://entrance.ioe.edu.np/Students/Review>), fill your last name, DOB and identification document number. If your all three parameters are correct then your verification page will be opened, you can submit the form by clicking submit button. Don't forget to print or save the final confirmation page.

4. What are the important fields I should care in the verification/confirmation page

You need to correctly verify all the fields mentioned including examination date and shift (session). However, your name, DOB and identification document number are the must to be remembered which is required for you to get admit card later.

5. I could not print the confirmation page or my confirmation page is lost, how could I get the confirmation page again.

Visit the entrance website and press the middle button (review your registration status): (<https://entrance.ioe.edu.np/Students/Review>), fill your **Last name**, **Date of Birth** and **Identification document number**. If all three parameters are correct then your verification/confirmation page will open, you can print and save the confirmation from that page.

6. Can I Change Exam venue/date/session?

NO.

7. When will the admit card be available and how can I download it?

Admit card will be available as per the date specified on our website <https://entrance.ioe.edu.np>.

8. What are the things to care while printing admit?

You must bring a Color **Printed** admit card during the time of your entrance examination. Black and white admit card is not accepted.

9. What if I forgot to bring the identification document during the examination?

During the examination, **It is compulsory to bring your admit card with your Original identification document**. You have to bring the same original identification document that you had mentioned with your application form.

10. I had already submitted my form but I realized that I made some mistakes while filling the form. How can I correct the mistake(s)?

To make any correction in the submitted form you have to contact (Physical or online) the entrance examination **Help Desk** at **ICTC building of IOE**, Pulchowk. Please view the Notice regarding the procedure for online correction. You have to pay a correction charge and submit a request letter for correction in the Help Desk.

The email address for online correction : entrance@ioe.edu.np

11. IOE ICTC Building को Help Desk कहिले देखि कुन समयमा उपलब्ध हुन्छ?

फर्म सच्याउने Help Desk (सार्वजनिक बिदाको दिन बाहेक)

बिहान ११:०० बजे देखि दिउँसो ०३:०० बजे सम्म उपलब्ध हुने छ।

12. विवरण सचच्याउनको लागि के- कति शुल्क लाग्छ ?
विवरण सचच्याउनको लागि निम्नानुसार शुल्क लाग्ने छ।

- ६ ओटा सम्म Text Field (जस्तै: Date of Birth, Address , Guardians details , School/College Name , Percentage/CGPA, ,Document Number etc.) सचच्याएको **Nrs.150** ।-

- Upload गरेको फोटो अथवा Identification Document (नागरिकता , पासपोर्ट अथवा कक्षा १२ को Admit Card) Low Resolution भइ नबुझीइएकोले High Resolution Upload गर्नुपरेमा **Nrs.200**।- per document.

- विद्यार्थीको को नाम/थर मा भएको गल्ति, Background भएको Invalid Photo , Identification Document Re-Upload (नागरिकता, पासपोर्ट अथवा कक्षा १२ को Admit Card को ठाउँ मा अन्य डकुमेन्ट Upload भइ नयाँ डकुमेन्ट) सचच्याएको **Nrs.500**।- per document .

Important ::: Instruction for Online correction only.



IOE ENTRANCE EXAMINATION

**** The above QR code can only be used for correction. **Do not use** the QR for other fee payment****

Steps for online correction.

1. Pay the required amount using QR code. (Do not forget to mention **full name and form number or voucher number** (eg 20XX-XXXX.) in the remarks section while paying online.)
2. Fill up the correction form. The form is attached below.
3. Email the **correction form and payment confirmation** to entrance@ioe.edu.np .

Payment details.

- ६ ओटा सम्म Text Field (जस्तै: Date of Birth, Address , Guardians details , School/College Name , Percentage/CGPA, ,Document Number etc.) सच्च्याएको **Nrs.150** ।-

- Upload गरेको फोटो अथवा Identification Document (नागरिकता , पासपोर्ट अथवा कक्षा १२ को Admit Card) Low Resolution भइ नबुझीइएकोले High Resolution Upload गर्नुपरेमा **Nrs.200**।- per document.

- विद्यार्थीको को नाम/थर मा भएको गल्ति, Background भएको Invalid Photo , Identification Document Re-Upload (नागरिकता, पासपोर्ट अथवा कक्षा १२ को Admit Card को ठाउँ मा अन्य डकुमेन्ट Upload भइ नयाँ डकुमेन्ट) सच्च्याएको **Nrs.500**|- per document .

Correction form sample :

BE/BArch. Entrance Examination

Date: _____(yy/mm/dd)

To,

IOE Entrance Examination Board

Subject: Correction in Voucher/Form

Error field	Mistake Information Entered	Correct Information
Name		
Date Of Birth AD (MM/DD/YY)		
Identification Number		
Photo		
Identification Document		
Others.....		
.....		
.....		

Sincerely,

Name:..... Signature :.....

Contact Number:.....

Form No.:..... Voucher No.:.....

Correction Payment done from (Mobile number) :

Correction fee payment date and time:

***Note: Do not forget to mention **full name and form number** (eg 20XX-XXXX) in the remarks section while paying online.

If you have not received the Form Number please mention the Voucher Number you received when paying the registration fee (Rs. 2000)