USER MANUAL

E-ADMISSION SYSTEM

ONLINE APPLICATION SYSTEM

(FOR POSTGRADUATE)

INFORMATION TECHNOLOGY DIVISION,

IIUM

ONLINE APPLICATION CENTER

The url address is http://eadmission.iium.edu.my/ and the main page will be displayed as *(Figure 1-1 : Main Page)* below.

MAIN PAGE

Figure 1-1 : Main Page

1) In order to start using this application, user must key in their registered email address and password and press **Login** button to enter the application. Click **Register Account** for new application as in *Figure 2-1: Registration Page.*

REGISTRATION PAGE

Figure 2-1: Registration Page

1) Fill up all required fields for registration purposes and press **Register** button after completed all fields.
2) The message pop-up will be displayed authmatically for acknowledgement as in *Figure 2-1-1: Pop-up message acknowledgment*
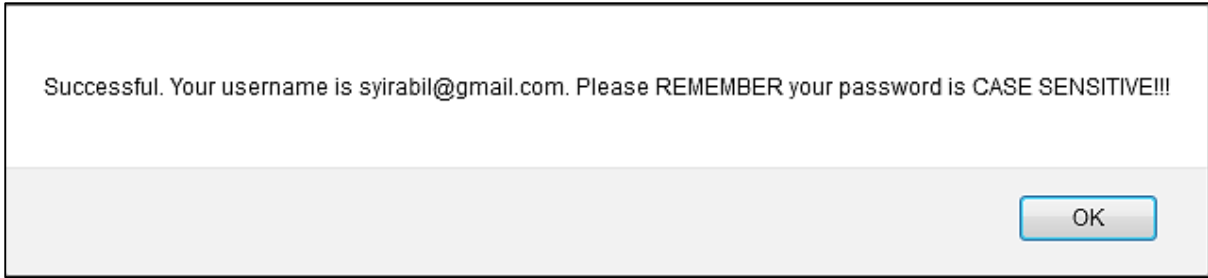
Figure 2-1-1: Pop-up message acknowledgment

3) Applicant is required to check their email address for verification purposes.
The *Figure 2-2:Login Attempted* will be displayed if the application not yet verified.After succesfull login, the list of application will be displayed as shown in *Figure 2-3: The List Of Applications*.If there is no application the *Figure 2-5 : Create New Application* will be displayed.
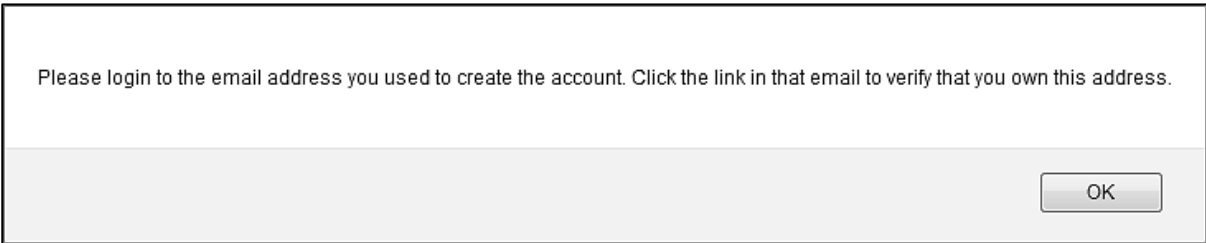
The Figure 2-2:Login Attempted

Reference No.	Session	Semester	Programme Level	Current Status	Date Created	Action	
962	2015/2016	2	U	APPLICATION CREATED	03-NOV-14	Modify	Withdraw
930	2014/2015	1	U	APPLICATION RETRACTED	15-OCT-14		
957	2015/2016	2	U	APPLICATION RETRACTED	03-NOV-14		
902	2013/2014	1	U	APPLICATION RETRACTED	02-OCT-14		
924	2015/2016	2	U	APPLICATION RETRACTED	15-OCT-14		
932	2015/2016	2	U	APPLICATION RETRACTED	16-OCT-14		

The Figure 2-3:The List Of Applications

4) Press **Modify** button to continue the application processes.The menu like *Figure 2-4 : Menu Section* will be displayed.
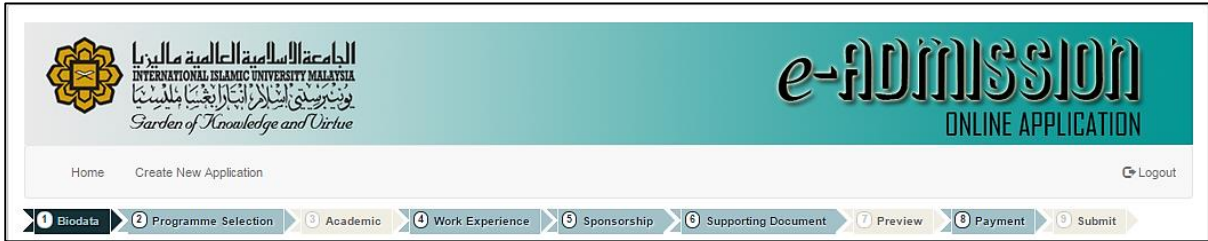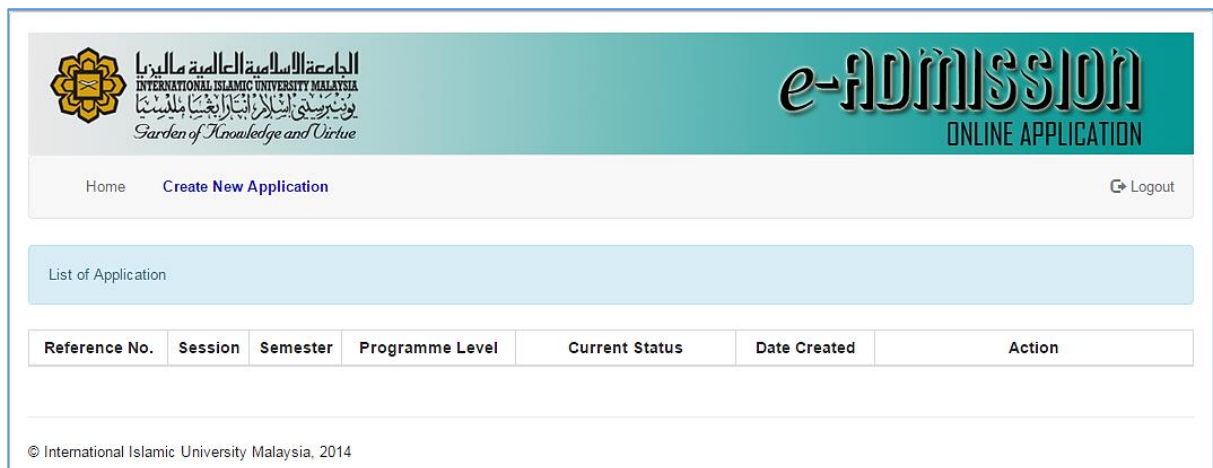

Figure 2-4 : Menu Section

The Figure 2-5 :Create New Application

5) Click **Create New Application** and the *Figure 2-6 : Create Application* will be displayed.Choose the related programme level and intended intake and press **Create Application** button, the *Figure 3-1:Biodata Page – Personal* will be displayed.
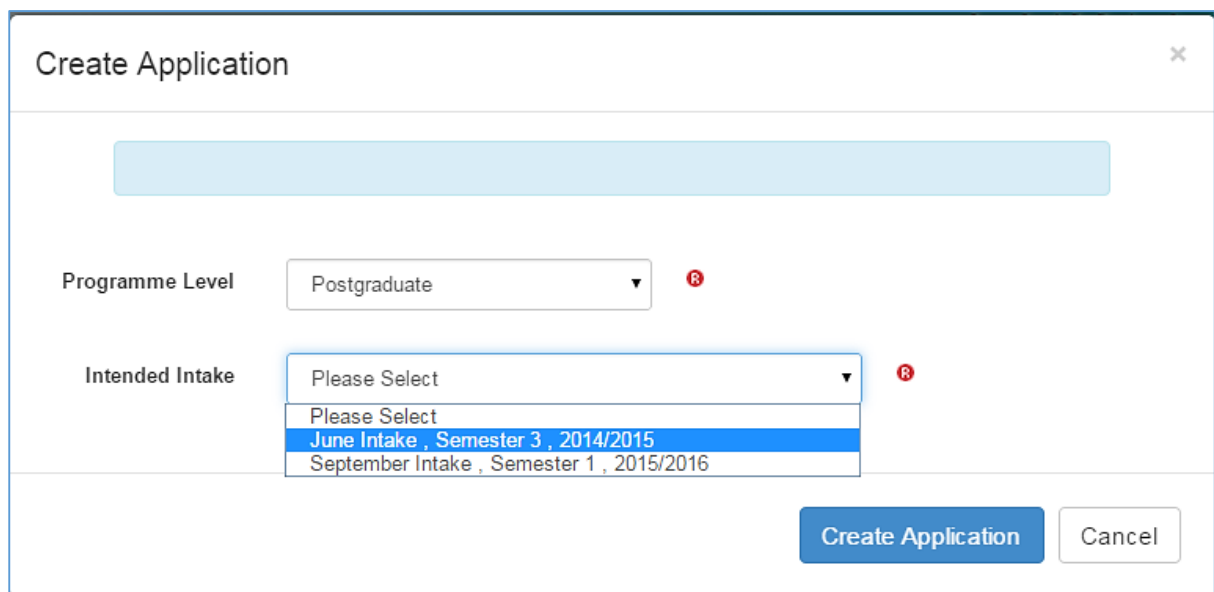

Figure 2-6 : Create Application

BIODATA : PERSONAL

Figure 3-1 : Biodata Page – Personal

1) Fill up all required fields for personal details and press **Save** button to save all records.

PROGRAMME SELECTION

Figure 4-1: Programme Selection Page

1) Fill up all required fields and press **Add Programme** button after completed. The list of programmes will be displayed in *Figure 4-2*.

Figure 4-2: The List Of Programmes

2) If more than two choices of programmes added, the application message will be displayed like an image below (refer to Figure 4-3: Choice displayed message).

Figure 4-3: Choice Displayed Message

3) To remove the existing programme, press the **Delete** button and to sorting the priority of the programmes, press the sorting *icon* button.

ACADEMIC SECTION

Qualification Page

Figure 5-1: Academic - Qualification Page

1) Press **Add New Qualification** button to add new qualification. The *Figure 5-2: Add New Qualification Page* will be displayed.

Figure 5-2: Add New Qualification Page

2) Fill up all required fields and press **Save** button once done. Press **Cancel** button to cancel the input.
3) Press **Delete** button to remove the record. The confirmation of delete qualification is displayed as *Figure 5-3: Delete Qualification*. Press **Confirm** button to execute the process.
4) Press **Edit** button to edit the qualification like *Figure 5-4 : Edit Qualification*

Figure 5-3: Delete Qualification

Figure 5-4: Edit Qualification

Research And Publication

Figure 5-5: Research and Publication Page

1) Press **Add Research/Publication** button to add new record. Figure 5-6 will be displayed page entry for publication and Figure 5-7 will be displayed page entry for research. After entering the record press **Add Research/Publication** (save) button to save the record.

Figure 5-6: Publication Entry Page

Figure 5-7: Research Entry Page

2) Press **Edit** button to update the Research/Publication record and save the record by pressing **Save** button.

3) Press **Delete** button to remove Research or Publication details. The pop-up message will be display like Figure 5-9 below.

Figure 5-9: Delete Research Message

4) Press **Confirm** button to confirm and the message below will be pop-up (Figure 5-10)

Figure 5-10: Record Deleted Confirm

Language Exam

Figure 5-11: Language Exam Page

1) Choose the answer of the question, the default answer is 'NO', if the answer is 'YES' then the *Figure 5-11a : Add New Programme Page* will be displayed.

Figure 5-11a: Add New Programme Page

2) Press *Add New Language Exam* button to add new record. The Language examination choices are IELTS, MUET and TOEFL.

3) Figure 5-12 will be displayed page entry for Examination - IELTS, key-in all required records and press **Save** button to save the record.

Figure 5-12: Add New Language Exam - IELTS

4) Figure 5-13 will be displayed page entry for Examination - MUET, key-in all required records and press **Save** button to save the record.

Figure 5-13: Add New Language Exam - MUET

5) Figure 5-13 will be displayed page entry for Examination - TOEFL, key-in all required records and press *Save* button to save the record.

Figure 5-14: Add New Language Exam - TOEFL

6) List of all Languages will be displayed as in Figure 5-15

Figure 5-15: Record Display

7) Press *Edit* button to update the examination and press **Delete** button to remove the examinations. The pop-up message will be displayed like Figure 5-16 below. Press Confirm button and the pop-up message displayed like Figure 5-17.
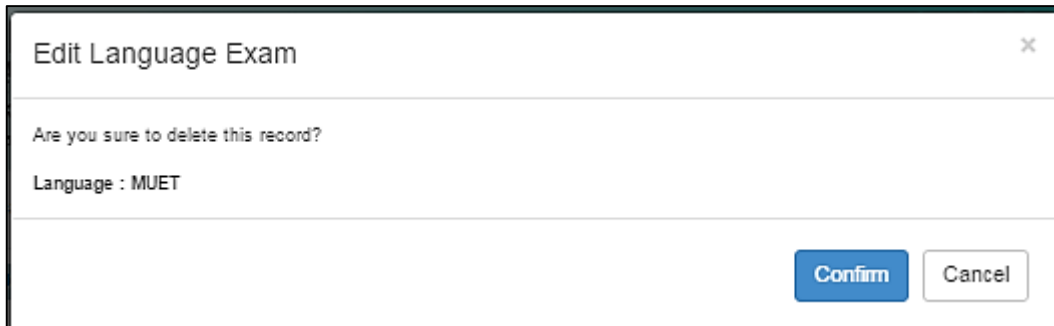
Figure 5-16: Delete Message Notification
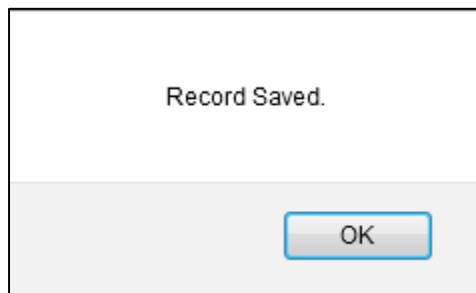
Figure 5-17: Confirm Deleted Message

WORK EXPERIENCE SECTION

Work Experience

Figure 6-1: Work Experience Page

1) Press ***Add New Work Experience*** button to add the history or current employment. Please refer to Figure 6-2:Add New Working Experience

Figure 6-2: Add New Working Experience

2) Fill out all required fields and press **Save** button to save the record.

3) To delete record, press **Delete** button in Figure 6-1: Work Experience Page. The message as in Figure 6-3 will be displayed. Press **Confirm** button to delete the record or C*ancel* button.

Figure 6-3: Delete Work

4) To edit Work detail, press **Edit** button in Figure 6-1 (Work Experience Page) to edit the record as shown as Figure 6-4: Edit Work, press *save* button to save the record.

Figure 6-4 : Edit Work Page

Referee Nominee

Figure 6-5: Referee Nominee

5) Press **Add New Referee** button to add new referee, the new page like Figure 6-6 will be displayed. Key-in all required records and press **Save** button to save the record.

Figure 6-6: Add New Referee

SPONSORSHIP SECTION

Figure 7-1: Sponsorship Page

1) Fill up all required details and press *Save* button to save the record.

SUPPORTING DOCUMENT SECTION

Figure 8-1: Supporting Document

1) Applicant may upload and preview file as in Figure 8-1: Supporting Document Page. Press **Upload** button to upload the file as shown in *Figure 8-2:Upload Document (for example)*
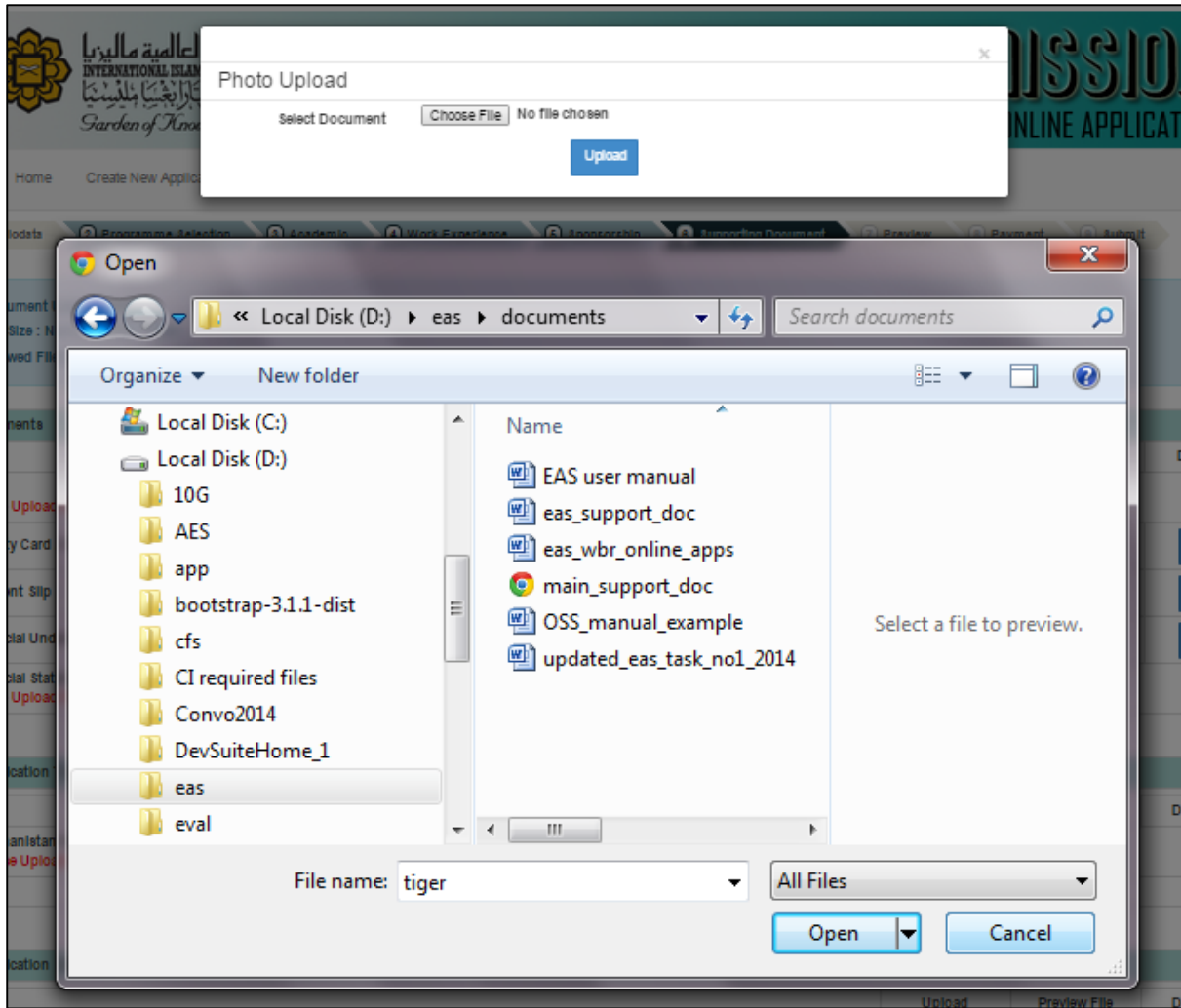
Figure 8-2: Photo Upload (As example)

2) Press **Choose File** button to search for a file and the file directory will be displayed. Choose the file and press **Upload** button to upload the file, as shown in Figure 8-1.
3) Press **Preview** button to view the attachment.

PREVIEW SECTION

Figure 9-1: Preview Section (Example)

PAYMENT SECTION

Figure 10-1: Payment Section

1) Applicant may choose the choice of payment as shown in Figure 10-1 above. Press *Save* button to save the record.

SUBMIT SECTION

Before Submit

Figure 11-1: Before Submit

1) Tick the required *checkbox* to complete the application.

After Submit

Figure 11-2: After Submit

1) Press the *Submit* button to complete the application.

2) The application status will change to **'APPLICATION SUBMITTED'** after the application was successfully submitted.

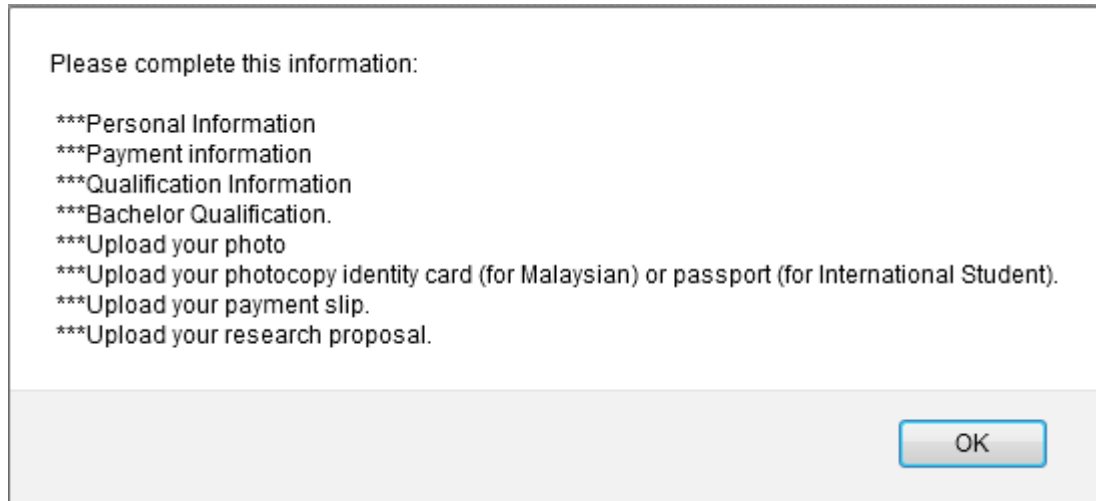3) The *Figure 11-3: Unsuccessful Submission* will be displayed if the required documents not yet uploaded.


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Please complete this information:

***Personal Information
***Payment information
***Qualification Information
***Bachelor Qualification.
***Upload your photo
***Upload your photocopy identity card (for Malaysian) or passport (for International Student).
***Upload your payment slip.
***Upload your research proposal.

                                                          OK
```

Figure 11-3: Unsuccessful Submission

**** THANK YOU ****