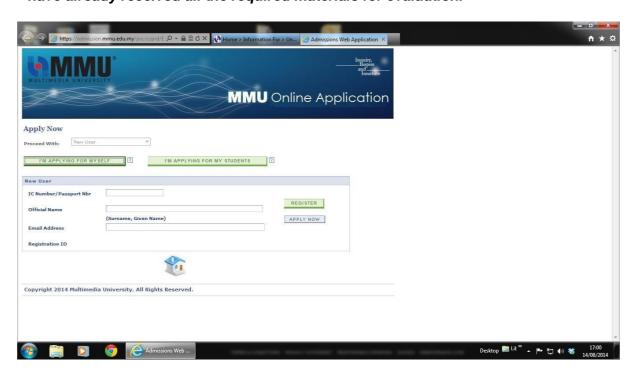**STEP BY STEP GUIDELINE FOR POSTGRADUATE ONLINE**

APPLICATION ONLINE APPLICATION

To apply for postgraduate programme online:

1. Go to:
   https://admission.mmu.edu.my/psc/csprd/EMPLOYEE/HRMS/c/N_ADMISSIONS.N AD_APPL
   _ASS_CMP.GBL?&
2. Click on **APPLY NOW**.
3. Select **I'M APPLYING FOR MYSELF** and enter your passport number, official name and email address.
4. Click on **REGISTER** and you will get your Registration ID.
5. After obtaining the Registration ID, proceed to click on **APPLY NOW.**
6. Once the Online Data has been completed, you will be given the Application ID and you are required to print the Application Report.
7. Upon submission of your application, you are required to upload for the following documents:
   a. Certified true copy of academic certificates
   b. Certified true copy of academic transcripts
   c. Certified true copy of English Language Qualifications
   d. Certified true copy of GMAT/ GRA Certificate/ Result (if any)
   e. Certified true copy of passport (All Pages)
   f. Reference forms to be forwarded
   g. Reference forms enclosed
   h. Research Statement Form (for Research Programmes only)

*** *You are advised to check your application status online in order to be sure that we have already received all the required materials for evaluation.***
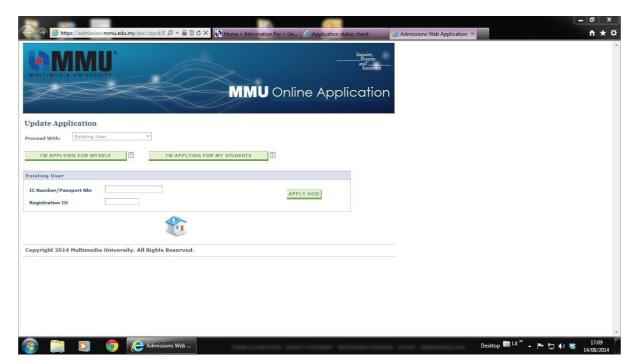
UPDATE APPLICATION

To update your application before submission of application online:

1. Go to:
   https://admission.mmu.edu.my/psc/csprd/EMPLOYEE/HRMS/c/N_ADMISSIONS.N_AD_APPL_ASS_CMP.GBL
2. Click on **UPDATE APPLICATION**, then click on **"I'M APPLYING FOR MYSELF"**
3. Enter your IC/Passport Number and Registration ID, then proceed to click on **APPLY NOW**.
4. You may update your application information here as well as to upload the required documents upon submission of your application.

CHECK APPLICATION STATUS

To check your application status:

1. Go to:
   https://admission.mmu.edu.my/psc/csprd/EMPLOYEE/HRMS/c/N_ADMISSIONS.N_AD_APPL_ASS_CMP.GBL
2. Key in your IC/Passport Number and Registration ID, then proceed to click on **LOGIN**.
3. You may also upload the application documents here when necessary or required by the Multimedia University (MMU). The required documents must be uploaded within two (2) weeks from the date of application submitted to MMU. MMU will only start processing your application after receiving the following documents:
   a. Certified true copy of academic certificates
   b. Certified true copy of academic transcripts
   c. Certified true copy of English Language Qualifications
   d. Certified true copy of GMAT/ GRA Certificate/ Result (if any)
   e. Certified true copy of passport (All Pages)
   f. Reference forms to be forwarded
   g. Reference forms enclosed
   h. Research Statement Form (for Research Programmes only)
4. Once your application is successful, an email will be sent to you together with the offer letter.

*** You are advised to check your application status online in order to be sure that we have already received all the required materials for evaluation.**