USER MANUAL

for

E-Admission

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Version 1.1
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1 E-ADMISSION

1.1 HOME

An applicant can access this home screen to register/apply and check their application record or getting all information about admission.

![Home screen](image)

**Figure 1.1 – Home screen**

1.1.1 HOME

1. Go to `postgrad.upsi.edu.my/admission/`
2. Click registration menu to register before apply the application.
1.2 REGISTRATION

This screen is a registration screen. An applicant should register first before make an application.

1.2.1 REGISTRATION

1. Click Registration menu.
2. Fill in the form.
3. Click save button.
1.3 LOGIN APPLICATION

The purpose of this screen is an applicant need to login based on IC (Identity Card for Malaysian only) / OR passport no. and password that was created at register screen.

1.3.1 LOGIN APPLICATION

1. Insert IC no. /passport no.
2. Insert password.
3. Click Submit button to continue.

Figure 1.2 – Login Application
1.4 PROFILE

The purpose of this screen is an applicant should fill in a profile information.

Figure 1.3 – Profile

1.4.1 PROFILE

1. Fill in the form
2. Click save button
1.5 CONTACT INFO

The purpose of this screen is an applicant should fill in all contact information.

![Contact Info Screen]

**Figure 1.5 – Contact Info**

1.5.1 CONTACT INFO

1. Fill in the form.
2. Click save button.
1.6 ACADEMIC QUALIFICATION

The purpose of this screen is an applicant need to fill all academic qualification.

![Academic Qualification Form]

**Figure 1.6 – Academic Qualification**

1.6.1 ACADEMIC QUALIFICATION

1. Fill in the form.
2. Click Add Qualification.
3. The record will be displayed.
1.7 WORKING EXPERIENCE

The purpose of this screen is an applicant should to fill in all working experience.

![Image of working experience section]

**Figure 1.7 – Working Experience**

1.7.1 WORKING EXPERIENCE

1. Fill in all working experience information.
2. Click add working experience button.
3. The record will be displayed.
1.8 RELATIVE

The purpose of this screen is an applicant need to fill in a relative information.

Figure 1.8 – Relative

1.8.1 RELATIVE

1. Fill in all the form
2. Click save button.
1.9 PROPOSAL

The purpose of this screen is applicant need to fill in a proposal information. The proposal is compulsory for research mode only.

![Proposal Screen](image)

**Figure 1.9 – Proposal**

1.9.1 PROPOSAL

1. Fill in the form
2. Upload Document
3. Click save button.
1.10 APPLY NOW

The purpose of this screen is an applicant need to insert IC no and bitara ID for Malaysian applicant while for international applicant need to insert passport no only. [Click here](#) for further information about bitara ID.

**For Malaysian Applicant**

![Image of Malaysian Application Form]

**For International Applicant**

![Image of International Application Form]

Figure

1.11 – Apply Now

1.10.1 APPLY NOW

1. Fill in all the form.
2. Click submit button.

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Software Requirement Specifications

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<thead>
<tr>
<th>SYSTEM NAME</th>
<th>MODULE NAME</th>
<th>FORMAT</th>
<th>REVISION</th>
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</tr>
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</table>
1.11 SELECT LEVEL

The purpose of this screen is an applicant need to select a level needed.

Figure 1.12 –Select program

1.11.1 SELECT PROGRAM
1. Select level.
2. Click Submit Button.
1.12 SELECT PROGRAM

The purpose of this screen is an applicant need to select program.

1.12.1 SELECT PROGRAM

1. Choose a program,
2. Fill in the form
3. Click save button.
1.13 EDIT/REVIEW APPLICATION

The purpose of this screen is an applicant need to edit/review or fill in the information.

Figure 1.15 – Edit/Review Application.

1.13.1 EDIT/REVIEW APPLICATION

1. Check all information
2. Click save button.
1.14 SPECIAL REQUIREMENT

The purpose of this screen is an applicant need to upload a special requirement.

1.14.1 SPECIAL REQUIREMENT

1. Upload Special Requirement
2. Click Add Special Requirement.
1.15 UPLOAD DOCUMENT

The purpose of this screen is an applicant need to upload the document needed.

Figure 1.10 – Upload Document

1.15.1 UPLOAD DOCUMENT

1. Upload all document needed.
1.16 SUBMIT APPLICATION

The purpose of this screen is an applicant need to submit the application.

![Submit Application Screen](image)

**Figure 1.16 – Submit Application**

1.16.1 SUBMIT APPLICATION

1. Click submit application button
1.17 Check status

The purpose of this screen is allow an applicant to check their status.

![Figure 1.17 – Check Status](image)

### 1.17.1 CHECK STATUS

1. Insert IC no. / passport no.
2. Click submit button