USER MANUAL

For

E-Admission

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1 E-ADMISSION

1.1 HOME

The purpose of this screen is as a home screen where applicant can access for update purposes, filling in applications and to check a record or getting information.

![Home Screen]

Figure 1.1 –home screen

1.1.1 HOME - How to Apply

1. Go to postgrad.upsi.edu.my/admission/
2. Click online application (apply online image) module to apply for the application
1.2 HOME SCREEN OF APPLICATION

The purpose of this screen is as a home screen for online application where applicant can make a new application, update an application and check the status of application. Please choose International for International applicant.

**Figure 1.2** –Home Screen of Application

1.2.1 Home Screen of Application

1. For International applicant, please choose International in New application.
1.3 NEW APPLICATION
The purpose of this screen is for applicant to fill in the data needed for a new application.

Figure 1.2 – New Application

1.3.1 NEW APPLICATION

1. Insert Passport No.
2. Click Submit button to continue.
1.4 PROGRAM.PHP – SELECT PROGRAM/MODE OF STUDY

The purpose of this screen is for applicant to choose their level and mode of study.

![Image of online application form]

Figure 1.3 – Choose Level and Mode of Study

1.4.1 Choose Level and Mode of Study

1. Choose level of study and make sure the mode selected is correct.
2. Click submit to continue to another screen.
1.5 INSERT STUDY TYPE AND PERSONAL INFORMATION

The purpose of this screen is to fill in the study type and personal information.

![Online Application Image]

**Figure 1.5 – Insert Study Type and Personal Information**

### 1.5.1 INSERT STUDY TYPE AND PERSONAL INFORMATION

1. Select Level of Study
2. Select Name of Specialization
3. Select Mode of study
4. Insert name
5. Click Save to save information and automatically go to the next screen.
1.6 FORM APPLICATION (PROFILE TABS)

The purpose of this screen is for applicant to fill in personal information in the provided form.

Figure 1.6 – Form Application (Profile Tabs)

1.6.1 FORM APPLICATION (Profile Tabs)

1. Click profile tabs, fill in all forms and click the Save button.
2. After saving, the screen will automatically go to Contact Info tabs
1.7 FORM APPLICATION (CONTACT INFO TABS)

The purpose of this screen is for applicant to fill in contact info in the provided form.

Figure 1.7 – Form Application (Contact Info Tabs)

1.7.1 FORM APPLICATION (Contact Info Tabs)

1. Fill in all forms and click the Save button.
2. After saving, the screen will automatically go to Qualification tab.
1.8 FORM APPLICATION (QUALIFICATION TABS)

The purpose of this screen is for applicant to fill in their qualification information in the provided form.

1.8.1 FORM APPLICATION (Qualification tabs)

1. Fill in all forms and click the Add button.
2. After clicking add button, the qualification information will be displayed.
3. After clicking the save and continue button, the screen will automatically go to Employment tab.
1.9 FORM APPLICATION (EMPLOYMENT TABS)

The purpose of this screen is for applicant to fill in their employment information in the provided form.

![Image of Form Application (Employment tabs)]

Figure 1.9 – Form Application (Employment tabs)

1.9.1 FORM APPLICATION (Employment tabs)

1. Fill in all forms and click the Add button.
2. After clicking add button, the information will be displayed.
3. Click the continue button and the screen will automatically go to Relative tab.
1.10 FORM APPLICATION (RELATIVE TABS)

The purpose of this screen is for applicant to fill in their relative information in the provided form.

![Form Application](image)

Figure 1.10 – Form Application (Relative tabs)

1.10.1 FORM APPLICATION (Relative tabs)

1. Fill in all forms and click the Save button.
2. Click the save and continue button and the screen will automatically go to Research Proposal tab.
1.11 FORM APPLICATION (RESEARCH PROPOSAL TABS)

The purpose of this screen is for applicant to fill in their research proposal information in the provided form.

![Form Application (Research Proposal tabs)](image)

Figure 1.11 –Form Application (Research Proposal tabs)

1.11.1 FORM APPLICATION (Research Proposal tabs)

1. Fill in all forms and click the Save button.
2. Upload research proposal.
3. Click the Save and Continue button and the screen will automatically go to Upload Document tab.
1.12 FORM APPLICATION (CHANGE OF PROGRAM TABS)

The purpose of this screen is for applicant who wants to change their program.

![Image of Form Application (Change of Program tabs)](image)

**Figure 1.12** – Form Application (Change of Program tabs)

### 1.12.1 FORM APPLICATION (Change of Program tabs)

1. If there are no changes made on this screen, please click on Confirmation.
1.13 CONFIRMATION TABS

The purpose of this screen is to allow the applicant to review the applicant form and submit the application form.

![Form Application(confirmation tabs)](image)

**Figure 1.13 – Form Application(confirmation tabs)**

1.13.1 Confirmation Tab

1. Click Submit Application to submit the application.
2. Click Review Application to review the application form.
1.14 Submit screen

The purpose of this screen is to show the application after submitting it.

1.14.1 Submit Screen

1. Click Review Application to review the application that has been made.
2. Click Print Application to print the application form.
3. Click Close if you want to close the screen.
1.15 INDEX.PHP – HOME

The purpose of this screen is as a home screen for applicant to apply, update and check their record.

Figure 1.6 – ONLINEAPPLICATION.PHP, home screen

1.15.1 HOME- How to Update the Application

1. Click local/international/executive in new application menu button to update an application.
1.16 Update Application

This screen allows applicant to update their application. Make sure the application is not submitted yet.

Malaysian Applicant is not allowed to using this application. Otherwise your application will not be processed.

1.16.1 Update Screen

1. Insert Applicant id.
2. Insert Passport No.
3. Click the submit button and continue to screen apply_form_local.php

1.17 Check status
This screen allows an applicant to check their status.

Figure 1.17 – Check Status

1.17.1 CHECK STATUS

1. Insert Passport No.
2. Click the Submit button.