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

**MAIN PAGE**

![Main Page](https://example.com/main_page_image.png)

**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 automatically for acknowledgement as in Figure 2-1-1: Pop-up message acknowledgment
Successful. Your username is syrabil@gmail.com. Please REMEMBER your password is CASE SENSITIVE!!

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 successful 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.

Please login to the email address you used to create the account. Click the link in that email to verify that you own this address.

Figure 2-2: Login Attempted

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>Session</th>
<th>Semester</th>
<th>Programme Level</th>
<th>Current Status</th>
<th>Date Created</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>962</td>
<td>2016/2016</td>
<td>2</td>
<td>U</td>
<td>APPLICATION CREATED</td>
<td>03-NOV-14</td>
<td>Modify</td>
</tr>
<tr>
<td>988</td>
<td>2014/2015</td>
<td>1</td>
<td>U</td>
<td>APPLICATION RETRACTED</td>
<td>16-OCT-14</td>
<td></td>
</tr>
<tr>
<td>987</td>
<td>2016/2016</td>
<td>2</td>
<td>U</td>
<td>APPLICATION RETRACTED</td>
<td>03-NOV-14</td>
<td></td>
</tr>
<tr>
<td>902</td>
<td>2013/2014</td>
<td>1</td>
<td>U</td>
<td>APPLICATION RETRACTED</td>
<td>02-OCT-14</td>
<td></td>
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<tr>
<td>904</td>
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<td>2</td>
<td>U</td>
<td>APPLICATION RETRACTED</td>
<td>16-OCT-14</td>
<td></td>
</tr>
<tr>
<td>902</td>
<td>2016/2016</td>
<td>2</td>
<td>U</td>
<td>APPLICATION RETRACTED</td>
<td>16-OCT-14</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.
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 5-2: Add New Qualification Page

Figure 5-3: Delete Qualification
**Edit Qualification**

- **Qualification level**: ADVANCED DIPLOMA
- **Country of the Institution**: AUSTRALIA
- **School/Institution**: AUSTRALIAN NATIONAL UNIVERSITY
- **Certificate**: MASTER OF LAWS
- **Stream of Study**: NOT APPLICABLE
- **Grading Type**: PERCENTAGE
- **Overall Score**: 90
- **Period of Study**: From Year: 2008, To Year: 2011
- **Graduated**: YES
- **Medium of Instruction**: ENGLISH

*Figure 5-4: Edit Qualification*
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.
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 displayed like Figure 5-9 below.

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

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.

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.

![Add New Language Exam](image)

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.

![Add New Language Exam](image)

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.

![Add New Language Exam](image)

**Figure 5-14: Add New Language Exam - TOEFL**

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

![Record Display](image)

**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](image1)

![Figure 5-17: Confirm Deleted Message](image2)
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
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 Cancel button.

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
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.
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)*
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.
Figure 9-1: Preview Section (Example)
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

1) Tick the required checkbox to complete the application.

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.

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.

Figure 11-3: Unsuccessful Submission

**** THANK YOU ****