



UMSItS & MAYA PORTAL SEMESTER II **BACHELOR OF LAWS** 2020/2021 APPLICATION

Dear Applicants,

The following are quick guides for application to Bachelor of Laws:

Step 1: Create a new account / Log in to MAYA Portal

	New User	
Login		
	Login to MAYA	

- 1. Go to apply.um.edu.my, then click on New User button.
- 2. For returning applicant, please login using your email and password. Then continue with Step 3.

Step 2: Create new user

Create New User			
Title * *	Miss		
First Name *	Noor Rafidah		
Surname *	Binti Roslan		
Date of Birth *	02 🗸 Sep 🖌 1985 🖍		
E-mail *	rafidahtest@gmail.com		
Confirm e-mail *	rafidahtest@gmail.com		
Password * *			
	(Password must contain a minimum of 8 characters which consist of capital letter, small letter and a number)		
Confirm Password * *			
	Cancel Create User		

1. Fill Up the required information accordingly, then click Create User.

Step 3: Search programme

Level of Study:	 Foundation
	 Diploma
	 Undergraduate
	🔿 Undergraduate: Saluran Terbuka Universiti Malaya (SATU)
	O Undergraduate: External
	O Postgraduate Diploma
	⊖ Master
	 Doctorate
Nationality:	CITIZEN
Faculty:	LAW *
Course Type:	COURSEWORK
Mode of Attendance:	FULL TIME
	Search Now

- 1. Fill in the parameter as below:
 - i. Level of Study
 - ii. Nationality
 - iii. Faculty
 - iv. Course Type
 - Mode of Attendance : Full Time V.
- 2. Click on Search Now button.
- 3. The Bachelor of Laws programme will be displayed at the bottom of the page.
- 4. Click on the programme name.

Step 4: Apply programme

- : Undergraduate
- : Citizen
- : Coursework

: Law

You are about to start an application to: BACHELOR OF LAWS					
Sequence	Session	Semester	Mode of Attendance	Start date	Apply
0001	2019/2020	S2	FULL TIME		Apply
			Back to Search Results		

1. Click on **Apply** button.

Step 5: Complete all forms in the application checklist

Application for this prog	ramme is open from 14/Dec/2020 to 18/Dec/20
Click c	n the links below to continue your application
	Status - Unsubmitted
Personal Details	
➡ Contact Details	
SPM / O-Level	
STPM / STAM / Matric / Foundation / A-Level / Diploma / High	School
English Level Proficiency	
+ Co-Curriculum	
+ Finance Information	
Document Upload	
Processing Fee	

- 1. Click on the links to complete all required information.
- 2. Pay processing fees.

Step 6: Submit application

olication from Noor Rafidah Binti Roslan for BACHELOR OF LAWS to start in				
Checklist Personal Details 🗸 Contact Details 🗸 SPM / O-Level 🖌 STPM / STAM / Matric / Foundation / A-Lev	vel / Diploma / High School 🗸	English Level Proficiency 🗸	Co-Curriculum 🗸	Finance Information 🗸
Document Upload ✔ Processing Fee ✔ Submission ¥				
Submission				
* Please note that all fields with an asterisk (*) are compulsory.				
Declaration				
Declaration			_	
Are you currently pursuing any other course or academic program whether full-time, part-time, off-campus or distance learning in any institution?*	🔿 Yes 💿 No			
Have you ever applied to take this course before?*	🔿 Yes 💿 No			
If you have applied, did your application succeed?*	🔿 Yes 💿 No			
Have you ever registered for this program before?*	🔿 Yes 💿 No			
Have you ever opted out of this program before?*	🔿 Yes 💿 No			
Have you been terminated from this program before? *	🔿 Yes 💿 No			
Do you agree to accept the offer that differs from your list of options?*	🔿 Yes 💿 No			
	O Yes 🔿 No			
Did you give consent to the following of the application details to other agencies / usage of the Higher Education Ministry? *	0 0			
Did you give consent to the following of the application details to other agencies / usage of the Higher Education Ministry? * You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement message	ge on maya.um.edu.my confirmin	g the submission of your applicati	ion.	

- 1. Answer the declaration accordingly, then tick the checkbox.
- 2. Click on **Submit** button.

Step 7. View Acceptance of Application Notification



1. Click on the **Please click this link to access your portal and view** the progress of your applications link to go to the MAYA Portal.

All messages				
С)ther views:	All messages (1)	\sim	
View 1 me	ssages in full scr	een mode		
Status	Status	From	Subject	Received Date
	New	Um Portal Intray No-Reply	[UNIVERSITY OF MALAYA] ACCEPTANCE OF APPLICATION	09/Dec/2020

2. Click on the subject to view the notification content. The notification will be displayed as below.

Intray N	Messages for NOOR RAFIDAH BINTI ROSLAN
From	Um Portal Intray No-Reply
Received	09/Dec/2020
Due Date	
Subject	[UNIVERSITY OF MALAYA] ACCEPTANCE OF APPLICATION
	Dear Sir/Madam, Thank you for applying to the University of Malaya. Your application is now being processed. Note : This email is generated automatically from the system and please do not reply.
	Intray

3. Application process ended.

FOR MORE INFORMATION:



