

# UMSITS & MAYA PORTAL

**SEMESTER II | BACHELOR OF LAWS APPLICATION**  
2020/2021

Dear Applicants,

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

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

1. Go to [apply.um.edu.my](http://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

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

## Step 3: Search programme

1. Fill in the parameter as below:
  - i. Level of Study : Undergraduate
  - ii. Nationality : Citizen
  - iii. Faculty : Law
  - iv. Course Type : Coursework
  - v. Mode of Attendance : Full Time
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

1. Click on **Apply** button.

## Step 5: Complete all forms in the application checklist

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

## Step 6: Submit application

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.

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

3. Application process ended.