

## **Extenuating Circumstances (EC) Claim Process**

Students have several options to submit an EC: via MyNottingham, self-service PCs at faculty, or dial-in in extreme situations. Follow these steps if you choose to use MyNottingham.

1	2
Welcome to MyNottingham         The University of Nottingham's web portal for applicants, staff and current students.         I am a current student/member of staff at the University       Sign in         I would like to apply for a foundation, undergraduate or postgraduate course in Malaysia       Sign in         I have already applied for a UK course at the University through I am an international student and would like to apply for an English Inguage qualification in the UK       Sign in	
Login to MyNottingham (https://mynottingham.nottingham.edu.my) by using your student username (e.g. kzzxxx) and password.	CourseFinanceSupportPlaceClick the 'Support' icon to access related services available to you.
JJJ<	<image/> <text><text></text></text>
5 Summary: Missed coursework deadline due to surgery Details I had an unscheduled knee surgery last week. I was therefore unable to submit my Coursework 2 essay for my course History and Modernity. I would like to request an extension.	

Fill in the 'Summary' and 'Details' fields then proceed to click Submit.

## **Additional information**

## Request saved confirmation

You will then see a notification stating "Support request saved successfully". This means your EC support request has been successfully submitted. A member of staff will contact you shortly by email.

	Details:	
*	Details	
		4
<u> </u>		
	Support request saved successfully.	×

## View status of EC claim

To see the status of your EC claim, scroll to the 'Current Support Requests' window. The status is listed right next to the EC support request.

