



MyNottingham User Guide



Steps to perform Online Admissions Applications

The following steps will take you through the process to complete an application through Online Admissions Applications.

1. Sign up for an applicant account via [MyNottingham](#), if you do not already have one. Click on the 'Create an Application here' link.

(Note: If you have previously created an account, you should use it to log in by entering the information in the Username and Password fields.)

Country will default to United Kingdom. You will need to change your country. To do so, click on the magnify icon to Change Country and scroll down in the pop up window to select your relevant country. Choose a user ID. This is a user ID for applications only, and is not a University username.

Account Sign Up

Applicant Details

*First Name:

Middle Name:

*Last Name:

*Date of Birth:

Address Information

*Country/Region: United Kingdom

*Address: [Edit Address](#)

Contact Information

Telephone:

*Email ID:

*Confirm Email ID:

2. Login to [MyNottingham](#).

Login using your applicant ID and Password.

3. Click on Make Application, under Apply

MyNottingham Home | Help | Sign Out

Welcome back to MyNottingham.

Here you can start your application for a place on a course at The University of Nottingham, or continue or track an existing application.

Find a course

To find details of our courses please visit our postgraduate, undergraduate and foundation (Malaysia only) prospectuses

Foundation >

Undergraduate >

Postgraduate >

Apply

To apply to study at The University of Nottingham, please click [here](#) and follow our online application process.

Make Application

Already applied?
You can visit our dedicated applicants' areas for foundation, undergraduate and postgraduate students for further information and advice.

Any questions?
Talk to us to find out more about studying at the University and life in Nottingham.
Phone
+60 3 8924 8686

3.1 Follow the steps to select the campus, course, year and other details. Click 'Confirm Selection' when done.

Please complete the below questions in order to begin your application to The University of Nottingham.

Academic Institution: The University of Nottingham

② Campus: Malaysia

International: No

② Course Level: Undergraduate

Term: 3170 2017 Academic Year

Course Subject Area: M1027 Mechatronic Eng

② Course: M6UMTENG Bachelor of Engineering with Honours/ Master in Engineering with Honours in Mechatronics Engineering

Academic Load: Full-Time

Year of Program: 01 - First Year

Date of Entry: SEPTEMBER September

Previous Question Next Question

Confirm Selection 

3.2 Form Status

You are required to complete all the sections in this category. Click 'Save' at the bottom of each page as you complete it.

- In Personal Details, in the National ID section, International (non-Malaysian) students should leave the 'Country', 'National ID Type' and 'National ID' fields blank.

National ID

Country: National ID Type: National ID:

Citizenship

*Nationality:

- Complete each section then click the **next section** to proceed. You will notice that the button will turn to a green tick for the section that you have completed.

Form Status

 Personal Details 

  Contact & Address Details  

  Residency 

 Passport Information 

  Personal Statement 

  Additional Questions 

  Supporting Documents 

Submit Application

Return to Summary

Key

 Not Started  Incomplete  Complete

 Required

- Upload any documents to support your application as listed in the 'Supporting Documents' section

Document Type: Add Delete

Description: Upload

File Name: View Delete

Save

3.3 Submit your application

Once you have completed all the sections, finalise your application by clicking on the 'Submit Application' button

Form Status

- Personal Details ?
- Contact & Address Details ?
- Residency
- Passport Information ?
- Personal Statement ?
- Additional Questions ?
- Supporting Documents

Submit Application

Return to Summary

By selecting "Yes" below, I accept:

The University of Nottingham Malaysia Campus is registered as a Data User as required under the Personal Data Protection Act 2010. The University only processes prospective student data in accordance with the Personal Data Protection Act 2010 and for the purposes as mentioned in the [Data Protection Notice](#). If your application is unsuccessful, your application data will be destroyed at the end of the admissions cycle for the year you have applied.

Applicant's declaration:

I understand that the University will use the information provided in this form for the purposes of admissions and to form part of a subsequent student record if I am accepted. I have read and understood the [Data Protection Notice](#) and I give my consent to the processing of my data and to use it for statistical information and reporting, as necessary.

Accept Terms and Conditions

Yes, I accept

Return to Summary Submit Application

Please note that you will be required to pay an application fee of RM100 (Malaysian applicant) and RM200 (International applicant) to process your application.

Visit the [University website](#) for further information on MyNottingham portal. If you have any technical issues, please contact the UNMC IT Service Desk via ITServiceDesk@nottingham.edu.my or +60 3 8924 8199.