University of Nottingham
UK | CHINA | MALAYSIA

NottinghamHub User Guide

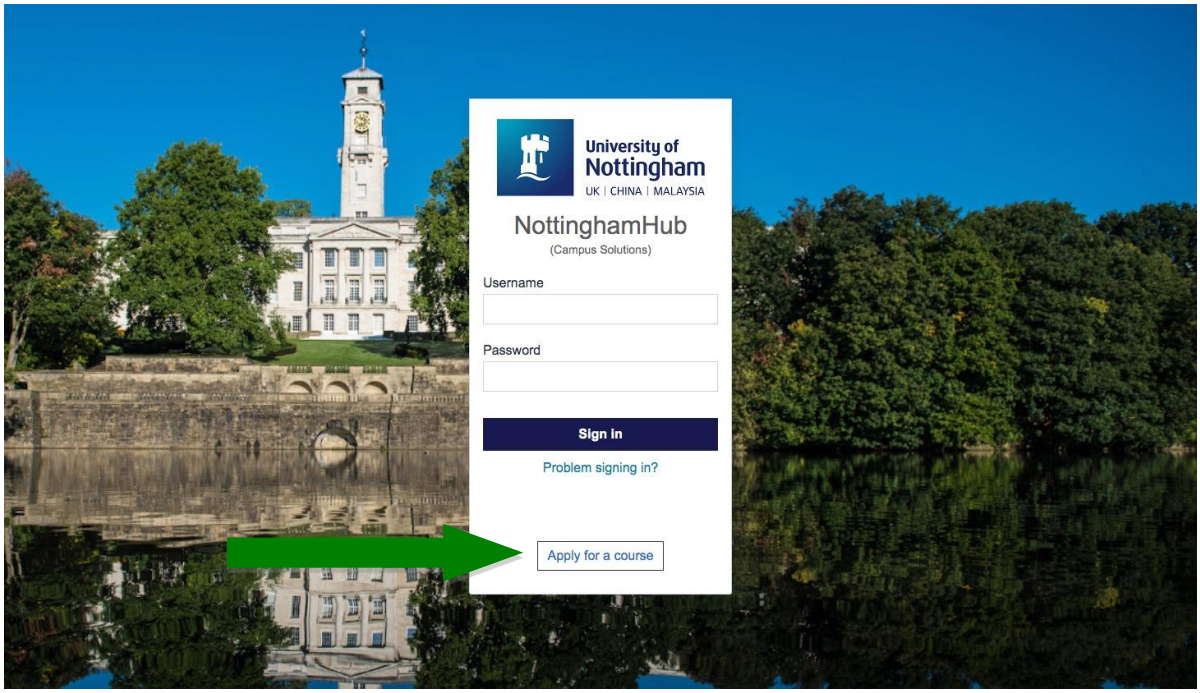
1. Sign up for an applicant account → 2. Login to NottinghamHub portal → 3. Apply online

Steps to perform Online Admissions Applications

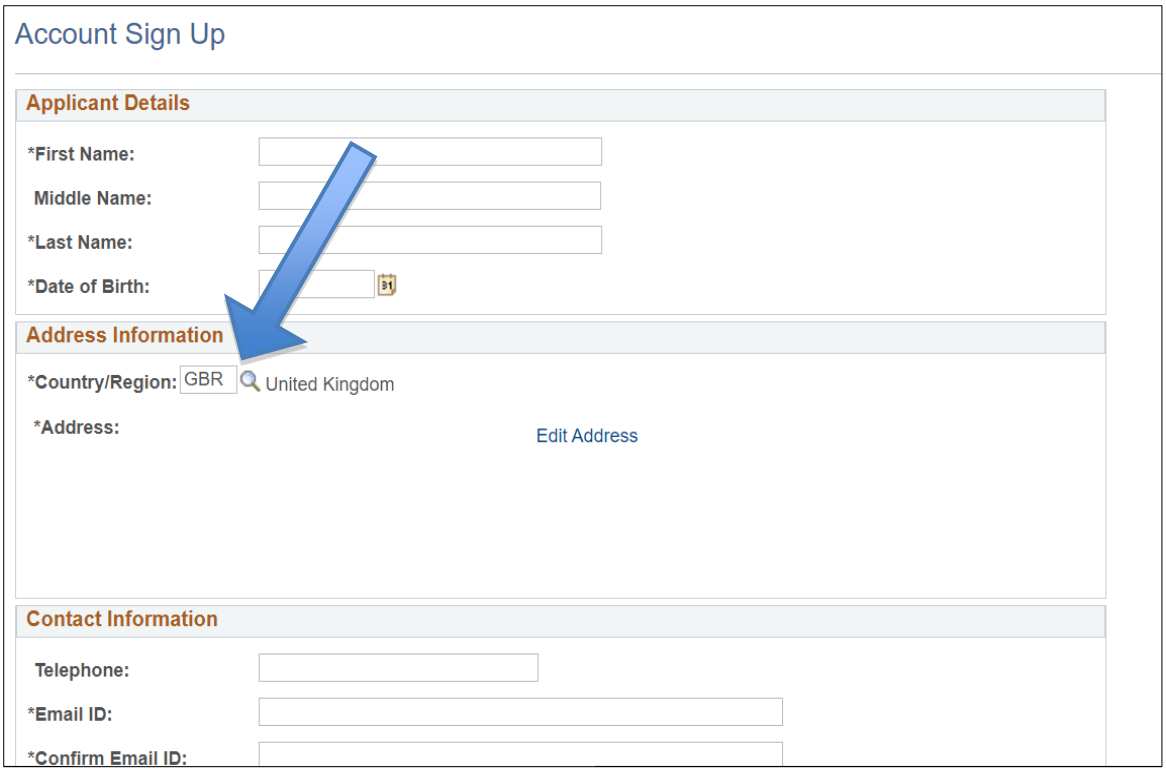
The following steps will take you through the process to complete an application through Online Admissions Applications.

1. Sign up for an applicant account via NottinghamHub, if you do not already have one. Click on the 'Apply for a course' 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.



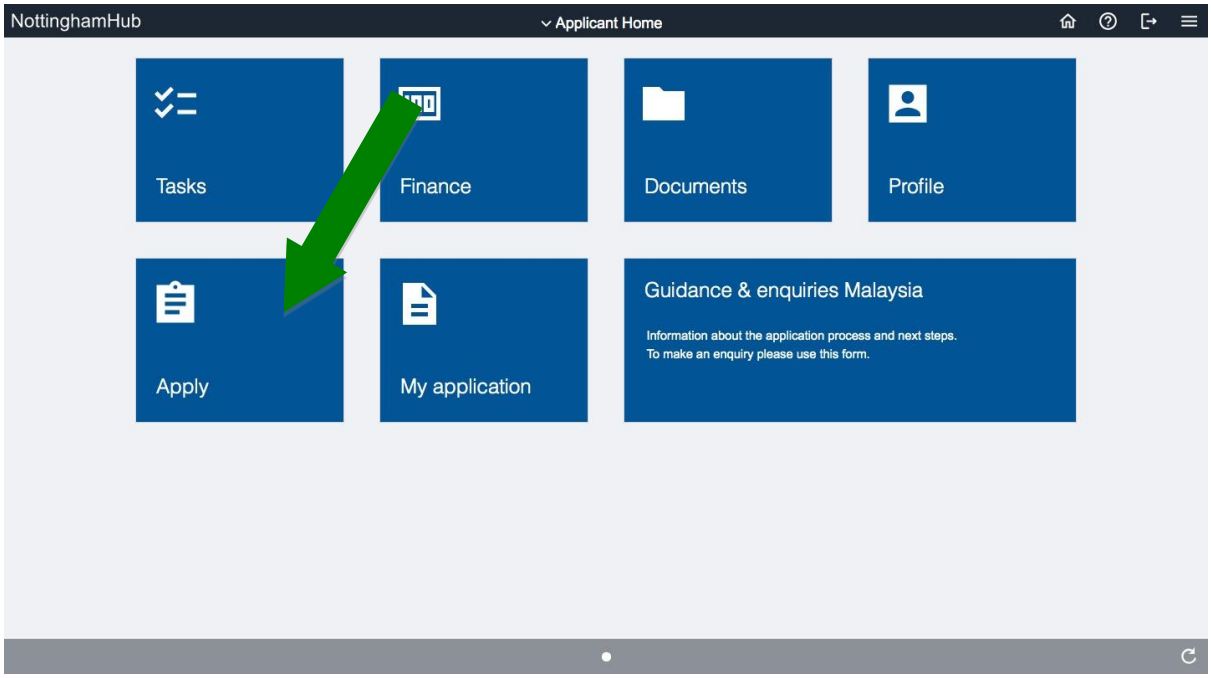
2. Login to NottinghamHub.

Login using your applicant ID and Password.

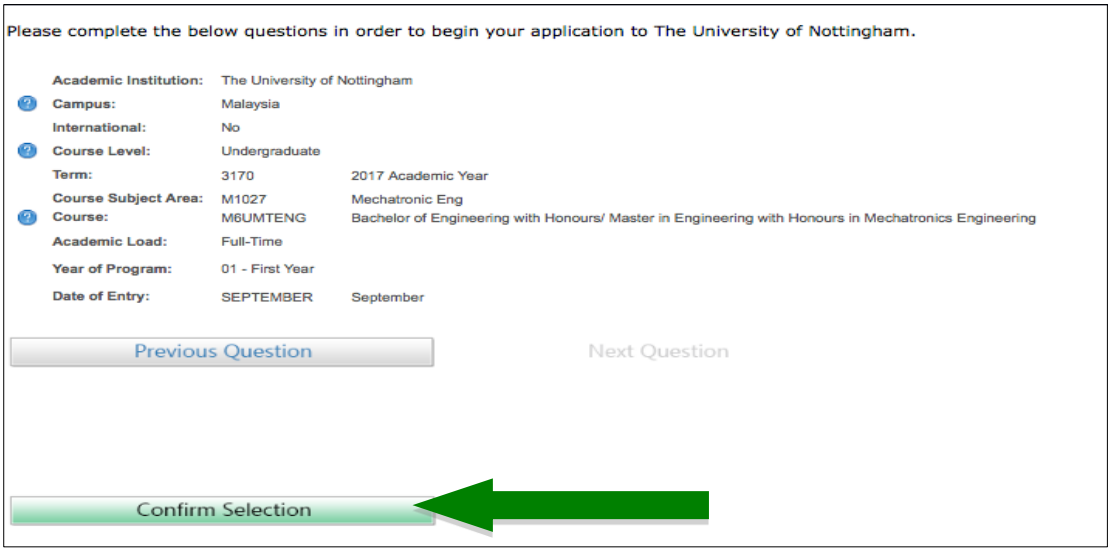
Here is an overview of the tiles you will see:

Tile name	Description
Apply	Here you can apply for other programmes of study with the university
Documents	You can upload any relevant documents here when you are requested to by the university
Finance	View the status of your university fees and charges. You can also update bank account details and make payments
Guidance & enquiries Malaysia	Here you will find an overview of the application process and next steps. An enquiry form is also included
My application	This is where you can monitor the status of your application
Profile	Update your personal details and change your password here
Tasks	View your pending actions and to do list

3. Click on ‘Apply’ tile to create a new application



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

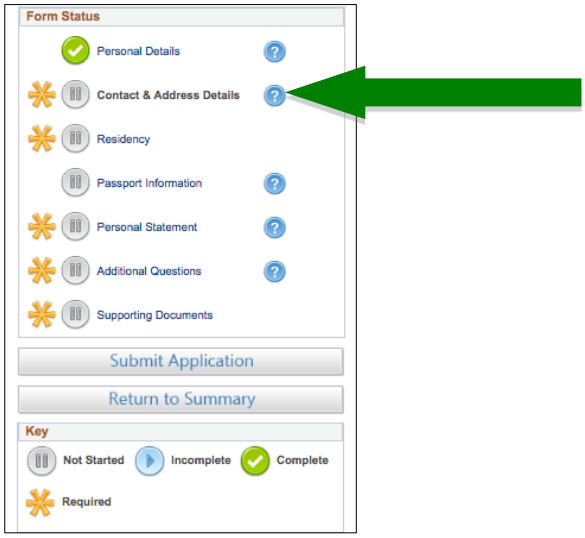


3.2 Form Status

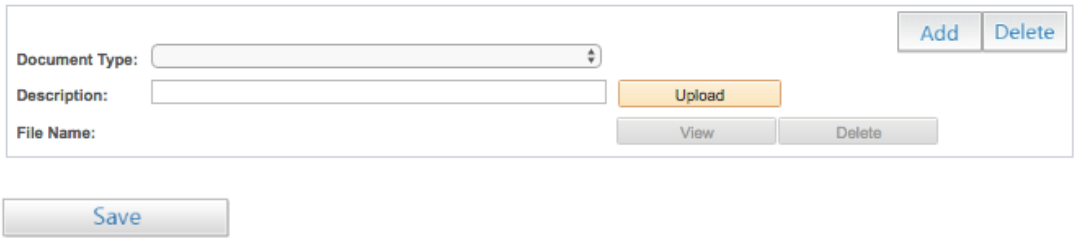
You are required to complete all the sections in this category. Click ‘Save’ at the bottom of each page as you complete it.

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

- 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.

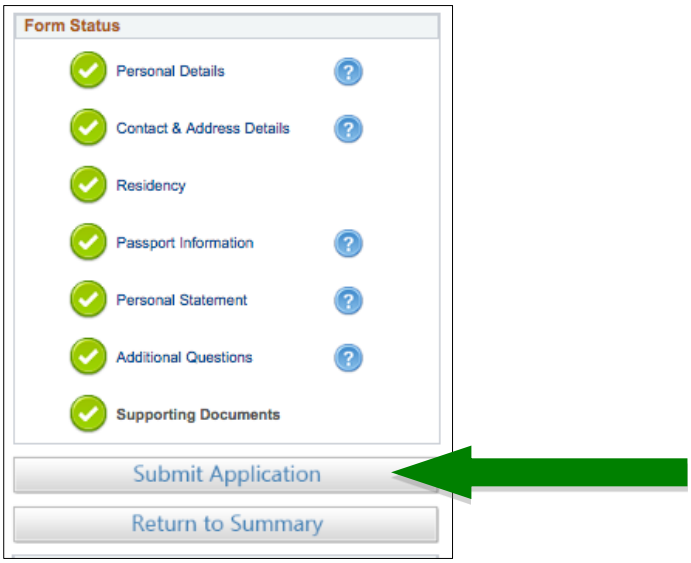


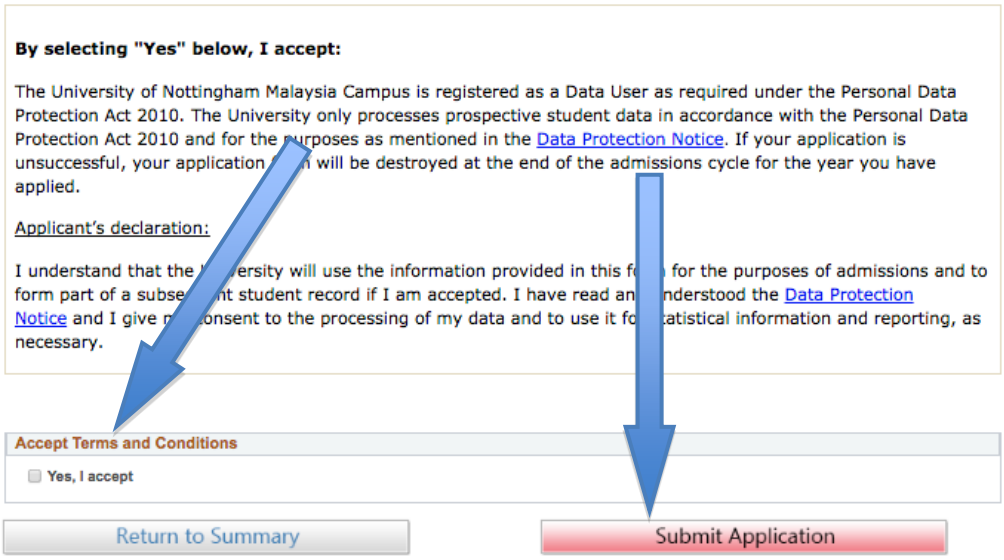
- Upload any documents to support your application as listed in the 'Supporting Documents' section



3.3 Submit your application

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





Please note that you will be required to pay an application fee of RM200 (Malaysian applicant) and RM400 (International applicant) to process your application.

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