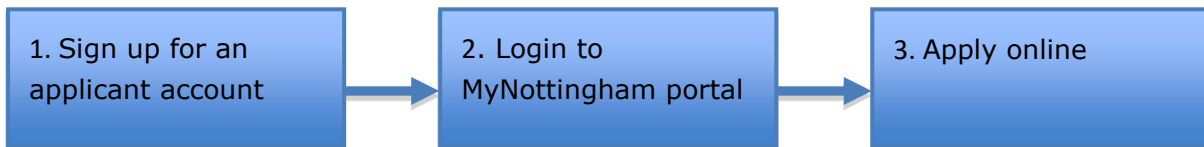


# MyNottingham User Guide



## Steps to perform Online Admissions Applications

Welcome to The University of Nottingham Malaysia Campus (UNMC). We are happy that you have made the decision to apply to further your studies with us. If you are an applicant who will be under the age of 18 when you register with the University, it is essential that your parents or legal guardian complete an [Under 18 Consent Form](#).

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.

**UON Malaysia Campus - Application Account Signup**

**Applicant Details**

\*First Name:

Middle Name:

\*Last Name:

\*Date of Birth:

**Address Information**

\*Country:

\*Address:

[Edit Address](#)

2. Login to [MyNottingham](#).

Login using your applicant ID and Password.

3. Click on Apply Now, under Apply

The University of Nottingham **MyNottingham** Home | Sign Out

UNITED KINGDOM · CHINA · MALAYSIA

**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 and undergraduate prospectuses

[Undergraduate >](#)

[Postgraduate >](#)

**Apply**

To apply to study at The University of Nottingham, please click here to follow our online application process.

[Apply Now](#)

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

**Campus:** Malaysia

**International:** No

**Course Level:** Undergraduate

**Term:** 3170 2017 Academic Year

**Course Subject Area:** M1027 Mechatronic Eng

**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

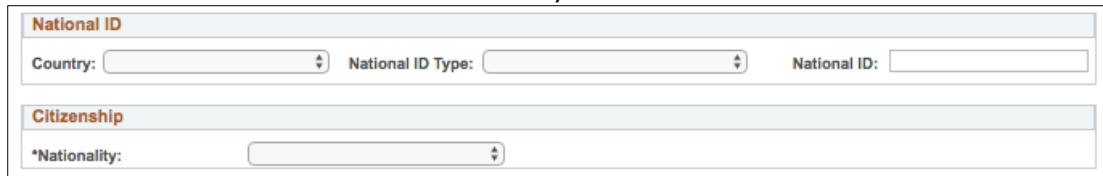
[Previous Question](#) [Next Question](#)

[Confirm Selection](#)

## 3.2 Form Status

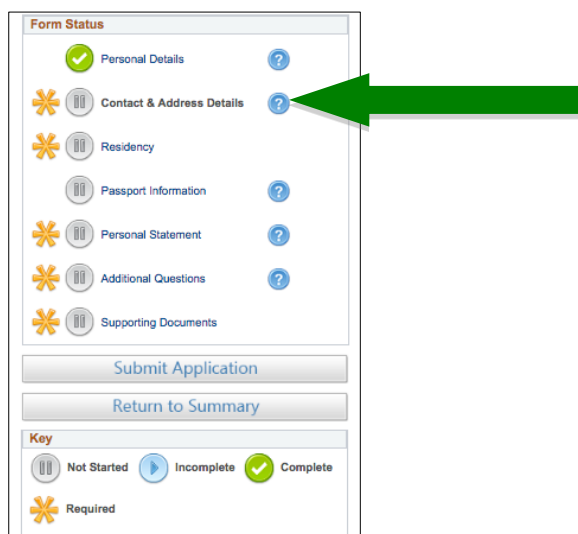
You are required to complete all the sections in this category. Click 'Save' at the bottom of each page as you complete it.

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



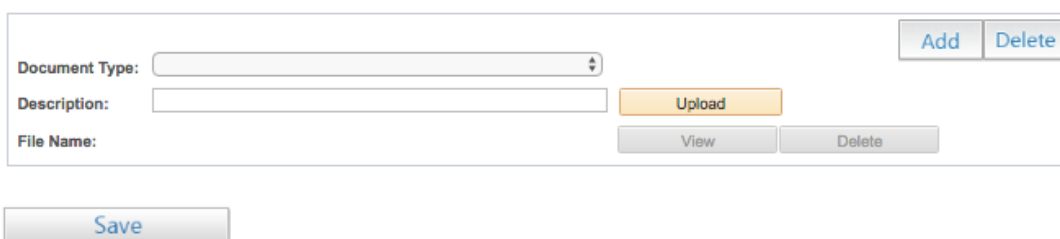
The screenshot shows two form sections. The first section is titled 'National ID' and contains three fields: 'Country:' with a dropdown arrow, 'National ID Type:' with a dropdown arrow, and 'National ID:' with a text input field. The second section is titled 'Citizenship' and contains one field: '\*Nationality:' with a dropdown arrow.

- 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.



The screenshot shows a 'Form Status' panel. It lists several sections with their completion status: 'Personal Details' (green checkmark), 'Contact & Address Details' (orange asterisk, blue question mark), 'Residency' (orange asterisk, blue question mark), 'Passport Information' (blue question mark), 'Personal Statement' (orange asterisk, blue question mark), 'Additional Questions' (orange asterisk, blue question mark), and 'Supporting Documents' (orange asterisk, blue question mark). Below the list are two buttons: 'Submit Application' and 'Return to Summary'. At the bottom is a 'Key' section with icons for 'Not Started' (orange asterisk), 'Incomplete' (blue question mark), 'Complete' (green checkmark), and 'Required' (orange asterisk). A large green arrow points to the 'Contact & Address Details' section.

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




The screenshot shows a document upload form. It has a 'Document Type:' dropdown menu, a 'Description:' text input field, and a 'File Name:' text input field. There are four buttons: 'Add' and 'Delete' (top right), 'Upload' (orange, next to the description field), and 'View' and 'Delete' (bottom right). A 'Save' button is located below the form.

## 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



**By selecting "Yes" below, I accept:**

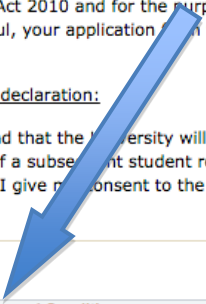

The University of Nottingham Malaysia Campus is registered as a Data User as required under the Personal Data Protection Act 2010. The University only processes prospective student data in accordance with the Personal Data Protection Act 2010 and for the purposes as mentioned in the [Data Protection Notice](#). If your application is unsuccessful, your application form 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

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](mailto:ITServiceDesk@nottingham.edu.my) or +60 3 8924 8199.