

REGISTRATION STEPS FOR POSTGRADUATE STUDENTS

Outline:

Section 1:

For Programmes by Coursework, Mixed-Mode and Research

A. Local Applicants

B. International Applicants

Section 2:

For Programmes by Coursework (Open & Distance Learning)

Section 1
Programmes by
Coursework,
Mixed-Mode &
Research

For Programmes by Coursework, Mixed-Mode and Research

A. LOCAL APPLICANTS

1) Acceptance of Offer Letter

2) MMU Student ID and IDM Activation

a) Activate Your MMU Student ID

- ✓ Check email with the title “Activate Your MMU Student ID Now!” in your personal email.
- ✓ Change password and complete the IDM activation process.

Note: Any issues, please contact nice.support@mmu.edu.my

b) CLiC Student Portal. Upon successful completion of the IDM activation process, access CLiC Student Portal. Submit digital registration documents and upload photo.

3) Registration

Register physically at the IPS Office

Make sure steps no. 2(a) and 2(b) are completed before physical registration at IPS Office:

- i) **Master applicants** - bring along original copy of Bachelor’s Degree scroll/certificate/completion letter, transcript and offer letter.
PhD applicants - bring along original copy of Bachelor’s Degree scroll/certificate/completion letter and transcript. Master’s scroll/certificate/completion letter and transcript and offer letter.
- ii) IPS will activate your student’s status to **‘Active’**. Collect the Orientation Kit from IPS.
- iii) You will receive emails with the title “Your Student Email is Now Active” and “Confirmation of Candidature Letter to Multimedia University” in your personal email.
- iv) Apply for your Smartcard at the Security Office upon confirming your candidature.

B. INTERNATIONAL APPLICANTS

1) Acceptance of Offer Letter

2) Student Pass Application

3) MMU Student ID and IDM Activation

a) Activate Your MMU Student ID

- ✓ Check email with the title “Activate Your MMU Student ID Now!” in your personal email.
- ✓ Change password and complete the IDM activation process.
Note: Any issues, please contact nice.support@mmu.edu.my

b) CLiC Student Portal. Upon successful completion of the IDM activation process, access CLiC Student Portal. Submit digital registration documents and upload photo.

4) Registration

After arrival in Malaysia, proceed to International Student Centre (ISC) to make arrangement for Medical Screening. Once pass the medical screening (approximately 2-3 working days), you can proceed to IPS for registration and bring along a confirmation slip from ISC. You are expected to stay in Malaysia for at least 14 working days to obtain student visa sticker to complete the entire visa application process.

Register physically at the IPS Office

Make sure steps no. 3(a) and 3(b) are completed before physical registration at IPS Office:

- i) **Master applicants** - bring along original copy of Bachelor’s Degree scroll/certificate/completion letter, transcript and offer letter.
PhD applicants - bring along original copy of Bachelor’s Degree scroll/certificate/completion letter and transcript. Master’s scroll/certificate/completion letter and transcript and offer letter.
- ii) IPS will activate your student’s status to **‘Active’**. Collect the Orientation Kit from IPS.
- iii) You will receive emails with the title “Your Student Email is Now Active” and “Confirmation of Candidature Letter to Multimedia University” in your personal email.
- iv) Apply for your Smartcard at the Security Office upon confirming your candidature.

[Important Notes to International Students of Programmes by Research:](#)

ACADEMIC RESIDENTIAL REQUIREMENT

- All international students are required to **register and be present at MMU for at least 1 long trimester (equivalent to 120 days), that can be spread and accumulated over the candidature period.**

- All international students are also required **to comply with their own country's residential requirements.**
- A mutual agreement must be reached between supervisors and students regarding supervision meeting during registration, **in addition to meeting the minimum residential requirement,** to ensure smooth research progress.
- Students are not allowed to submit their thesis for examination if they fail to fulfil the 120 days requirement.

At the same time, all students must comply to the following:

- ✓ Hold a valid student visa until graduation
- ✓ Present physically in Malaysia for annual visa renewal
- ✓ Attend in all exams and progress monitoring
- ✓ Maintain regular communications (physically/virtually) with supervisors according to the Mutual Agreement on Supervision Meeting.

Section 2
Programmes by
Coursework
(Open & Distance
Learning - ODL)

For Programmes by Coursework (Open & Distance Learning)

1) Acceptance of Offer Letter

2) MMU Student ID and IDM Activation

c) Activate Your MMU Student ID

- ✓ Check email with the title “Activate Your MMU Student ID Now!” in your personal email.
- ✓ Change password and complete the IDM activation process.

Note: Any issues, please contact nice.support@mmu.edu.my

d) CLiC Student Portal. Upon successful completion of the IDM activation process, access CLiC Student Portal. Submit digital registration documents and upload photo.

3) Registration

Make sure steps no. 2(a) and 2(b) are completed:

- i) IPS will activate your student’s status to **‘Active’**.
- ii) You will receive emails with the title “Your Student Email is Now Active” and “Confirmation of Candidature Letter to Multimedia University” in your personal email.
- iii) Apply for your Smartcard at the Security Office upon confirming your candidature (optional).