

***USER MANUAL
E-ADMISSION SYSTEM
ONLINE APPLICATION MODULE
(FOR UNDERGRADUATE)***

***INFORMATION TECHNOLOGY DIVISION,
IIUM***

ONLINE APPLICATION CENTER

The url address is http://dev-albiruni.iium.edu.my/eas/index.php/student/eas_login and the main page will be displayed as (*Figure 1-1 : Main Page*) below.

MAIN PAGE

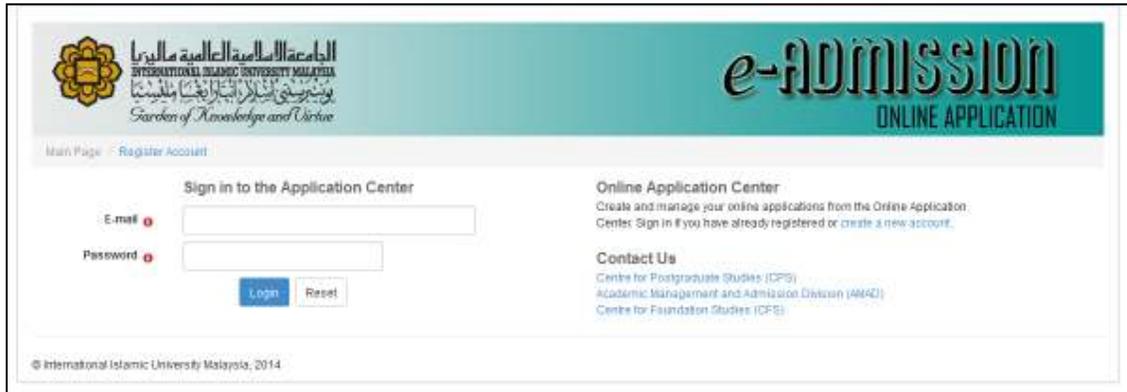


Figure 1-1 : Main Page

- 1) In order to start using this application, user must key in their registered email address and password and press **Login** button to enter the application. Click **Register Account** for new application as in *Figure 1-2: Registration Page*.

REGISTRATION PAGE

The page at dev-albinuni.iiu.edu.my says:
Successful. Your username is syirabi@gmail.com
Please REMEMBER your password is CASE SENSITIVE!

Register New Account

Registration Type: IUM staff

IUM Staff No.: 3404

Name: BASIRAH BT. SAAD

IC No (Malaysian) / Passport No. (International): 78028025626

E-mail: syirabi@gmail.com

Password: *

Re-type Password: *

Citizenship: MALAYSIA

Register Reset

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Figure 2-1: Registration Page

- 1) Fill up all required fields for registration purposes and press **Register** button after completed all fields.
- 2) The message pop-up will be displayed automatically for acknowledgement.
- 3) Applicant is required to check their email address for verification purposes. The *Figure 1-3: Login Attempted* will be displayed if the application not yet verified. After successful login, the list of application will be displayed as shown in Figure 2-3: List Of Application.

The page at dev-albinuni.iiu.edu.my says:
Please verify your email before login. Thank You!

Sign in to the Application Center

Email: syirabi@gmail.com

Password: *

Login Reset

Online Application Center
Create and manage your online applications from the Online Application Center. Sign in if you have already registered or create a new account.

Contact Us
Centre for Postgraduate Studies (CPS)
Academic Management and Admission Division (AMAD)
Centre for Foundation Studies (CFS)

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The Figure 2-2: Login Attempted

List of Application						
Reference No.	Session	Semester	Programme Level	Current Status	Date Created	Action
962	2015/2016	2	U	APPLICATION CREATED	03-NOV-14	<input type="button" value="Modify"/> <input type="button" value="Withdraw"/>
930	2014/2015	1	U	APPLICATION RETRACTED	15-OCT-14	
957	2015/2016	2	U	APPLICATION RETRACTED	03-NOV-14	
902	2013/2014	1	U	APPLICATION RETRACTED	02-OCT-14	
924	2015/2016	2	U	APPLICATION RETRACTED	15-OCT-14	
932	2015/2016	2	U	APPLICATION RETRACTED	16-OCT-14	

The Figure 2-3:List Of Applications

- 4) Press **Modify** button to continue the application processes.The menu like *Figure 2-4 : Menu Section* will be displayed.

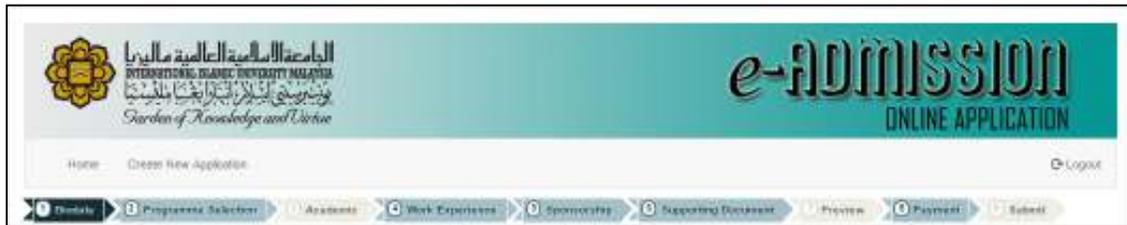


Figure 2-4 : Menu Section

BIODATA : PERSONAL

International Islamic University Malaysia
e-ADMISSION
ONLINE APPLICATION

Progress: 1. Biodata - Personal

Please fill in your personal information

Name as stated in the IC / Passport: SALMAN

Gender: Male Female

Date of Birth: 27-JUL-14

Marital Status: MARRIED

No. of Dependents: 1

Religion: MUSLIM

Ethnicity: INDIC

Security Card/Passport No.: NEW SECURITY CARD/143

Email: SAL.M@

Postal Address: 100

Post/Zip Code: 11100

Country: Please Select

State/City: Please Select

Telephone No.: 021000000

Fax No.: 0

Permanent Address: 1000

Post/Zip Code: 11100

Country: Please Select

State/City: Please Select

District: Please Select

Telephone No.: 021000000

Fax No.: 0

Do you suffer from any chronic illness that requires medical attention? No Yes

Do you have any disability which may require the University to make special arrangements? No Yes

How did you obtain information on the IUM?

Save

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Figure 3-1 : Biodata Page – Personal

- 1) Fill up all required fields for personal details and press **Save** button to save all records.

PROGRAMME SELECTION

Figure 4-1: Programme Selection Page

- 1) Fill up all required fields and press **Add Programme** button after completed. The pop-up message as shown in *Figure 4-2* will be displayed. You can remove the unwanted programme by pressing **Delete** button.

Figure 4-2: Programme Acknowledgement

ACADEMIC SECTION

Qualification Page

The screenshot displays the 'e-ADMISSION ONLINE APPLICATION' interface. At the top, the university's logo and name are visible. The navigation menu includes 'Home', 'Create New Application', and 'Logout'. The 'Academic' section is active, with a sub-menu for 'Qualification' and 'Transfer Credit'. A blue box prompts the user to 'Please fill in your Qualification information'. Below this is a table with the following data:

No	Qualification Level	Certificate	Action	Subject
1	A LEVEL	AFGHANISTAN RELIGIOUS SCH CERT	Edit Delete Add	

The footer contains the text: © International Islamic University Malaysia, 2014

Figure 5-1: Academic - Qualification Page

- 1) Press *Add New Qualification* button to add new qualification. The *Figure 5-2: Add New Qualification Page* will be displayed.

Add New Qualification

Qualification level: Please Select

Certificate: Please Select

Country of the Institution: Please Select

School/Institution: Please Select

Stream of Study: Please Select

Grading Type: Please Select

Overall Score: []

Period of Study: From Year: 2000, To Year: 2000

Graduated: YES

Medium of Instruction: Please Select

Document Upload Policy :
File Size : Not more than 10MB
Allowed File Types: jpeg and pdf

Qualification Transcript: Choose File No file chosen

Qualification Scroll: Choose File No file chosen

Save Cancel

Figure 5-2: Add New Qualification Page

- 2) Fill up all required fields and press **Save** button once done. Press **Cancel** button to cancel the input.
- 3) Press **Delete** button to remove the record. The confirmation of delete qualification is displayed as *Figure 5-3: Delete Qualification*. Press **Confirm** button to execute the process.
- 4) Press **Edit** button to edit the qualification like *Figure 5-4 : Edit Qualification*

Delete Qualification ✕

Are you sure to delete this record?

Qualification : A LEVEL

Confirm
Cancel

Figure 5-3: Delete Qualification

Edit Qualification ✕

Qualification level: ❗

Certificate: ❗

Country of the Institution: ❗

School/Institution: ❗

Stream of Study: ❗

Grading Type: ❗

Overall Score: ❗

Period of Study: From Year: ❗
 To Year: ❗

Graduated: ❗

Medium of Instruction: ❗

Document Upload Policy :
 File Size : Not more than 10MB
 Allowed File Types: jpeg and pdf

Qualification Transcript: No file chosen

Qualification Scroll: No file chosen

Save
Cancel

Figure 5-4: Edit Qualification

Transfer Credit

The screenshot shows the 'Transfer Credit' page in the e-ADMISSION ONLINE APPLICATION system. At the top, there is a header with the International Islamic University Malaysia logo and the text 'e-ADMISSION ONLINE APPLICATION'. Below the header, there is a navigation menu with options like 'Home', 'Create New Application', and 'Logout'. The main content area has a breadcrumb trail: 'Home > Progress Selection > Academic > Work Experience > Education > Transfer Credit'. There are two tabs: 'Qualification' and 'Transfer Credit', with 'Transfer Credit' being the active tab. Below the tabs, there is a section titled 'Transfer of Credit' with an 'Add Course' button. A table with the following columns is shown: 'No.', 'Course Code', 'Course Title', 'Credit Hours', 'Grade', 'Institution/ University', and 'Action'. The table currently contains the text 'No Record'. At the bottom left, there is a copyright notice: '© International Islamic University Malaysia, 2014'.

Figure 5-5: Transfer Credit Page

- 1) Press **Add** Course button to add course for transfer credit like *Figure 5-5:Add Course Page*. Press Add Course to save the record,

The screenshot shows the 'Add Course' dialog box. It has a title bar with 'Add Course' and a close button (X). The dialog contains several input fields: 'Course Code', 'Course Title', 'Credit Hours', 'Grade', and 'Institution/ University'. Each input field has a red error icon to its right. At the bottom right, there are two buttons: 'Add Course' (highlighted in blue) and 'Cancel'.

Figure 5-5: Add Course Page

WORK EXPERIENCE SECTION

Work Experience

Work Experience

Please fill in your Work Experience information.

[Add New Work Experience](#)

No.	Position	Employer	Tel No.	Fax No.	Year From	Year To	Action
1	MURAH	MERN	222	222	2011	2013	Edit Delete
2	SIS	AGAS	44	44	2010	2011	Edit Delete

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Figure 6-1: Work Experience Page

- 1) Press *Add New Work Experience* button to add the history or current employment. Please refer to Figure 6-2: Add New Working Experience

Add New Working Experience

Position

Employer

Telephone No.

Fax No.

Work Duration From Year :

To Year :

Please provide letters to verify your claim from employers or people you have work with (paid or unpaid work) or documents that verify your work activities i.e workplace agreement or contracts

Supporting document No file chosen

Figure 6-2: Add New Working Experience

- 2) Fill out all related fields and press **Add Work** button to save the record. The acknowledgment message will be displayed as Figure 6-3: Acknowledgement Message (Add Work).

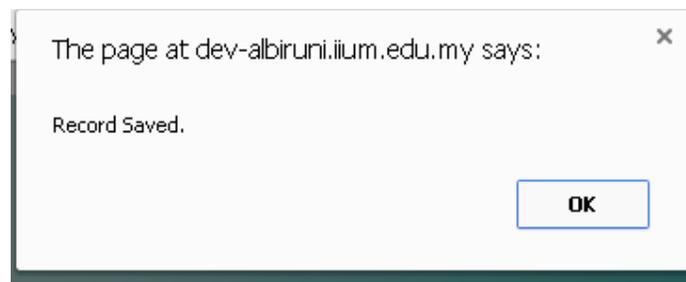
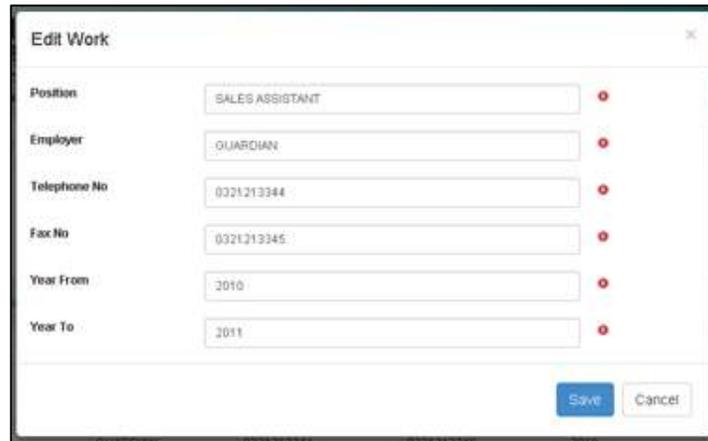


Figure 6-3: Acknowledgement Message

- 3) Press Edit button in Figure 6-1 (Work Experience Page) to edit the record as shown as Figure 6-4: Edit Work, press **Save** button to save the record.



Position	SALES ASSISTANT
Employer	GUARDIAN
Telephone No	0321213344
Fax No	0321213345
Year From	2010
Year To	2011

Save Cancel

Figure 6-4 : Edit Work Page

Learning Acquired



Home | Check Next Application | Logout

News | Programs Selection | Academic | Work Experience | Sponsorship | Supporting Document | Review | Payment | Result

Work Experience | Learning acquired

Details Learning Required

Is your latest qualification is more than 1 year ?

Yes No

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Figure 6-5: Learning Acquired

- 4) Answer the question by choosing 'Yes' or 'New'

SPONSORSHIP SECTION

e-ADMISSION
ONLINE APPLICATION

Home Create New Application Logout

Overview Programme Selection Admission Bank Expenses **Sponsorship** Supporting Document Feeless Payment Logout

Sponsorship Information
 I am not under any sponsorship
 I am under sponsorship by

Organization RTE

Postal Address 000
999

Post/Zip Code 222

Country AFGHANISTAN

Telephone No. 111

Fax No. 111

Contact Person 11

Position 9999

Undertaking Statement/Letter No file chosen
[Preview](#)

Please upload a copy of Personal Undertaking Statement/Letter in the Supporting Document section.

[Save](#)

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Figure 7-1: Sponsorship Page

- 1) Fill up all required details and press **Save** button to save the record.

SUPPORTING DOCUMENT SECTION

Document Upload Policy :

File Size : Not more than 10MB

Allowed File Types: jpeg and pdf

Documents	Upload	Preview File	Delete File
Photo Please Upload Your Photo.		Upload	
Identity Card / Passport		Preview	Delete
Payment Slip		Preview	Delete
Financial Undertaking Statement/Letter		Preview	Delete
Financial Statement Please Upload Your Financial Statement.		Upload	

Qualification Transcript(s)	Upload	Preview File	Delete File
Afghanistan Religious Sch Cert Please Upload Your Qualification Transcript.		Re-Upload	

Qualification scroll(s)	Upload	Preview File	Delete File
Afghanistan Religious Sch Cert Please Upload Your Qualification Scroll.		Re-Upload	

Language Examination Transcript(s)	Upload	Preview File	Delete File
Please enter your language exam in Academic Section. <input type="text"/>			

Work Experience(s)
<input type="text"/>

Figure 8-1: Supporting Document

- 1) Applicant may upload, preview and delete the file as only for Photo, Identity Card, Payment Slip, Finance Undertaking Statement Letter and Financial Statement documents. Press **Upload** button to upload the file as shown in *Figure 8-2: Upload Document (for example)*

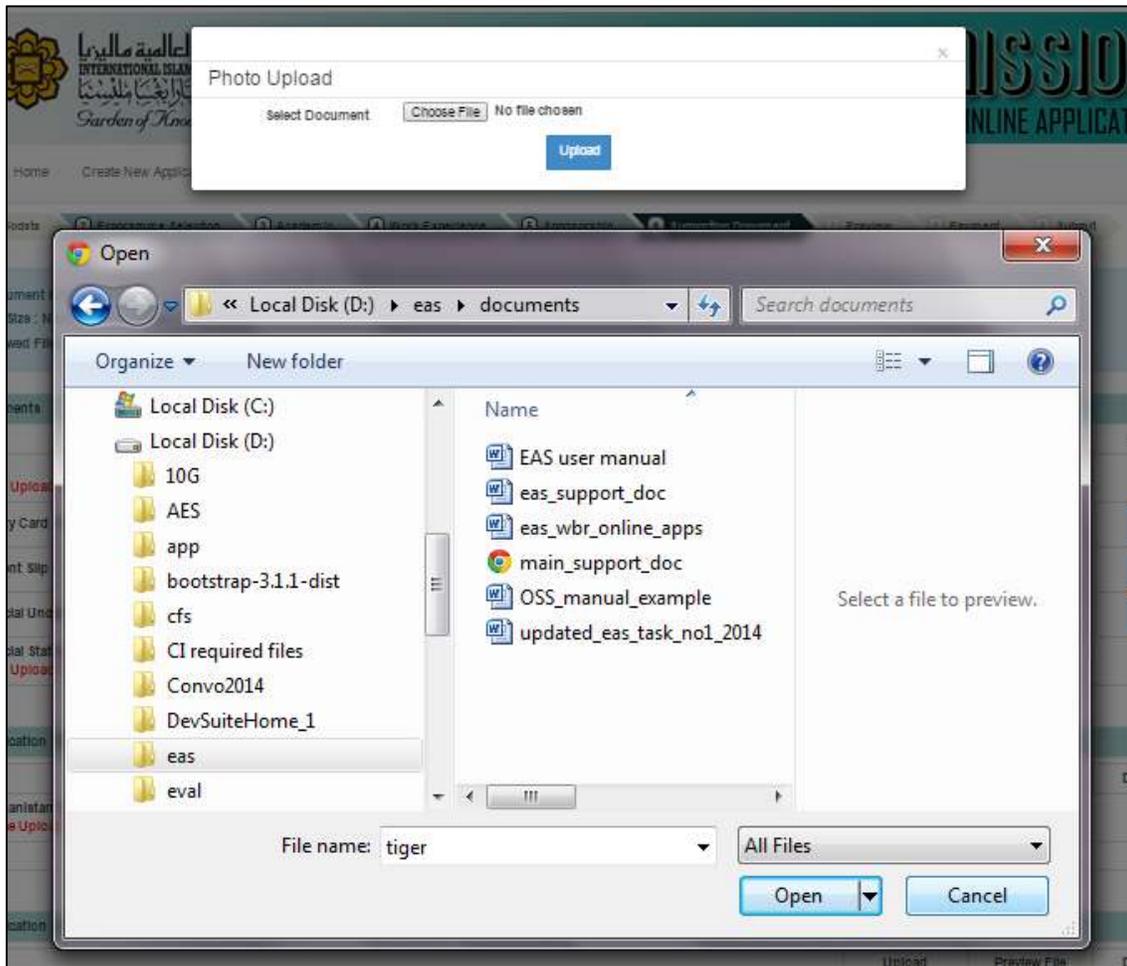


Figure 8-2: Photo Upload (As example)

- 2) Press **Choose File** button to search for a file and the file directory will be displayed. Choose the file and press **Upload** button to upload the file, as shown in Figure 8-1.
- 3) Press **Preview** button to view the attachment.
- 4) The other document categories can only do the action as **Re-Upload** and **Preview** the file.

PREVIEW SECTION

The screenshot displays an online application form for the University of Jordan. The header includes the university's name in Arabic and English, and the 'e-ADMISSION ONLINE APPLICATION' logo. A navigation bar at the top contains several tabs, with 'Preview' currently selected. The main content area is titled 'Preview application' and features a central profile picture of a man. Below the photo, the form is organized into several sections:

- PERSONAL INFORMATION:** Includes fields for Name, Date of Birth, Nationality, Sex, Marital Status, Religion, and Contact Information (Phone, Email, Address).
- ACADEMIC INFORMATION:** Lists the applicant's current level of study (e.g., Bachelor's, Master's, PhD) and the specific program.
- WORKING EXPERIENCE:** A section for detailing any professional roles held by the applicant.
- REFERENCES:** A section for providing contact details for individuals who can vouch for the applicant's qualifications.
- ADDITIONAL INFORMATION:** A section for providing any other relevant details or documents.

At the bottom of the preview section, there is a red warning message: "Please enter your qualified information." Below this, there are several sections for providing references, each with a title and a 'New Row' button. The final section is for 'Other Information', which includes fields for 'Country', 'Phone Number', 'Email', and 'Address'.

Figure 9-1: Preview Section (Example)

PAYMENT SECTION

الجامعة الإسلامية العالمية
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
جامعة إسلامية عالمية
The Islamic University of Malaysia
Pursuing the Frontiers of Knowledge and Virtue

e-ADMISSION
ONLINE APPLICATION

Home Registration Academic Exam Experience Application **Payment** Supporting Documents Personal

Notes

- Application processing fees of RM 75.00 or USD 20.00 is non-refundable.
- Payment of processing fees can be made to the following bank account:

Bank Name	Bank Rakyat Malaysia Sdn Bhd (BMM)
Bank Account No.	2 217 20000 2719
Bank Account Name	Bank BMM BMM ACCOUNT
Beneficiary Name	Islamic Education Fund
Swift Code	BMML3303
- Payment using Credit Card (VISA, MASTERCARD) or Online Banking (CIMB Click, BERSAMA, etc) can be made at the following link: [Click here](#)

Mode of payment

- BURE payment - For payment using Credit Card (VISA or MASTERCARD) or Online Banking (CIMB Click, BERSAMA, etc)
- Deposit Cash at Bank - For payment using Cash in the form of Bank Receipt at Branch in Malaysia
- Telegraphic Transfer (TT) - For payment using International Bank transfer

Receipt No./Date or Slip No./TT Reference

Receipt No.

Date

Print Off Payment

Save

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Figure 10-1: Payment Section

- 1) Applicant may choose the choice of payment as shown in Figure 10-1 above. Press **Save** button to save the record.

SUBMIT SECTION

Before Submit



The screenshot shows the 'e-ADMISSION ONLINE APPLICATION' interface. At the top left is the logo of International Islamic University Malaysia (IIUM) with the motto 'Garden of Knowledge and Virtue'. The top right features the text 'e-ADMISSION ONLINE APPLICATION'. Below the header is a navigation bar with a 'Logout' link and a progress indicator showing steps: 1. Biodata, 2. Programme Selection, 3. Academic, 4. Work Experience, 5. Sponsorship, 6. Supporting Document, 7. Preview, 8. Payment, and 9. Submit. The 'Submit' step is highlighted. The main content area is titled 'Submit Application' and contains the following text:

Applicant's Name: TESTING DATA

I declare that:

- I am able to pay tuition fees in full and other payments as required by the IIUM throughout my studies.
- I hereby attest that I have personally filled in this Application Form and the information contained herein is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for admission and future enrollment. I further understand that I may be required to appear for an interview or to undergo such test as requested by the University Board of Admission as a condition for admission to the programme of study for which I have applied.

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Figure 11-1: Before Submit

- 1) Tick the required **checkbox** to complete the application.

After Submit



The screenshot shows the 'e-ADMISSION ONLINE APPLICATION' interface after submission. The progress indicator now shows the 'Submit' step as completed. The main content area is titled 'Submit Application' and contains the following text:

Applicant's Name: TESTING DATA

I declare that:

- I am able to pay tuition fees in full and other payments as required by the IIUM throughout my studies.
- I hereby attest that I have personally filled in this Application Form and the information contained herein is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for admission and future enrollment. I further understand that I may be required to appear for an interview or to undergo such test as requested by the University Board of Admission as a condition for admission to the programme of study for which I have applied.

A blue 'Submit' button is visible below the text.

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Figure 11-2: After Submit

- 1) Press the **Submit** button to complete the application.

- 2) The application status will change to **'APPLICATION SUBMITTED'** after the application was successfully submitted.

PM1521386	2015/2016	2	U	APPLICATION SUBMITTED	08-DEC-14		<input type="button" value="Withdraw"/>
PM1611247	2016/2017	1	P	APPLICATION RETRACTED	21-NOV-14		
PM1521250	2015/2016	1	P	APPLICATION RETRACTED	21-NOV-14		

Figure 11-3 Application Status