

## Application Portal

- All applications will have to come through from the Portal. No paper applications will be accepted unless with special approval with valid reason
- Please use student's email address to register for the portal. Agent's email address can be inserted at the "additional email address column". Each email address will only be able to register once. In an event of accidental registering with Agent's email, please notify me immediately so that I could write to Admissions to make the changes for you. So far, I think only once SUN's Agent email have been used – [ferrita@suneducationgroup.com](mailto:ferrita@suneducationgroup.com) for Gilbert Angrendo
- If you have any questions in regards to the application, please write to [agent-application@nottingham.edu.my](mailto:agent-application@nottingham.edu.my) not [admissions@nottingham.edu.my](mailto:admissions@nottingham.edu.my). Melly has been writing to admissions instead of agent-application. No wonder the "joke" started. You can inform your Agent's to copy me in those emails as well, I will look into them and reply them if I am able too J
- Documents required to be uploaded
  - o Passport (info page only)
  - o Transcripts (please upload latest transcripts when they are available)
  - o Reference letter (with proper letter head OR formal email address)
  - o Application Fee Form
  - o Application Fee Receipt (if not available, a print screen is accepted too)
  - o Other supporting documents (if applicable)
  - o Personal Statement (Personal statement can be typed into the system. However, in an event that the application has been submitted before the personal statement is typed in, you can't edit it anymore. You will have to type them into a Words document and attached it onto the portal)
- One of the common question/problem we get is the applicant informing us they are unable to attach more documents after they have submitted the application. Please find the screenshot attached on the step-by-step on how to attach the document.
- I have also attached the screen shot to check what documents has been uploaded
- Finally, remember to click the SUBMIT button and before you SUBMIT do remember to click you have heard of UNMC through Agent and put in SUN EDUCATION GROUP

## Acceptance

- Acceptance will be done via the portal too

- Once you have accepted the offer, attached the tuition fee deposit receipt onto the portal as per the screen shot attached
- We also do get applicants telling us that they have clicked “accept offer” but the portal still insist them to accept the offer, please see screen shot attached. If you have yet to accept the offer, the “apply to defer” button will not be available. It will only be available after the offer is accepted.

## **Visa**

- For the time being, Visa office has no access to the portal. Hence, Visa documents needs to be emailed to [apply.visa@nottingham.edu.my](mailto:apply.visa@nottingham.edu.my) and again you can copy me in J I will keep an eye for you
- The documents required by Visa office are:-
  - o Passport copy (all pages preferably scanned in colour and page number needs to be visible)
  - o Passport size photo (sky blue background with neutral expression. We will print them out from our end)
  - o Transcripts
  - o Proof of Acceptance – USD1000 tuition fee deposit
  - o Pre arrival medical health check form
  - o Declaration Form