

MANUAL PENGGUNA

**ONLINE
APPLICATION**

VERSI 2.0

**PERMOHONAN
(DIPLOMA
EKSEKUTIF)**

Disediakan Oleh: -

Pusat Pendidikan Berterusan Universiti Malaya (UMCCed)

Isi Kandungan

1.0	Pendahuluan.....	3
2.0	Capaian Sistem Pengguna.....	3
3.0	Akaun Baharu dan Permohonan.....	4

1.0 Pendahuluan

'Online Application' merupakan sebuah aplikasi sistem permohonan yang memudahkan para pengguna untuk memohon secara atas talian serta membolehkan pengguna mengakses dimana – mana sahaja. Penggunaan masa yang menjimatkan serta memudahkan pengguna membuat permohonan dengan lebih teratur dan mesra pengguna. Terdapat (2) dua program yang ditawarkan oleh Pusat Pendidikan Berterusan Universiti Malaya (UMCCed) mengikut tempoh penawaran yang ditetapkan. Antara program tersebut adalah: -

- i. **Diploma Sepenuh Masa** – merupakan program sepenuh masa yang melibatkan pelajar lepasan SPM sahaja.
- ii. **Diploma Eksekutif** – merupakan program separuh masa yang melibatkan pelajar yang mempunyai pengalaman kerja.

2.0 Capaian Sistem Pengguna

'Online Application' ini boleh dicapai melalui URL <http://online.umcced.edu.my/logon> Pengguna akan membuka skrin seperti paparan pada rajah 1.

Program	Ambilan Intake	Tarikh Tutup Closing Date	Permohonan Application
Executive Diploma (Part-time Study) <ul style="list-style-type: none">Management (Administration and Operations)Management (Human Resource)Management (Business)Accounting AdministrationEarly Childhood EducationCounsellingSkanah StudiesUsuluddin StudiesInformation Technology	September 2020	11 September 2020	Apply Here!
Diploma (Full-time Study) <ul style="list-style-type: none">ManagementHuman Resource ManagementBusiness ManagementAccounting	July 2020	7 June 2020	Closed

Application Guide
[Executive Diploma](#) | [Diploma](#)

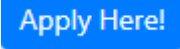
Bagi pemohon yang belum selesai melengkapkan permohonan, sila login semula untuk meneruskan proses permohonan:
For applicants who have not yet completed the application, please login to continue the application process.
Untuk bantuan berkaitan isu teknikal sahaja, sila emel: ic@umcced.edu.my
For assistance on technical issues, please e-mail: ic@umcced.edu.my


Pertanyaan berkaitan permohonan, sila hubungi:
Programme enquiries, please contact:
Tel : +603-2246 3603 / 3606 / 3607 / 3609 / 3610 / 3611
Fax : +603-2246 3813
e-mail : bcsm@umcced.edu.my

Rajah 1: Skrin Capaian Sistem

3.0 Akaun Baharu dan Permohonan

Bagi pengguna yang kali pertama untuk memohon, pengguna dikehendaki mewujudkan akaun baharu bagi memudahkan pengguna log masuk 'online application' untuk mengemaskini atau menyemak permohonan. Di bawah adalah langkah – langkah untuk mewujudkan akaun baharu pengguna dan seterusnya membuat permohonan yang ditawarkan :-

1. Pengguna dikehendaki klik pada butang  pada ruangan seperti dibawah :-



TARIKH-TARIKH PENTING KEMASUKAN DIPLOMA EKSEKUTIF
UNIVERSITI MALAYA AMBILAN SEPTEMBER 2020

- 11.09.2020: Tutup Permohonan Online
- 18.09.2020: Pengumuman Keputusan
- 21.09.2020 hingga 04.10.2020: Pendaftaran Online
- 21.09.2020 hingga 09.10.2020: E-Orientasi
- 10 & 11.10.2020: Kuliah Secara Online Bermula

Permohonan Atas Talian
(ONLINE APPLICATION)

Program <i>Programme</i>	Ambilan <i>Intake</i>	Tarikh Tutup <i>Closing Date</i>	Permohonan <i>Application</i>
Executive Diploma (Part-time Study) <ul style="list-style-type: none">• Management (Administration and Operations)• Management (Human Resource)• Management (Business)• Accounting Administration• Early Childhood Education• Counselling• Shariah Studies• Usuluddin Studies• Information Technology	September 2020	11 September 2020	Apply Here!
Diploma (Full-time Study) <ul style="list-style-type: none">• Management• Human Resource Management• Business Management• Accounting	July 2020	7 June 2020	Closed

Application Guide

[Executive Diploma](#) [Diploma](#)

Rajah 2: Ruangan 'Create New Account'

2. Paparan skrin akaun baharu bagi permohonan Diploma Eksekutif akan terpapar seperti dibawah: -

Create Account for Executive Diploma Application

PERSONAL PARTICULARS

Full Name*

Nationality *

IC / Passport No
Please enter new IC no without dash '-'

Mobile Tel No. * Home Tel No
e.g. 0123456789 e.g. 0123456789

Email *

Password *
Note : Minimum 8 characters

Confirm Password *

PROGRAMME SELECTION

Mode of study *

Location *


Programme *

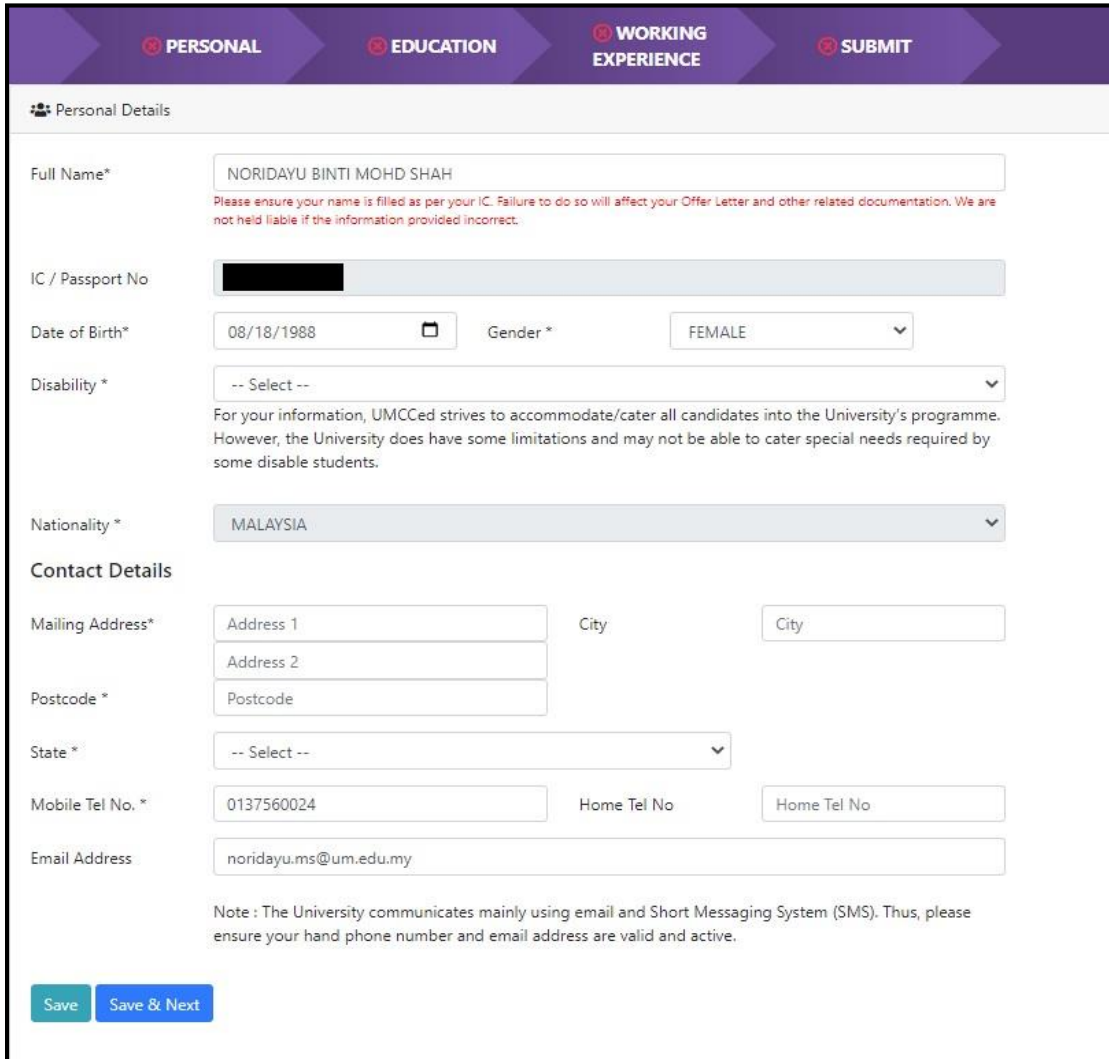
MARKET SURVEY

How did you find out about our Executive Diploma course? *
(Please choose one)

Promotion Code

Rajah 3: Skrin Akaun Baharu bagi permohonan Diploma Eksekutif

3. Klik butang  untuk menyimpan maklumat akaun pengguna baharu serta akan memaparkan skrin permohonan seperti rajah 4 dibawah :-



PERSONAL **EDUCATION** **WORKING EXPERIENCE** **SUBMIT**

Personal Details

Full Name* NORIDAYU BINTI MOHD SHAH
Please ensure your name is filled as per your IC. Failure to do so will affect your Offer Letter and other related documentation. We are not held liable if the information provided incorrect.

IC / Passport No [REDACTED]

Date of Birth* 08/18/1988 Gender* FEMALE

Disability* -- Select --
For your information, UMCCed strives to accommodate/cater all candidates into the University's programme. However, the University does have some limitations and may not be able to cater special needs required by some disable students.

Nationality* MALAYSIA

Contact Details

Mailing Address* Address 1 City City
Address 2
Postcode* Postcode

State* -- Select --


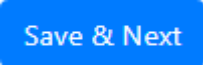
Mobile Tel No.* 0137560024 Home Tel No Home Tel No

Email Address noridayu.ms@um.edu.my

Note : The University communicates mainly using email and Short Messaging System (SMS). Thus, please ensure your hand phone number and email address are valid and active.

Save Save & Next

Rajah 4: Skrin Permohonan bagi Tab 'Personal'

4. Pemohon dikehendaki mengisi maklumat diri dan maklumat yang perlu dihubungi dibahagian tab 'Personal' pada ruangan yang mempunyai tanda(*).
5. Klik butang  untuk menyimpan maklumat pemohon sahaja.
6. Klik butang  untuk menyimpan maklumat pemohon dan akan ke skrin atau tab seterusnya.

7. Tab seterusnya adalah tab *'Education'* dimana pemohon dikehendaki memilih kelayakan pendidikan seperti dalam rajah 5 dibawah: -

Education Details

Qualification *

Passed SPM with 3 credits

Passed SPM with less than 3 credits

Obtained APEL Certificate (Accreditation of Prior Experiential Learning) from MQA for admission to diploma (Level 4)

Passed O-level with good score or other qualifications recognised by the Senate

Attach here *

Choose File No file chosen Upload

***Must be in the form of JPG, JPEG, PNG, PDF not more than 10 MB**

*Attention to all candidates, if you had sit for SPM Ulangan, please ensure that you upload the result for SPM Ulangan together with your original SPM result (If you upload a new file, your existing file will be replace)

Your attach file

(If you upload a new file, your existing file will be replace)

Save Save & Next

Rajah 5: Skrin Permohonan bagi Tab *'Education'* Malaysian

8. Klik butang **Save** untuk menyimpan maklumat pendidikan pemohon sahaja.
9. Klik butang **Save & Next** untuk menyimpan maklumat pendidikan pemohon dan akan ke skrin atau tab seterusnya.
10. Tab seterusnya adalah tab *'Working Experience'* dimana pemohon dikehendaki mengisi pengalaman kerja pada ruangan yang disediakan seperti dalam rajah 6 dibawah: -

Working Experience

Add work experience

Position *

Employer *

Civil servants / government servants * please tick here if you are a civil servants / government servants

Start From *

Please click if currently employed for this job

To *

Details of Work Experience

No	From	To	Position	Employer	Civil/Government Servants	Action
1	04-JAN-10	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No	<input type="button" value="Delete"/>

Rajah 6: Skrin Permohonan bagi Tab 'Working Experience'

11. Klik butang untuk menambah maklumat pekerjaan dan dimasukkan pada ruangan 'Details of Work Experience'.
12. Pada ruangan 'Details of Work Experience', butang disediakan adalah untuk memadam maklumat pekerjaan yang tidak diperlukan.
13. Klik butang untuk menyimpan maklumat pekerjaan pemohon dan akan ke skrin atau tab seterusnya.
14. Tab seterusnya adalah tab 'Submit' dimana pemohon dikehendaki memperakui bahawa segala maklumat yang diberikan adalah benar seperti rajah 7 dibawah ah: -

Confirm Application

If you are introduced by your contacts / friends. Please [Click Here](#)

* **Note** Please press "Click To Confirm Application" button to get the **Completed Application Form**

* **Reminder** You are not allowed to edit your online application after pressing "Click To Confirm Application" button.

I, **NORIDAYU BINTI MOHD SHAH**, hereby declare that the information given in this application is true and understand that the offer received would be void and UMCCed has the right to terminate the offer if it found that the information given is false and untrue. I, understand the terms and agree to provide my information in accordance to the PDPA notice. [Click here to view the PDPA.](#)

[Click To Confirm Application](#)

Rajah 7: Skrin Permohonan bagi Tab Submit

15. Tandakan (✓) pada ruangan 'checkbox' yang disediakan, kemudian klik butang

[Click To Confirm Application](#)

untuk mengesahkan permohonan.

Perhatian: -

- Sekiranya pemohon mengenali mana-mana **staf/rakan/saudara-mara yang bekerja/pelajar UMCCed sahaja**, pemohon dikehendaki memasukkan maklumat mereka pada ruangan yang disediakan dengan klik pada pautan '[Click Here](#)' seperti dibawah :-

Confirm Application

If you are introduced by your contacts / friends. Please [Click Here](#) **Sekiranya pemohon mempunyai kenalan/kawan/seseorang yang memperkenalkan kepada pemohon**

Reference Number

Name

[Update](#)

* **Note** Please press "Click To Confirm Application" button to get the **Completed Application Form**

* **Reminder** You are not allowed to edit your online application after pressing "Click To Confirm Application" button.

I, **NORIDAYU BINTI MOHD SHAH**, hereby declare that the information given in this application is true and understand that the offer received would be void and UMCCed has the right to terminate the offer if it found that the information given is false and untrue.

- Pemohon boleh mengisi pada ruangan disediakan dan klik butang untuk

menyimpan maklumat tersebut.

[Update](#)

16. Pada masa yang sama, pemohon juga akan menerima notifikasi email daripada pihak UMCCed selepas pengesahan permohonan telah dibuat seperti rajah 8 dibawah: -

Rajah 8: Notifikasi email



17. Pemohon akan melihat paparan skrin pemohon seperti dalam rajah 9 dibawah:

The screenshot shows the 'Online Application' dashboard. It features a 'New Application' button and a table with the following data:

No	Programme	Mode of Programme	Mode of Study	Intake	Status	Apply Date	Action
1	UFA* - PENGURUSAN (PENTADBIRAN DAN OPERASI)	EXECUTIVE DIPLOMA (6)	BLENDED LEARNING (PHYSICAL & ONLINE)	OCTOBER 2021	Complete 12-08-2021 05:56 PM	12-08-2021 05:55 PM	Application Details

Rajah 9: Skrin pemohon

18. Pemohon klik pada 'Application Details', skrin akan terpapar seperti rajah 10 dibawah: -

Rajah 10: Cetakn Butir Permohonan



UNIVERSITI MALAYA
Centre for Continuing Education

APPLICATION OF STUDIES (EXECUTIVE DIPLOMA)

DETAILS OF CANDIDATURE

Institute/Centre : UNIVERSITI MALAYA CENTRE FOR CONTINUING EDUCATION
Programme Applied For : UFA* - MANAGEMENT (ADMINISTRATION AND OPERATIONS)
Mode of Programme : EXECUTIVE DIPLOMA
Mode of Study : BLENDED LEARNING (PHYSICAL & ONLINE)
Academic Session of Entry : 2021/2022
Semester : 3
Location : UNIVERSITI MALAYA, KUALA LUMPUR

PERSONAL DETAILS

Name (as in Malaysian NRIC / International Passport) : NORIDAYU BINTI MOHD SHAH
Malaysian NRIC No : [REDACTED]
Date of Birth : 18-AUG-88
Gender : FEMALE
Nationality : MY
Address : ALAMAT1 , ALAMAT2, 59990, KL, WILAYAH PERSEKUTUAN (KL)
Home No : -
Mobile No : [REDACTED]
Email : [REDACTED]

ACADEMIC QUALIFICATION

Passed SPM with 3 credits

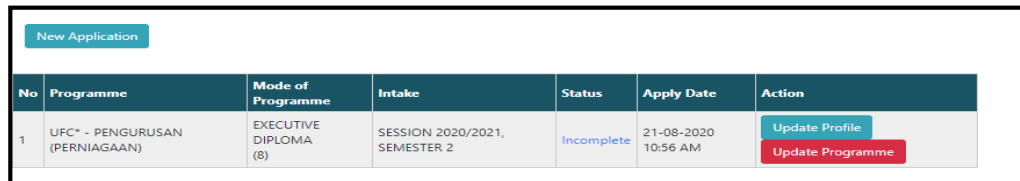
WORKING EXPERIENCE

No	From	To	Position	Employer	Civil/Public Servants
1	01-JAN-19	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No



NOTA: -

- Sekiranya pemohon yang telah mewujudkan akaun baharu dan ingin mengisi semula permohonan yang tidak lengkap pada lain hari atau waktu, skrin utama pemohon akan dipaparkan seperti dibawah :-



The screenshot shows a table titled 'New Application' with the following data:

No	Programme	Mode of Programme	Intake	Status	Apply Date	Action
1	UFC* - PENGURUSAN (PERNIAGAAN)	EXECUTIVE DIPLOMA (8)	SESSION 2020/2021, SEMESTER 2	Incomplete	21-08-2020 10:56 AM	Update Profile Update Programme

- Status '*Incomplete*' akan dipaparkan. Butang '*Update Profile*' disediakan bagi pemohon ingin mengemaskini semula maklumat peribadi pemohon manakala butang '*Update Programme*' adalah bagi pemohon yang ingin mengemaskini semula permohonan tersebut.

-TAMAT MANUAL PENGGUNA-

USER MANUAL

**ONLINE
APPLICATION**

VERSION 2.0

**APPLICATION
(EXECUTIVE DIPLOMA)**

Prepared By: -

Universiti Malaya Centre for Continuing Education (UMCCed)

Content

1.0 Introduction..... 3

2.0 User System Access..... 3

3.0 New Account and Application..... 4

1.1 Introduction

An Online Application is an application system that assists users in applying online and enables them to access it anywhere. It saves time and assists users in making an application in a more organised and user-friendly manner. There are two (2) programmes offered by Universiti Malaya Centre for Continuing Education (UMCCed) based on the offer period set. The programmes are: -

- i. **Full-Time Diploma** – a full-time programme involving SPM leavers only.
- ii. **Executive Diploma** – a part-time programme involving student with work experience.

2.0 User System Access

The Online Application can be accessed through the URL <http://online.umcced.edu.my/logon>

Users will open a screen as in the display Figure 1.

UNIVERSITI MALAYA
Pusat Pendidikan Berterusan

ONLINE APPLICATION

Online Application

ONLINE APPLICATION Tarikh Now!

LOGIN

IC Number/Passport
e.g. 760505141616

Password
Password

Login

Forgot your password? [Click here](#)

TARIKH-TARIKH PENTING KEMASUKAN DIPLOMA EKSEKUTIF
UNIVERSITI MALAYA AWAL HARI SEPTEMBER 2020

Permohonan Atas Talian
(ONLINE APPLICATION)

Program	Ambilan Intake	Tarikh Tutup Closing Date	Permohonan Application
Executive Diploma (Part-time Study) <ul style="list-style-type: none">Management (Administration and Operations)Management (Human Resource)Management (Business)Accounting AdministrationEarly Childhood EducationCounsellingShariah StudiesUnuluddin StudiesInformation Technology	September 2020	11 September 2020	Apply Here!
Diploma (Full-time Study) <ul style="list-style-type: none">ManagementHuman Resource ManagementBusiness ManagementAccounting	July 2020	7 June 2020	Closed

Application Guide

[Executive Diploma](#) [Diploma](#)

Bagi pemohon yang belum selesai melengkapkan permohonan, sila login semula untuk meneruskan proses permohonan.
For applicants who have not yet completed the application, please login to continue the application process.
Untuk bantuan berkaitan isu teknikal sahaja, sila emel: ict@umcced.edu.my
For assistance on technical issues, please e-mail: ict@umcced.edu.my


Pertanyaan berkaitan permohonan, sila hubungi:
Programme enquiries, please contact:
Tel : +603-2246 3603 / 3606 / 3607 / 3609 / 3610 / 3611
Fax : +603-2246 3613
e-mail : bcom@umcced.edu.my

Figure 1: Capaian System Screen

3.1 New Account and Application

For users who are applying for the first time, they are required to create a new account to assist them in logging in to the ‘online application’ to update or review the application. Below are the steps to create a new user account and make an application:-

1. Users are required to click on the  button as below :-



TARIKH-TARIKH PENTING KEMASUKAN DIPLOMA EKSEKUTIF
UNIVERSITI MALAYA AMBILAN SEPTEMBER 2020

UNIVERSITI MALAYA
Fokus Pada Berkual dan Berprestasi

11.09.2020
Tutup Permohonan Online

18.09.2020
Ditayangkan

04.10.2020
Hibahan Keputusan

21.09.2020 hingga 09.10.2020
Pendaftaran Online

21.09.2020 hingga 09.10.2020
E-Orientasi

10 & 11.10.2020
Kuliah Secara Online Bermula

Permohonan Atas Talian
(ONLINE APPLICATION)

Program <i>Programme</i>	Ambilan <i>Intake</i>	Tarikh Tutup <i>Closing Date</i>	Permohonan <i>Application</i>
Executive Diploma (Part-time Study) <ul style="list-style-type: none">• Management (Administration and Operations)• Management (Human Resource)• Management (Business)• Accounting Administration• Early Childhood Education• Counselling• Shariah Studies• Usuluddin Studies• Information Technology	September 2020	11 September 2020	Apply Here!
Diploma (Full-time Study) <ul style="list-style-type: none">• Management• Human Resource Management• Business Management• Accounting	July 2020	7 June 2020	Closed

Application Guide

[Executive Diploma](#) [Diploma](#)

Figure 2: Create New Account Section

2. The new account screen for the application of Executive Diploma will appear as below: -

Create Account for Executive Diploma Application

PERSONAL PARTICULARS

Full Name*

Nationality *

IC / Passport No
Please enter new IC no without dash '-'

Mobile Tel No. * Home Tel No
e.g. 0123456789 e.g. 0123456789

Email *

Password *
Note : Minimum 8 characters

Confirm Password *

PROGRAMME SELECTION

Mode of study *

Location *


Programme *

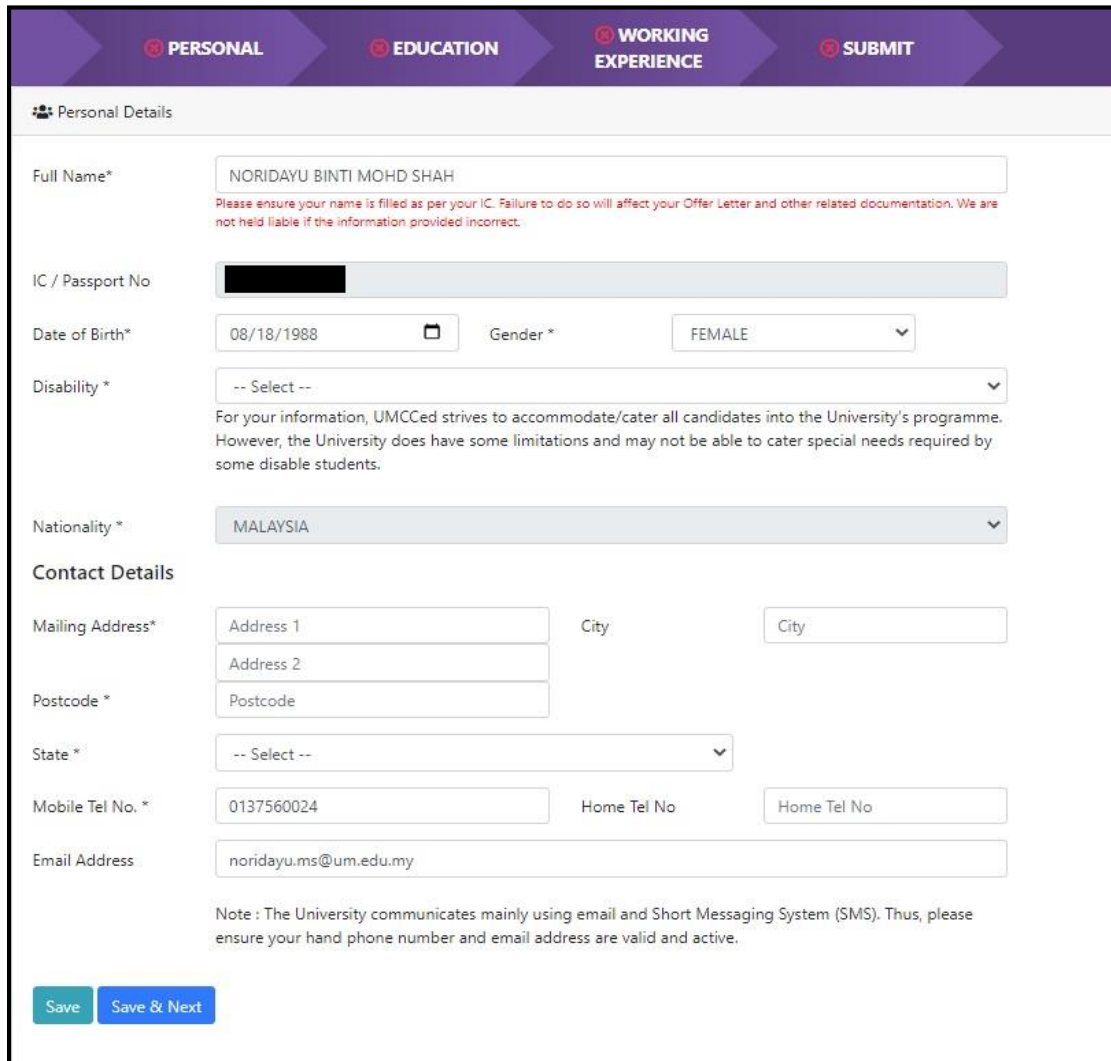
MARKET SURVEY

How did you find out about our Executive Diploma course? *
(Please choose one)

Promotion Code

Figure 3: New Account screen for the application of Executive Diploma

3. Click on the  button to save the new user account information and display the application screen as in Figure 4 below :-



PERSONAL **EDUCATION** **WORKING EXPERIENCE** **SUBMIT**

Personal Details

Full Name* NORIDAYU BINTI MOHD SHAH
Please ensure your name is filled as per your IC. Failure to do so will affect your Offer Letter and other related documentation. We are not held liable if the information provided incorrect.

IC / Passport No [REDACTED]

Date of Birth* 08/18/1988 Gender* FEMALE

Disability* -- Select --
For your information, UMCCed strives to accommodate/cater all candidates into the University's programme. However, the University does have some limitations and may not be able to cater special needs required by some disable students.

Nationality* MALAYSIA

Contact Details

Mailing Address* Address 1 City City
Address 2
Postcode* Postcode

State* -- Select --


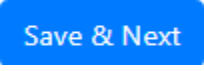
Mobile Tel No.* 0137560024 Home Tel No Home Tel No

Email Address noridayu.ms@um.edu.my

Note : The University communicates mainly using email and Short Messaging System (SMS). Thus, please ensure your hand phone number and email address are valid and active.

Save **Save & Next**

Figure 4: Application Screen for the 'Personal' Tab

4. Applicants are required to fill in the personal details and contact details in the 'Personal' tab in the (*) sections.
5. Click on the  button to save the applicant's details only.
6. Click on the  to save the applicant's details and go to the next screen or tab.

7. The next tab is the 'Education' tab where applicants are required to select their education qualification as in Figure 5 below: -

PERSONAL EDUCATION WORKING EXPERIENCE SUBMIT

Education Details

Qualification *

Passed SPM with 3 credits

Passed SPM with less than 3 credits

Obtained APEL Certificate (Accreditation of Prior Experiential Learning) from MQA for admission to diploma (Level 4)

Passed O-level with good score or other qualifications recognised by the Senate

Attach here *

Choose File No file chosen Upload

***Must be in the form of JPG, JPEG, PNG, PDF not more than 10 MB**

*Attention to all candidates, if you had sit for SPM Ulangan, please ensure that you upload the result for SPM Ulangan together with your original SPM result (If you upload a new file, your existing file will be replace)

Your attach file

(If you upload a new file, your existing file will be replace)

Save Save & Next

Figure 5: Application Screen for the 'Education' Tab

8. Click on the **Save** button to save the applicant's education details only.
9. Click on the **Save & Next** button save the applicant's education details and go to the next screen or tab.
10. The next tab is the 'Working Experience' tab where applicants are required to fill in their work experience in the space provided as in Figure 6 below: -

Working Experience

Add work experience

Position *

Employer *

Civil servants / government servants * please tick here if you are a civil servants / government servants

Start From *

Please click if currently employed for this job

To *

Details of Work Experience

No	From	To	Position	Employer	Civil/Government Servants	Action
1	04-JAN-10	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No	<input type="button" value="Delete"/>

Figure 6: Application Screen for the ‘Working Experience’ Tab

11. Click on the button to add work details and to be inserted into the ‘Details of Work Experience’ section.
12. In the ‘Details of Work Experience’ section, the button is provided to delete work details that are not needed.
13. Click on the button to save the applicant’s work details and go to the next screen or tab.
14. The next tab is the ‘Submit’ tab where applicants are required to acknowledge that all details given are true as in Figure 7 below: -

PERSONAL EDUCATION WORKING EXPERIENCE SUBMIT

Confirm Application

If you are introduced by your contacts / friends. Please [Click Here](#)

* **Note** Please press "Click To Confirm Application" button to get the **Completed Application Form**

* **Reminder** You are not allowed to edit your online application after pressing "Click To Confirm Application" button.

I, **NORIDAYU BINTI MOHD SHAH**, hereby declare that the information given in this application is true and understand that the offer received would be void and UMCCed has the right to terminate the offer if it found that the information given is false and untrue. I, understand the terms and agree to provide my information in accordance to the PDPA notice. [Click here to view the PDPA.](#)

[Click To Confirm Application](#)

Figure 7: Application Screen for the Submit Tab

15. Tick (✓) on the ‘checkbox’ section provided, and click the

[Click To Confirm Application](#)

button to confirm application.

Attention: -

- If applicants know any **staff/peers/relatives who only work/study at UMCCed**, they are required to enter their details in the space provided by clicking on the ‘Click Here’ link as below :-

PERSONAL EDUCATION WORKING EXPERIENCE SUBMIT

Confirm Application

If you are introduced by your contacts / friends. Please [Click Here](#) **Sekiranya pemohon mempunyai kenalan/kawan/seseorang yang memperkenalkan kepada pemohon**

Reference Number

Name

[Update](#)

* **Note** Please press "Click To Confirm Application" button to get the **Completed Application Form**

* **Reminder** You are not allowed to edit your online application after pressing "Click To Confirm Application" button.

I, **NORIDAYU BINTI MOHD SHAH**, hereby declare that the information given in this application is true and understand that the offer received would be void and UMCCed has the right to terminate the offer if it found that the information given is false and untrue.

[Click To Confirm Application](#)

- Applicants can fill in the details in the space provided by clicking on the

[Update](#)

button to save the details.

16. At the same time, applicants will also receive an email notification from UMCCed after the application has been verified as in Figure 8 below: -

Figure 8: Email Notification



17. Applicants will see a screen display as in Figure 9 below:-

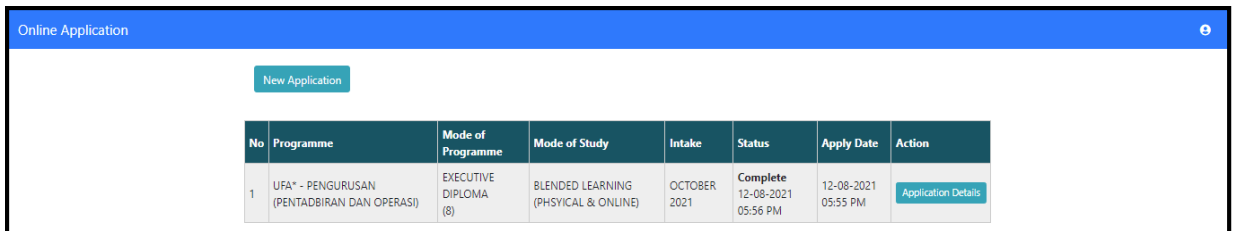


Figure 9: Applicant Screen

18. When applicants click on the 'Application Details', a screen will appear as in Figure 10: -

Figure 10: Print-out of Application Details



UNIVERSITI MALAYA
Centre for Continuing Education

APPLICATION OF STUDIES (EXECUTIVE DIPLOMA)

DETAILS OF CANDIDATURE

Institute/Centre : UNIVERSITI MALAYA CENTRE FOR CONTINUING EDUCATION
Programme Applied For : UFA* - MANAGEMENT (ADMINISTRATION AND OPERATIONS)
Mode of Programme : EXECUTIVE DIPLOMA
Mode of Study : BLENDED LEARNING (PHYSICAL & ONLINE)
Academic Session of Entry : 2021/2022
Semester : 3
Location : UNIVERSITI MALAYA, KUALA LUMPUR

PERSONAL DETAILS

Name (as in Malaysian NRIC / International Passport) : NORIDAYU BINTI MOHD SHAH
Malaysian NRIC No : [REDACTED]
Date of Birth : 18-AUG-88
Gender : FEMALE
Nationality : MY
Address : ALAMAT1 , ALAMAT2, 59990, KL, WILAYAH PERSEKUTUAN (KL)
Home No : -
Mobile No : [REDACTED]
Email : [REDACTED]

ACADEMIC QUALIFICATION

Passed SPM with 3 credits

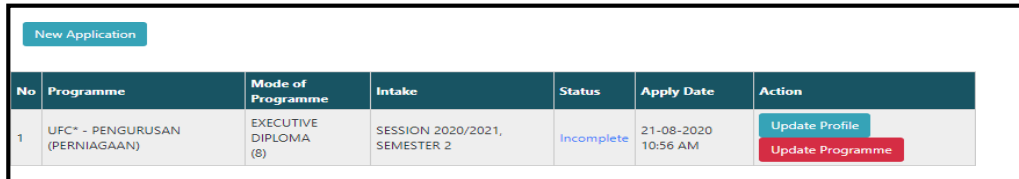
WORKING EXPERIENCE

No	From	To	Position	Employer	Civil/Public Servants
1	01-JAN-19	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No



NOTE: -

- If the applicant has already created the new account and would like to refill an incomplete application at another day or time, the applicant main screen will appear as below:-



No	Programme	Mode of Programme	Intake	Status	Apply Date	Action
1	UFC* - PENGURUSAN (PERNIAGAAN)	EXECUTIVE DIPLOMA (8)	SESSION 2020/2021, SEMESTER 2	Incomplete	21-08-2020 10:56 AM	Update Profile Update Programme

- An 'Incomplete' status will appear. The 'Update Profile' button is provided for applicants who would like to update their personal details whereas the 'Update Programme' button is for applicants who would like to update their application.

-END OF USER MANUAL-