

Quick Reference for Application Portal

1. Register

You need an account to login into Application Portal and complete the admission process. **To get an Application Portal account you have to complete the following simple registration form.**

Please follow the steps to complete the account registration:

1. Fill in the simple registration form below, please choose “**Register**” section.
2. Click “**Sign Up**” button, your password will be sent automatically to your email. Use that password to login into Application Portal.

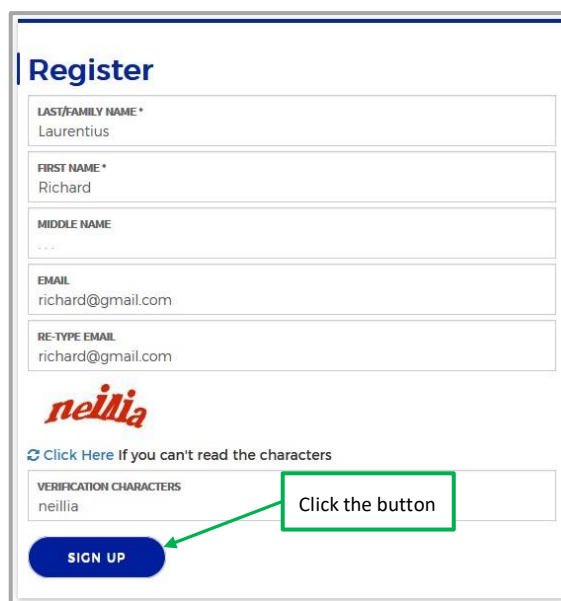


Figure 1-1 Complete simple registration form online

3. Check your email to get the username and password for accessing application portal

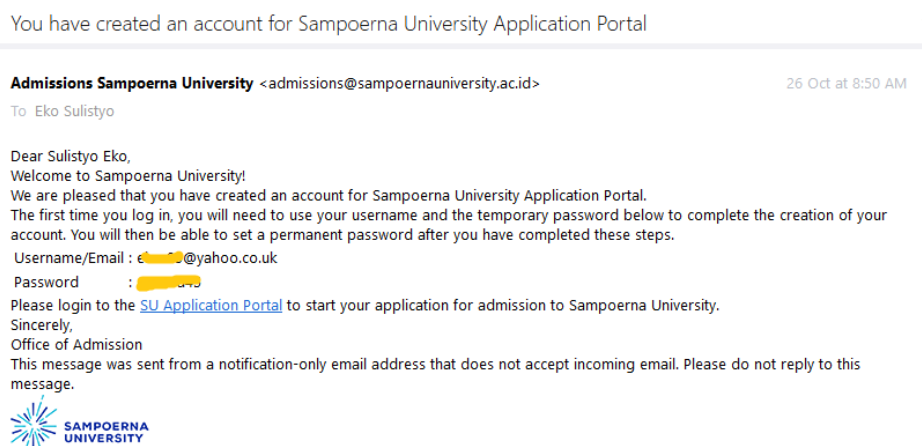


Figure 1-2: Username and Password notification mail

2. Login

Please follow the steps below to login into Application Portal:

1. Login to Application Portal using username and password that have been sent to your email. Input registered email and password in the “**Login**” section.
2. Click “**Login**” button when you are done.

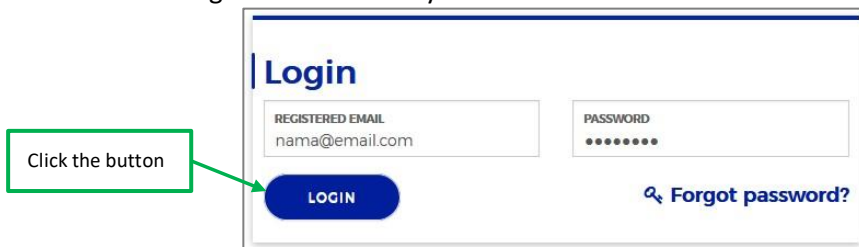


Figure 2-1 Login to Application Portal

3. Password

3.1. Forgot Password

If you forget your password, you can request new password. Please follow the steps below to request new password:

1. In the Application Portal home page “**Login**” section, click “**Forgot Password**”.
2. On the next page, input registered email and verification characters.
3. Click “**Submit**” button, your new password will be sent to your email.

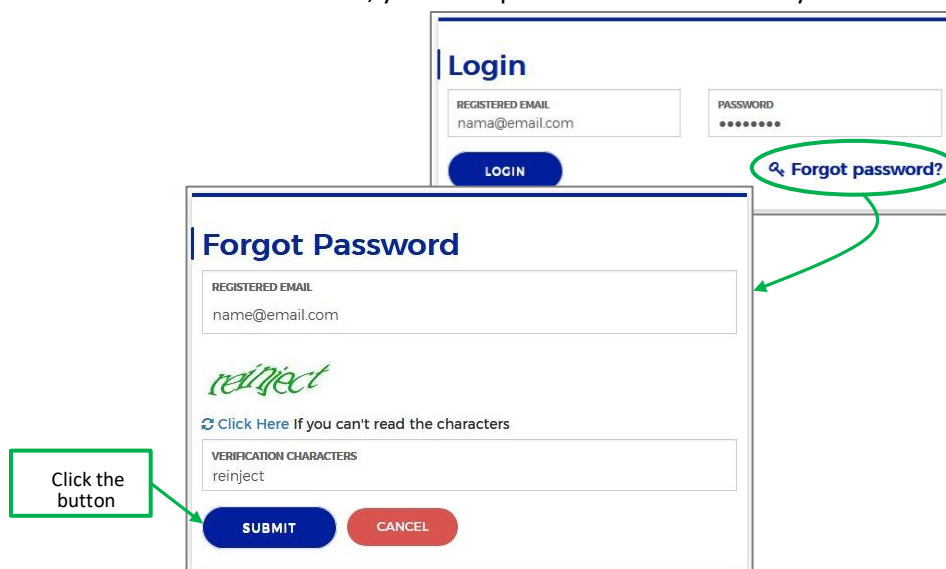
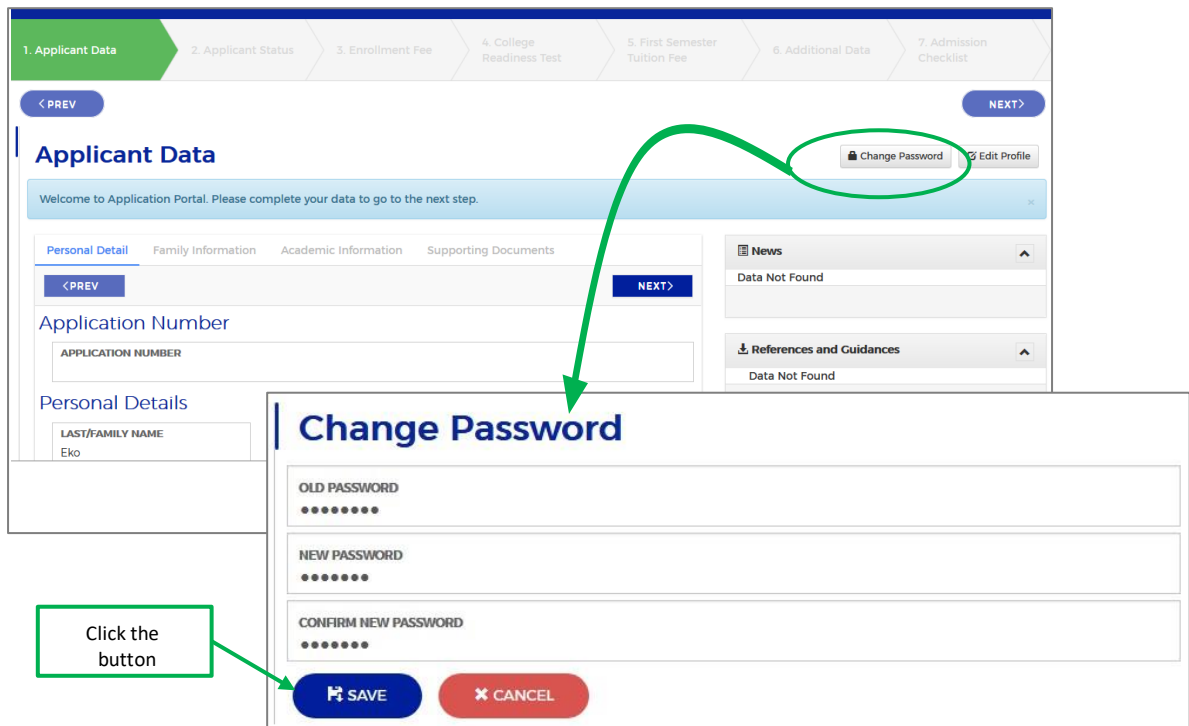


Figure 3-1 Forgot Password

3.2. Change Password

To change your password please follow the steps below:

1. After login to Application Portal, click “**Change Password**” button on the home page.
2. On the next page, fill in your new password.
3. Click “**Save**” button and you can use your new password afterwards in the next login.



The screenshot displays the 'Applicant Data' page with a progress bar at the top showing steps from 1 to 7. The 'Change Password' button is highlighted with a green circle. A green arrow points from this button to the 'Change Password' form. The form contains three password input fields: 'OLD PASSWORD', 'NEW PASSWORD', and 'CONFIRM NEW PASSWORD'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A green box with the text 'Click the button' and an arrow points to the 'SAVE' button.

Figure 3-2 Change Password

4. Admission Steps

4.1. Applicant Data

To get application number and move to the next step, you have to complete your data. The following are the steps to complete your application data:

1. Login to Application Portal, then click “**Edit Profile**” button on the home page.

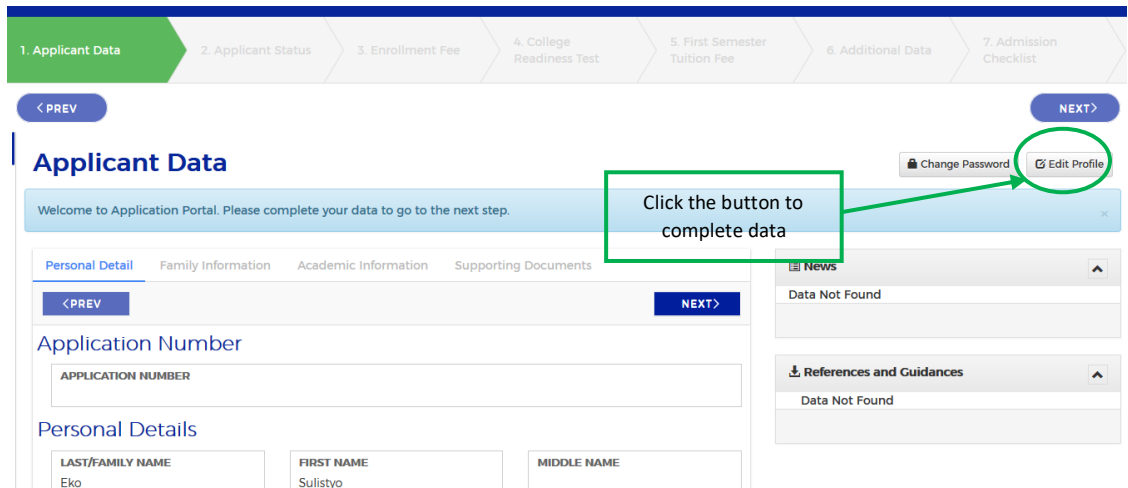


Figure 4-1 Complete application data

2. Complete your personal data, family information, academic information, and upload the supporting document.

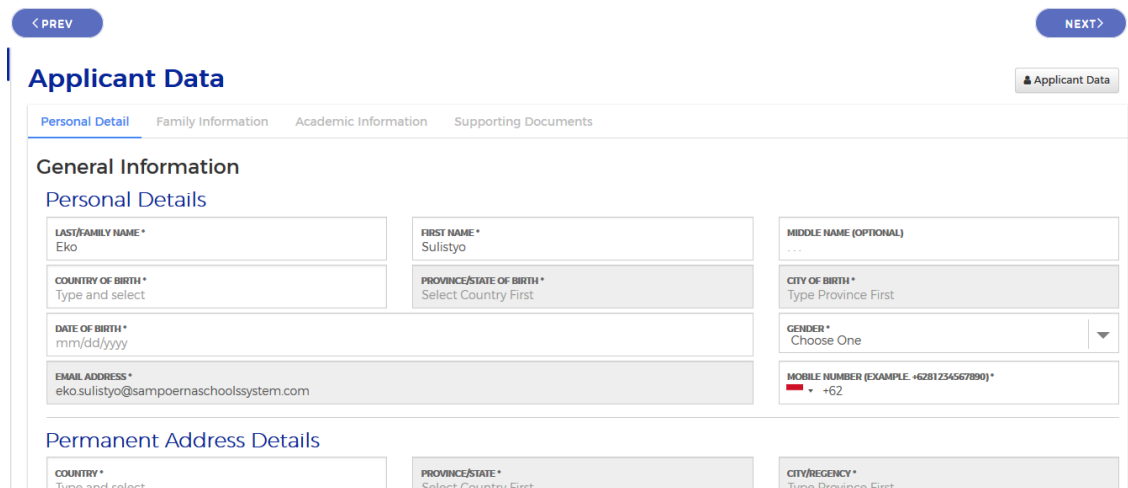


Figure 4-2 Complete application data

3. Click “Submit & Get Application Number” button when you are done.

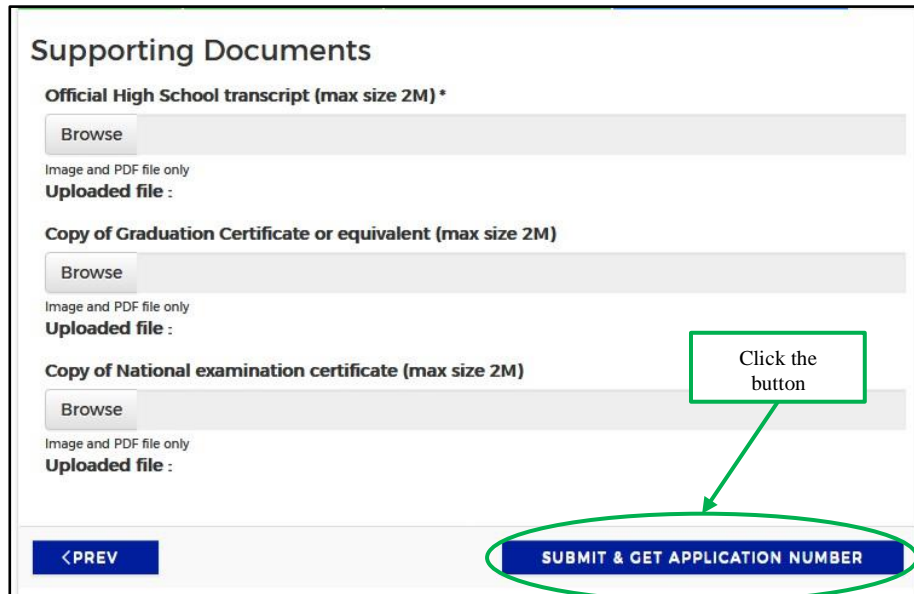


Figure 4-3 Submit and get application number

4. After you have completed your data and submitted the application, you will get notification on your screen with your application number. Click **“Reload”** on that notification to go to the next step.

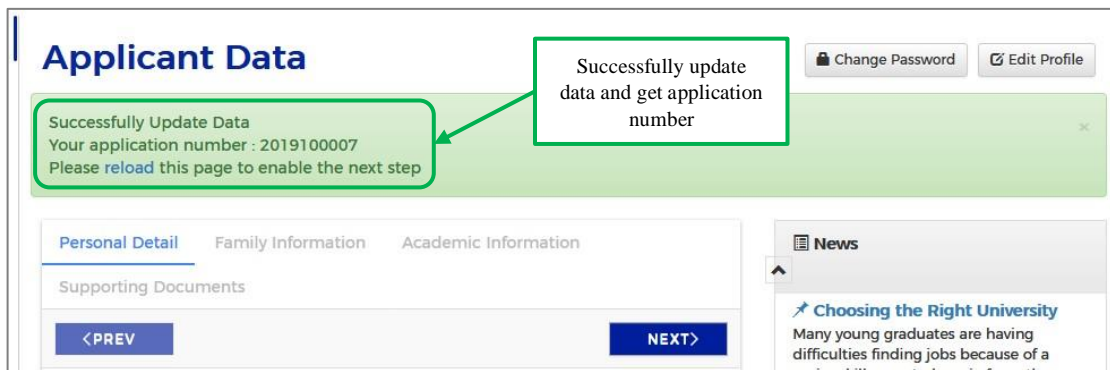
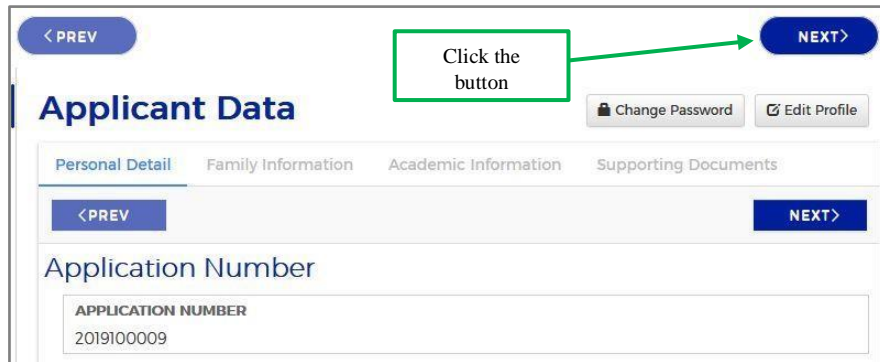


Figure 4-4 Application number information

5. Click **“Next”** button to move to the next step.

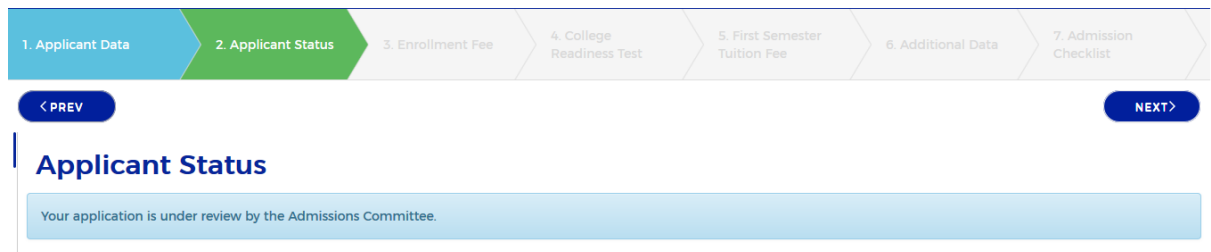


The screenshot shows the 'Applicant Data' page. At the top, there are navigation buttons: '< PREV' on the left and 'NEXT >' on the right. A green box highlights the 'NEXT >' button with the text 'Click the button' and a green arrow pointing to it. Below the navigation buttons are two buttons: 'Change Password' and 'Edit Profile'. A horizontal menu below these buttons includes 'Personal Detail' (which is active), 'Family Information', 'Academic Information', and 'Supporting Documents'. Below the menu are another set of navigation buttons: '< PREV' and 'NEXT >'. The main content area is titled 'Application Number' and contains a text box with the label 'APPLICATION NUMBER' and the value '2019100009'.

Figure 4-5 Move to Applicant Status step

4.2. Applicant Status

After you have completed your application data, your application will be reviewed by Admission Committee. Please kindly wait for the verification process. You will get an email notification once the verification process is completed and you will not be able to change your data profile again.



The screenshot shows the 'Applicant Status' page. At the top, there is a progress bar with seven steps: '1. Applicant Data', '2. Applicant Status' (highlighted in green), '3. Enrollment Fee', '4. College Readiness Test', '5. First Semester Tuition Fee', '6. Additional Data', and '7. Admission Checklist'. Below the progress bar are navigation buttons: '< PREV' on the left and 'NEXT >' on the right. The main content area is titled 'Applicant Status' and contains a light blue message box that reads: 'Your application is under review by the Admissions Committee.'

Figure 4-6 Application status