STANDARD OPERATIONAL PROCEDURE (SOP)
NEW POSTGRADUATE STUDENT REGISTRATION

START

1 Students receive offer of admission through email

2 Click accept offer and select date of registration

Students accept/reject

ACCEPT **REJECT**

3 Students receive email for pre-registration and kindly download the offer letter in system

Students Local | **Students International**

4 International student apply for a VISA

Students upload EMGS Approval Letter

FAIL **PASS** **VISA results**

5 Students make medical check up

Students upload Health Examination Form

6 Students make full payment

7 IPS activate student ID

8 Students receive email for E-community activation

9 Students fill in the vaccination details in the E-Community after activation

END