

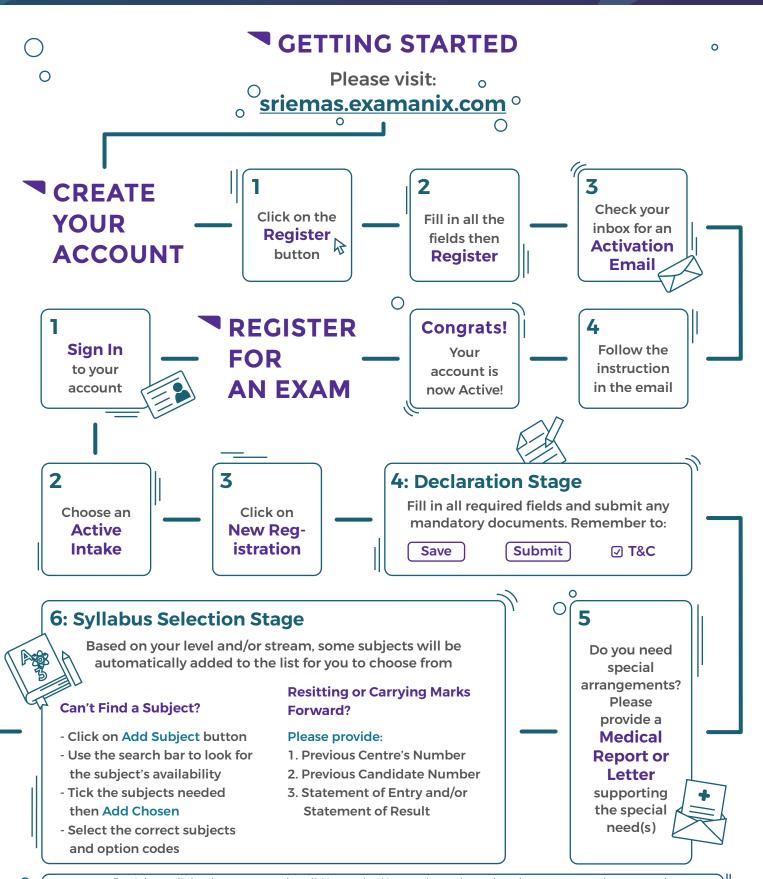
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# STUDENT GUIDE



Your exams are around the corner and you need a place to sit for the papers.

Not to worry, we're here to help you with a few simple steps to secure your seat at Sri Emas Exam Centre. That's one less headache to deal with so you can get back to hitting the books!





### **Great Work!**

Your registration has been submitted for acceptance!

An email will be sent to you once it's accepted and the invoice is available.

## 7: Confirmation Stage

Review your subject selections **thoroughly** before confirming. When your status is:

## **Pending Acceptance**

You may still edit your registration



#### Accepted

- You may add new subjects and/or drop your chosen subjects
- This may incur additional fees
- Any refund is subject to terms and conditions

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## MAKING THE PAYMENT

There are 2 ways to view your Invoice:

#### **Email**

- A PDF file of the invoice is attached to the acceptance email

#### Website

 You can access the Invoice page of your registration via:
 View Registration > the links under Invoice Information

## **3a: On-Site Payment**

You may make the payment directly in the exam centre. The address is provided at the bottom of your invoice.



# Check the Modes of Payment

to see what methods are accepted by the exam centre



## **3b:** Off-Site Payment

If you had made the payment off-site (e.g., cash deposit, online bank transfer, etc), you will need to **send us the payment proof** (e.g., photo of receipt) in the website.

#### **Submit Payment Proof**

- 1. Access to the Invoice page (Directions in Step 1)
- 2. Click on Proof of Payment
- 3. Fill all the required fields and upload the proof
- 4. Submit Payment



## **Thank You!**

Your payment proof has been submitted!

A receipt will be sent

via email once the payment has been verified.

## YOU'RE ALL SET

## Your registration is done. All the best for the exam!

## **Questions? Kindly contact us at:**



03-7865 5787 / 012-653 3477 (Denissa Lim)



exam.department@sriemas.edu.my