Online Enrolment Guideline

Steps for online enrolment:
1) Go to https://myhwu.hw.ac.uk/HWSAS8/twbkwbis.P_WWWLogin
2) Log in
   a. User name is your HWU Person ID (H00....... Number)
   b. Password is your date of birth (Format - dmmyy)
3) Click on Online Enrolment and Registration
4) Check the academic year, programme of study, campus location and year of study. The
   information should displayed as below. Please inform Admission team at
   MYadmissions@hw.ac.uk should the information be different from your offer letter.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Programme</th>
<th>Campus</th>
<th>Year/Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020</td>
<td>Certificate of Higher Education in Foundation in Business OR Foundation in Science (Note: The programme displayed should be the same with the programme on your offer letter)</td>
<td>Malaysia</td>
<td>Year/Stage 1</td>
</tr>
</tbody>
</table>

5) Click Enrol Now
6) All questions with asterisk (*) must be answered
7) **Check your Full Legal Name.** It should be the same as your NRIC (Malaysian student) or passport (International student).
8) **Addresses**
   a. Home address – origin
   b. Term address – while you are studying
9) Enter and confirm the additional personal information
10) Select your career readiness
11) Edit your personal email if required and click continue
12) Enter your emergency contact details
13) Upload photo – You are **required** to upload a photo for your student ID card.
14) Select your preferred address as Correspondence address – **Note: Final Assessment results letters will be sent to your correspondence address at the completion of your programme**
15) **For Malaysian students**, check your NRIC number and select the Visa type - “non- applicable for Malaysian”
    **For International students**, check your passport number and the expiry date, select the passport country and appropriate visa type. If you have yet to receive your visa, please key in your passport number, the passport’s issue and expiry dates to replace the visa number, the visa issue and expiry dates. You can update it later at International Student Support Office when you arrive at the Malaysia campus.
16) Enter your previous qualification information
17) Review your programme details and click continue
18) Select your source of funding
19) Complete Student Declaration and click **Confirm Enrolment**.
20) You have now completed the online enrolment process. You can now access the university portal with your user name, password and email address as displayed on the Enrolment Confirmation page.
21) Please **DO NOT** proceed with Course Registration. The Course Registration will be done during orientation week.