ENROLMENT GUIDE

essential information for new students
Table of Contents

1. Online Enrolment  
   • Step 1: Enrolling Process  
   • Step 2: Enrolment Confirmation

2. Frequently Asked Questions
Step 1: Enrolling process

1.1 Log into Student Self-Service.

1.2 From the Main Menu, click ‘Online Enrolment and Registration’.

1.3 Click ‘Enrol Now’.

Note:

- Check the academic year, programme of study, campus location and year of study. Please inform Admission team at hwum-welcome@hw.ac.uk should the information different from your offer letter.

- The University system in Malaysia is based on a 3-year degree leading to an Honours Bachelor’s degree. Malaysia Level 1 (ML1) of an undergraduate degree is equivalent to Scottish Level 2 (SL2; SCQF 8). Since we are using the UK based system, the year 2 in the system is equivalent to year 1 in Malaysia.

Complete the enrolment process by filling in the information requested on each page. Once you have entered the required information on each page, click ‘Continue’.
1.4 Check your **Full Legal Name**. It should be the same as your NRIC (Malaysian student) or passport (International student).

1.5 Complete the disabilities information by clicking **Yes** on the section that is applicable to you.
Complete your addresses.

- **Home address** - origin

- **Term address** - while you are studying
Enter and confirm the additional personal information.
Select your **career readiness**.

1.9 **Edit your personal email** if required and click ‘continue’
1.10 Enter your **emergency contact details**.

**Emergency Contact Details**

In the event of a medical or other emergency involving you, the University may need to contact somebody on your behalf. Please provide details below of a family member, friend or other person whom you wish us to contact in such circumstances. Please check that your emergency contact is happy for you to share their contact details with the University for this purpose. Under data protection legislation, we would only disclose personal information without consent when it is in your “vital interests” to do so, i.e. very serious or life and death situations.

If you have no changes to make please click the “Continue” button below.

**First Name**: Jane  
**Last Name**: Tester  
**Relationship**: Parent/Guardian  
**Address**: 1 Long Drive  
**City**: Kajang  
**Postcode**: 42200  
**Country**: Malaysia  
**Telephone**: 123456789

[EDIT DETAILS] [DEACTIVATE DETAILS]

[CANCEL] [CONTINUE]

1.11 **Upload a photo** – You are required to upload a recent photograph for your student ID card. The photograph you upload should show only you and no other person, is a clear head and shoulders portrait and shows you facing the camera with nothing obscuring your face.

![Photo Uploaded](image)

1.12 **Select your preferred address as Correspondence Address**.

**Correspondence Address**

You can either:
- Click the “Add/Edit Correspondence Address” button to add or update your correspondence address.
- Select an existing address to set as your correspondence address, then click the “Continue” button.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>City</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence</td>
<td>2 Long Close</td>
<td>Kajang</td>
<td>42200</td>
<td>Malaysia</td>
</tr>
<tr>
<td>Home Address</td>
<td>1 Long Drive</td>
<td>Kajang</td>
<td>42200</td>
<td>Malaysia</td>
</tr>
<tr>
<td>Term Address</td>
<td>2 Long Road</td>
<td>KL</td>
<td>42200</td>
<td>Malaysia</td>
</tr>
</tbody>
</table>

[ADD/EEDIT CORRESPONDENCE ADDRESS]

[CANCEL] [CONTINUE]
Note:

- For Malaysian students, check your NRIC number and select the Visa type - “non-applicable for Malaysian”. You are not required to key in your passport details.

- For International students, check your passport number and 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.
1.14 Review your **programme details** and click **continue**. The enrolment system is based on the UK campus. Hence, all non-UK/EU citizen students (including Malaysians) are considered overseas students.

Select your **source of funding**. The tuition fee at this page is **not** the final tuition fee. You may refer to your offer letter for the correct fee.
Complete student declaration and click ‘Confirm Enrolment’. 
Step 2 : Enrolment Confirmation

Once you have confirmed your enrolment, you will be directed to the Enrolment Confirmation page. The Enrolment Confirmation page includes important information such as your HW username, Email Address and the Instruction to discover your password. To print your enrolment confirmation letter, please scroll to the ‘Online Enrolment Confirmation Letter’ section.
Course Registration - Your courses will be pre-registered in the system prior to the semester starts. You can view the courses registered for you from your enrolment confirmation letter.

You can check the courses against the Guidance sheet which is available at this link: https://www.hw.ac.uk/uk/students/new-students/malaysia.htm. Go to “Enrol” section.
1. **Why is the fee status of my online enrolment stated as overseas?**

   Our enrolment system is based in the UK campus. Hence, any non-UK/EU citizen student (including Malaysians) is considered as an overseas student.

2. **I am unable to proceed with the enrolment. It says 'Visa error'**

   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 with International Student Support.
3. I am in Year 1 undergraduate programme, but the system shows as Year 2 / I am Foundation programme or Master programme, but the system shows as Year 1

The University system in Malaysia is based on a 3-year degree leading to an Honours Bachelor’s degree. Malaysia Level 1 (ML1) of an undergraduate degree is equivalent to Scottish Level 2 (SL2; SCQF 8). Since we are using the UK based system, Year 2 in the system is equivalent to Year 1 in Malaysia.

For Foundation and Master programme, the system will display your programme study level as Year 1.

Should you need further clarification and assistance, please feel free to contact Student Service Centre at:

+603-88943610
or
send an email to hwum-welcome@hw.ac.uk