



# Applicant Self Service Functions • Quick Reference Guide

## Accessing Applicant Self Service Functions

Once you have submitted your application, you will be able to access the Applicant Self Service functions.

You are required to log in as an existing user using your User ID and password at the online application page.

If you have forgotten your User ID and password, you can request these details to be sent to you by email at the login page of the application form.

› [Forgot User ID and Password](#)

› [Create/Reset Password](#)

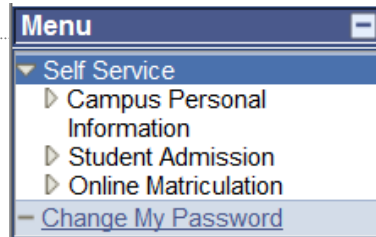
User ID:

Password:

## Applicant Self Service Page

Through the Applicant Self Service page, you can perform the following:

- **Update your address, contact information and email address**
- **Change your password**
- **Upload your photograph**
- **View submitted application**
- **View application status**
- **Make online credit card payment for application fee / registration fee / miscellaneous fee, if applicable**
- **View status of your payment**
- **Online Matriculation**



To update any other information that is not available in the Applicant Self Service functions, please contact the respective Postgraduate Programmes Office.