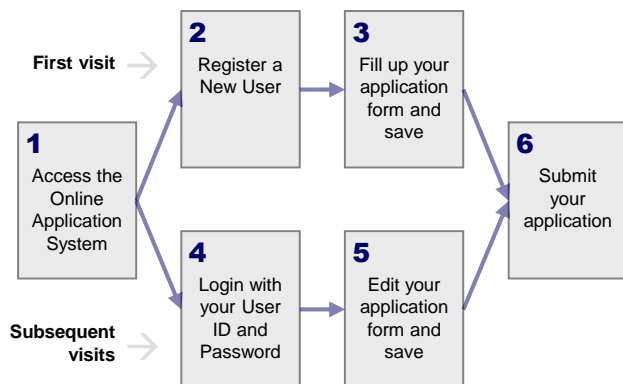# ISIS Quick Reference • Apply Online for Admissions to SMU

Overview

You can apply for admissions to SMU through the Online Application System. Follow the process flow below to fill up and submit your application:

First visit →

1 Access the Online Application System

2 Register a New User

3 Fill up your application form and save

4 Login with your User ID and Password

5 Edit your application form and save

6 Submit your application

Subsequent visits →

1 Access the Online Application System

You can access the Online Application System from the SMU web page for your programme.

2 4 Register a New User / Login with your User ID and Password

You are required to login using a User ID and Password to access the Online Application System.

Your first time accessing the system…

Click on the **Create New Account** link to create your account. Registration will allow you to fill up the application form, as well as return to complete your form in the future.

User Registration

Thank you for your interest in applying for admission to SMU.

Please create a User ID below. Your User ID can be between 1 and 24 characters in length consisting of alphanumeric characters only. Note that your User ID will be suffixed with ".apply".

An email with your User ID and password will be sent to you at the email address that you have indicated below. You will receive this email upon completing Page 1 of the online application form (Personal Details).

You will be required to use this User ID and password the next time you access SMU's Applicant Self Service Functions.

User ID	.apply
Email Address	
Re-enter email address	

OK

Your User ID and Password will be sent to your email address (which you indicated at the registration page) when you click the **Save/Next** button on the first page of the application form. You should provide a valid email address as any messages regarding your application would be sent to the email address.
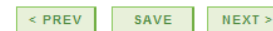
Your subsequent visits to the system…

Click on **Login Now** to login with your User ID and Password to access your saved application form. Note that it is a different link, which is also found in the email sent to you when you register as a new user.

3 5 Fill up / edit your application form

All sections inside the application form must be completed before you can submit your application. If you do not have all the information required with you, you can **Save** your application and come back later.

You can save your application form and navigate between the different sections of the form using the buttons at the bottom of the page:

< PREV   **SAVE**   **NEXT >**

The progress of your application form is indicated at the top of the page, as per example shown below:

1-**2**-**3**-**4**-**5**-**6**-**7**-**8**

6 Submit your application

After you have finished filling up your application, verify your details and choices before clicking on the **I Agree** checkbox. Subsequently, click on the **Submit** button to submit your application. You will get an email acknowledgement immediately to confirm that you have successfully submitted your application.

You may contact the respective Postgraduate Programmes Office for assistance with regard to your application.