



# NEW STUDENT'S GUIDE

(TRIMESTER OCT/ NOV 2025)

Preparing You for Success from Day One



## 1. MMU WELCOMING DAY

**Date : 25 OCTOBER 2025**

**Time : 09.00 AM – 12.00 PM**

Complete your *Digital Registration Checklist* page during the Welcoming Day. Please show the checklist using your mobile phone at the related counter to complete the activities. Attendance is compulsory for all new students, you may attend anytime within 9am-12pm.

Further Assistance: [registration@mmu.edu.my](mailto:registration@mmu.edu.my)

## 2. HOSTEL REGISTRATION / KEY COLLECTION DAY

**Check-in Date: 25 OCTOBER 2025**

**Time : 09.00 AM – 12.00 PM**

Please ensure you complete your hostel deposit payment and bring one passport-size photo(hardcopy).

For prepayment students, you may settle the payment within 5 days after receiving your room key.

You may come to the hostel registration counter at anytime between 9am-12pm to complete the process.

Further Assistance: [studentsresidential@mmu.edu.my](mailto:studentsresidential@mmu.edu.my) (for any issues related to accommodation)

## 3. WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME

**Date : 26 OCTOBER 2025 - 30 OCTOBER 2025**

The schedule will be updated nearer to the Welcoming Day [Click here](#). Attendance is compulsory for all new students.

### 3.a. Permata Dunia Advisory System (PDAS)

- Kindly visit <https://winprogramme.mmu.edu.my/about-hall/> choose Hall Assignment WIN October 2025 and search your name to know which Hall you belong and who would be your advisor.

Further Assistance: [style@mmu.edu.my](mailto:style@mmu.edu.my)

## 4. TEACHING AND LEARNING

**Start Date : 3 NOVEMBER 2025**

**End Date : 29 MARCH 2026**

Subject registration will be done during the WIN week. Click [here](#) to access MMU Academic Calendar.

*Further Assistance: (Kindly contact your respective faculties [here](#) for any issue related to academic matters).*

## TRIMESTER INFORMATION

**Trimester OCTOBER/NOVEMBER 2025**

Dates	Activities	No. of Days / Weeks
3 Nov-8 Feb 2026	Lecture/Tutorial/Lab	14 Weeks
9 Feb – 19 Feb 2026	Study Leave	11 Days
20 Feb-8 Mar 2026	Exam Week	2 Weeks
9 Mar – 29 Mar 2026	Trimester Break	3 Weeks

NEW STUDENTS' GUIDE  
TRIMESTER OCTOBER/NOVEMBER  
2025

ITEMS	DATE/ DURATION	FORM/ LINK
MMU STUDENT PORTAL		

1. ACCESS TO MMU STUDENT PORTAL FOR NEW STUDENTS

How to access to MMU Student Portal:

STEP 1:

- Access to: MMU Student Portal
  - ☐ Key in your Student ID and Login Password.  
(Your MMU Student ID and IDM activation email information will be sent to you within 1 working day after offer acceptance. Please check your mailbox for the email subject title “**Activate Your MMU Student ID Now!**” from Multimedia University<noreply@mmu.edu.my.)\*

Note- Please ignore this step if you have done it previously. Please email to [registration@mmu.edu.my](mailto:registration@mmu.edu.my) if you have not received the email within the stipulated period.

*\*For International students, you are required to have received VAL letter beforehand.*

STEP 2:

Complete the Registration Document. Click the tile titled “Registration Document”.

Click button  
“Proceed with Registration Document”.

Note- Please ignore this step if you have done it previously.

MMU  
Student  
Portal  
[Click here](#)

MMU  
Student  
Portal  
[Click here](#)



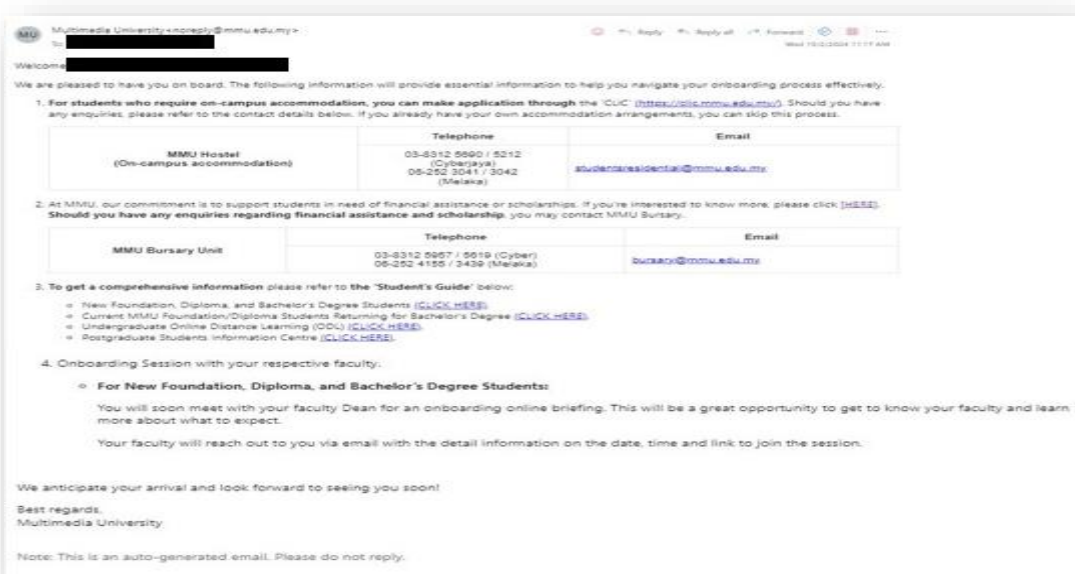
ITEMS	DATE/ DURATION	FORM/ LINK
<p><b>STEP 3:</b> Upload photo. Click the tile titled <b>“Photo”</b>.</p> <div><div>Photo</div><div></div><div>Status: Rejected</div></div> <p>Click on the “Upload Photo” button and upload a copy of your photo in jpg. The file size should be less than 50KB.</p> <div><div>Upload Photo</div></div> <p>Note- Please ignore this step if you have done it previously.</p> <ul style="list-style-type: none"><li>• MMU Registration Unit will process all submitted documents.</li><li>• Students will be contacted for any incomplete document; the activation status will not be done until we receive the complete documents*.</li><li>• Upon satisfactory completion, the Registration Team will “Activate” your status within <b>1 working day</b>.</li><li>• Once your status has been updated to an official MMU student, you will receive two emails:</li></ul> <p><b>-Notification of Your Official University Email Address:</b> This email will be sent to the <b>personal email address</b> you provided during your application. Please follow the instructions in this email to access your new official MMU email account.</p> <div><div>Your Official Campus Email is Now Active</div><div><div>MU</div><div>Multimedia University&lt;noreply@mmu.edu.my&gt;</div><div>To: [redacted]</div><div>Dear [redacted]</div><div>Congratulations on taking a significant step in your journey at MMU! We are pleased to inform you that your student email account is now active.</div><div>Email address: [redacted]@student.mmu.edu.my</div><div>Password: Same as your MMU ID Management (IDM) password.</div><div>This email address will be used for all official communications from MMU. It is important that you use this email for all correspondence and check it regularly to stay informed.</div><div>Please review the guidelines for using your MMU email by referring to this link: nice.mmu.edu.my/2022/01/email.</div><div>We look forward to welcoming you to MMU. If you face any issues pertaining to your e-mail service, please contact us at nice.support@mmu.edu.my.</div><div>Thank you.</div><div>Best regards,</div><div>Multimedia University</div></div></div> <p><b>-Comprehensive Student’s Guide:</b> This email will be sent to your <b>new official MMU email address</b> and will include important information and resources. From this point forward, all official MMU communications will be sent to your MMU email account.</p>		<p><b>MMU Student Portal</b> <a href="#">Click here</a></p> <p><b>Check your personal email.</b> <b>Subject titled:</b> <b>“Your Official Campus Email is Now Active”</b></p> <p><b>Official Email Guideline</b> <a href="#">CLICK HERE</a></p>



ITEMS

DATE/  
DURATION

FORM/  
LINK



\*IMPORTANT REMINDER FOR INTERNATIONAL STUDENTS:

Please email to [isr@mmu.edu.my](mailto:isr@mmu.edu.my) of your flight ticket information before **11 October 2025**.

MMU WELCOMING DAY

❑ MMU Welcoming Day for new students is on **25 October 2025**. All new students are required to attend the event to complete your registration. MMU Alumni (Returning Students) and Online Distance Learning students are not required to attend.

CAMPUS	VENUE	TIME
CYBERJAYA	Dewan Tun Canselor (DTC)	9.00 A.M-12.00 P.M
MELAKA	Persada Permata Dunia (Main Hall)	

Students will need to show their “Digital Registration Checklist” page to complete the activities in the checklist on that day.

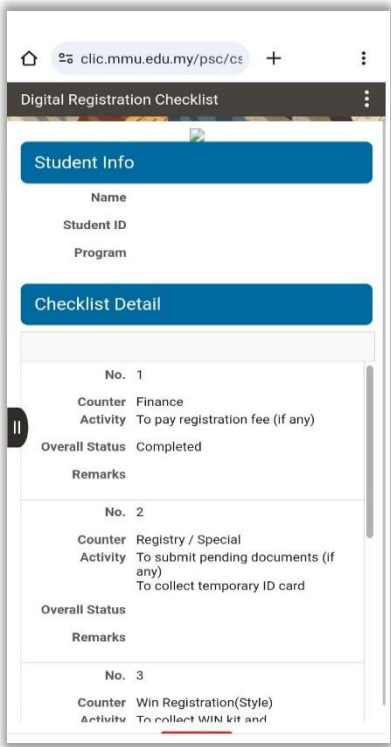


Photo: Sample Screenshot of **Digital Registration Checklist Page**.

- Need help? [CLICK HERE](#) for the guide.
- Ready to access your checklist? [CLICK HERE](#) to access the “Digital Registration Checklist”

25 OCTOBER 2025

9.00 AM  
- 12.00 PM

Digital  
Registration  
Checklist  
Guide  
[CLICK HERE](#)



ITEMS	DATE/ DURATION	FORM/ LINK
MMU SCHOLARSHIP AND FINANCIAL AID		
<b>MMU Excellence Scholarship</b> <ul style="list-style-type: none"><li>MMU Chancellor Scholarship</li><li>MMU President Scholarship</li><li>MMU Merit Scholarship</li><li>MMU Talent Scholarship</li></ul>	25 August -26 September 2025 (1 <sup>st</sup> batch)  15 October -31 October 2025 (2 <sup>nd</sup> batch)	Online application <a href="#">Click here</a>
<b>MMU Top Achiever’s Financial Assistance</b> <ul style="list-style-type: none"><li>MMU Merit (International) Scholarship</li></ul>	25 August -26 September 2025 (1 <sup>st</sup> batch)  15 October -31 October 2025 (2 <sup>nd</sup> batch)	Online application <a href="#">Click here</a>
<b>MMU Loyalty Rebates</b> <ul style="list-style-type: none"><li>MMU Sibling’s Discount</li><li>MMU Alumni Discount</li><li>Staff Discount</li></ul>	22 February 2026	Online application <a href="#">Click here</a>
<b>PTPTN Loan Online Application</b>	01-31 October 2025 (1 <sup>st</sup> batch)  01-30 November 2025 (2 <sup>nd</sup> batch)	Online application <a href="https://www.ptptn.gov.my/myptptn/">https://www.ptptn.gov.my/myptptn/</a>  Guidelines: <a href="#">Click here</a>
<b>MARA TESP Online Application (Bachelor’s Degree Programme)</b>	Tentative November 2025	Online application <a href="#">MARA - MyEduloan Portal</a>
<b>Other Scholarship from External Organisation</b>		<a href="#">Click here</a>






ITEMS	DATE/ DURATION	FORM/ LINK
MMU WEEK OF IMMERSION AND NETWORKING (WIN) PROGRAMME & HOSTEL REGISTRATION		
<p><b>WIN PROGRAMME FOR NEW STUDENTS</b></p> <p>Our WIN Programme for new students will commence from <b>26 October 2025</b> until <b>30 October 2025</b> (Cyberjaya &amp; Melaka students) at the respective campus.</p> <p><b>1. What is WIN Programme?</b></p> <p>WIN, a Week of Immersion and Networking, is an event to welcome, introduce and familiarise new MMU students to the complete university realm, from academics to social activities, and introducing the unfamiliar campus environment, faculty and infrastructure, over a period of three days.</p> <p>Particularly, it is a platform for students to socially integrated into the college culture, acclimating to new surroundings and also to provide an opportunity for the university to meet the newest members of the community.</p> <p>The event is coordinated by Student Lifestyle &amp; Experience Division (STyLE) with the cooperation and resources from the entire campus community including faculty, bursary, examination and records unit, finance, insurance, facilities management, security and safety, network and campus ecosystems.</p> <p>It is <b>COMPULSORY</b> for all students to participate in all sessions that have been arranged during the WIN program.</p> <p><b>2. How to Join the WIN Programme?</b></p> <ul style="list-style-type: none"><li>• Go to the link <a href="https://winprogramme.mmu.edu.my/">https://winprogramme.mmu.edu.my/</a> to visit the Win Website.</li><li>• Click the schedule either Cyberjaya campus or Melaka campus to find out the exciting line up of programmes during the WIN.</li></ul> <p>Note: Please visit the WIN website from time to time to get latest updates. All new students will receive a “WIN Kit” from the university during Welcoming Day or as per communication sent to you.</p> <p><b>3. Is the attendance COMPULSORY for WIN Programme?</b> <b>YES, this programme is compulsory for all students to attend.</b></p> <p><b>MMU Photo ID (Cyberjaya &amp; Melaka student):</b> <b>Photo taking slot to register will be shared by Security Department during their WIN briefing.</b></p> <p><b>4. PERMATA DUNIA ADVISORY SYSTEM (PDAS)</b></p> <ul style="list-style-type: none"><li>- Kindly visit <a href="https://winprogramme.mmu.edu.my/about-hall/">https://winprogramme.mmu.edu.my/about-hall/</a> choose Hall Assignment WIN October 2025 and search your name to know which Hall you belong and who would be your advisor.</li><li>- Once you identify your advisor, kindly search the contact of your Advisor from the link shown on top of the search button.</li></ul>	26 OCTOBER 2025 - 30 OCTOBER 2025	WIN Website <a href="#">Click here</a>



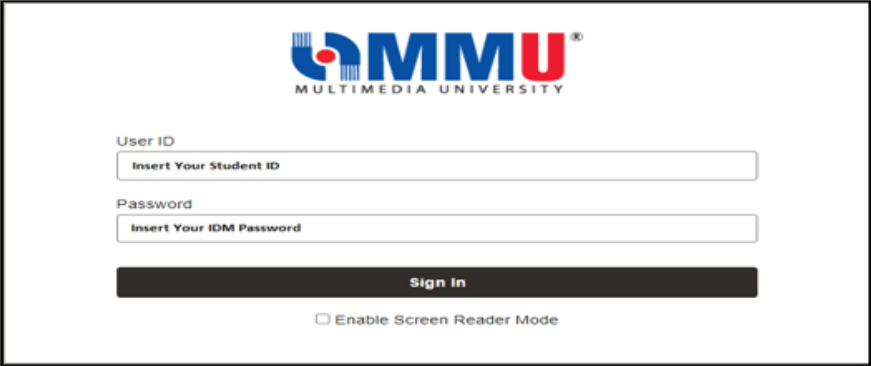
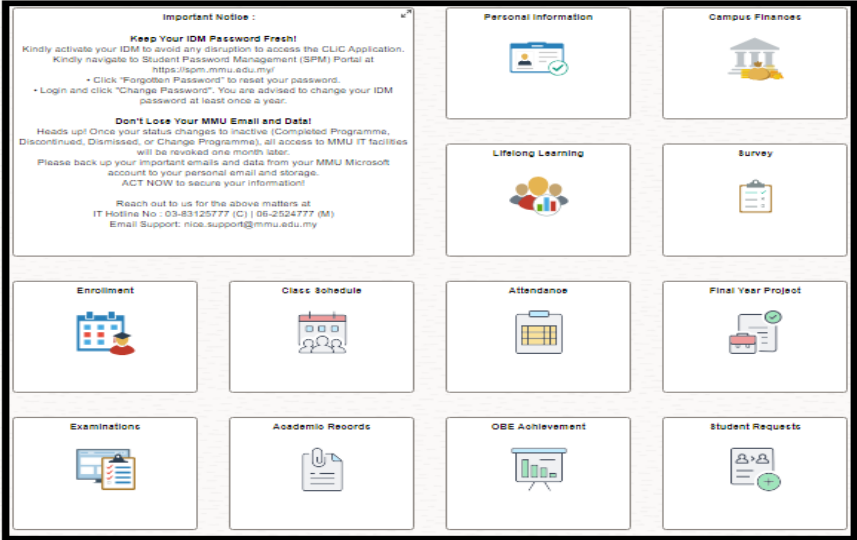
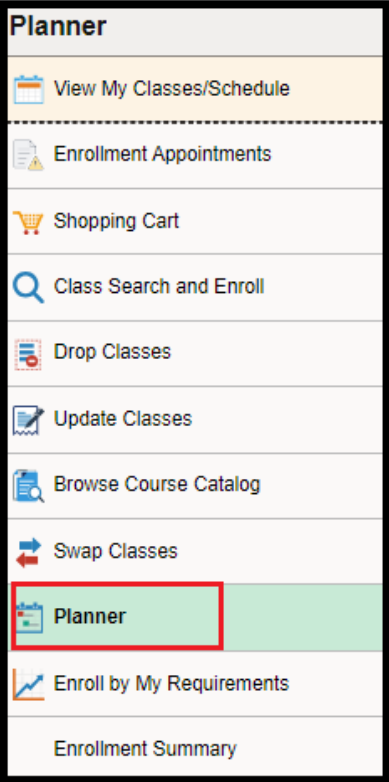
ITEMS	DATE/ DURATION	FORM/ LINK
MMU WEEK OF IMMERSION AND NETWORKING (WIN)PROGRAMME & HOSTEL APPLICATION & REGISTRATION INFORMATION		
<p><b>5. HOSTEL APPLICATION &amp; REGISTRATION INFORMATION</b></p> <p>Students who plan to stay at MMU Hostel must submit their application through the CLiC website.</p> <p>(Main Menu&gt;Campus Lifestyle&gt;Hostel Application&gt;click ‘Apply’ button)</p> <p><b>Application start date: 1 September 2025</b></p> <p>(Students are advised to apply early to secure a place)</p> <p><b>Please note:</b></p> <p>There is a question in the application form asking for “<b>Your preferred room type?</b>” This selection is <b>subject to availability</b>.</p> <p>For example, choosing "Double Room" <b>does not guarantee</b> that you will be assigned a double room. An approved application simply means that there is a space available for the student in the hostel. The <b>actual room type</b> will only be confirmed and informed <b>on the registration day</b>.</p> <p>Once the application is <b>approved</b>, students are required to <b>complete the hostel deposit payment</b> before check-in.</p> <p><b>Successful</b> applicant will get their <b>room number information email</b> three days prior to the MMU Welcoming Day.</p> <p>Students who have been successful in their hostel application may collect their room key and check in after completing the registration at the hall.</p> <p><b>Hostel Registration as per below details:</b></p> <p><b>Date &amp; Day: 25 October 2025 (Saturday)</b></p> <p><b>Time: 9.00 am - 12.00 pm</b></p> <p><b>Venues:</b>   <b>Cyberjaya:</b> Dewan Tun Canselor (DTC)</p> <p>                  <b>Melaka:</b> Persada Permata Dunia (Main Hall)</p> <p>Further updates and instructions regarding the hostel registration will be sent to students via <b>official MMU email</b>. Students are responsible for checking their email regularly for important announcements.</p> <p>For any enquiries, please contact HIVE (Hostel Management Office) through email (<a href="mailto:studentsresidential@mmu.edu.my">studentsresidential@mmu.edu.my</a>) or by direct call to:</p> <p><b>Cyberjaya:</b></p> <p>Hostel Block 1 &amp; 2 (Male): 03-8312 5690/ 5895</p> <p>Hostel Block 3 &amp; 4 (Female): 03-8312 5212/ 5272</p> <p><b>Melaka:</b></p> <p>Hostel Block F3 &amp; F4 (Male): 06-252 3041</p> <p>Hostel Block F1 &amp; F2 (Female): 06-252 3042</p>	<p><b>Hostel Check-In 25 October 2025 (9am - 12pm)</b></p>	<p><b>HOSTEL APPLICATION at Student Portal</b></p> <p><a href="#">(Click here)</a></p>

ITEMS	DATE/ DURATION	FORM/ LINK
COMMENCEMENT OF TRIMESTER OCTOBER/NOVEMBER 2025		
<p><b>1. THE TRIMESTER OCTOBER/NOVEMBER 2025 WILL COMMENCE ON 3<sup>rd</sup> NOVEMBER 2025.</b></p> <ul style="list-style-type: none"><li>MMU operates by three (3) Trimesters as stated below:</li><li>➤ Long Trimesters (Trimester March / April and Trimester October / November): consist of 14 weeks of Lecture, 2 weeks of Examination and 3 weeks of Trimester Break.</li><li>➤ Short Trimester (Trimester July / August): consists of 7 weeks of Lecture, 1 week of Examination and 3 weeks of Trimester Break</li></ul>	<p><b>3<sup>rd</sup> NOVEMBER 2025</b></p> <p>-</p> <p><b>29<sup>th</sup> MARCH 2026</b></p>	<p><b>MMU Academic Calendar:</b></p> <p><a href="https://www.mmu.edu.my/academic-calendar/">https://www.mmu.edu.my/academic-calendar/</a></p>
<p><b>2. MMU CAMPUS LIFE CYCLE MANAGEMENT SYSTEM (CLiC):</b></p> <ul style="list-style-type: none"><li>MMU Campus Life Cycle Management System as CLiC.</li><li>It is essential for all MMU students to be familiar with CLiC since most student applications are available via this platform:</li><li>➤ Click on CLiC Icon:</li></ul> <div></div>		<p><b>MMU Portal:</b></p> <p><a href="https://online.mmu.edu.my/">https://online.mmu.edu.my/</a></p>

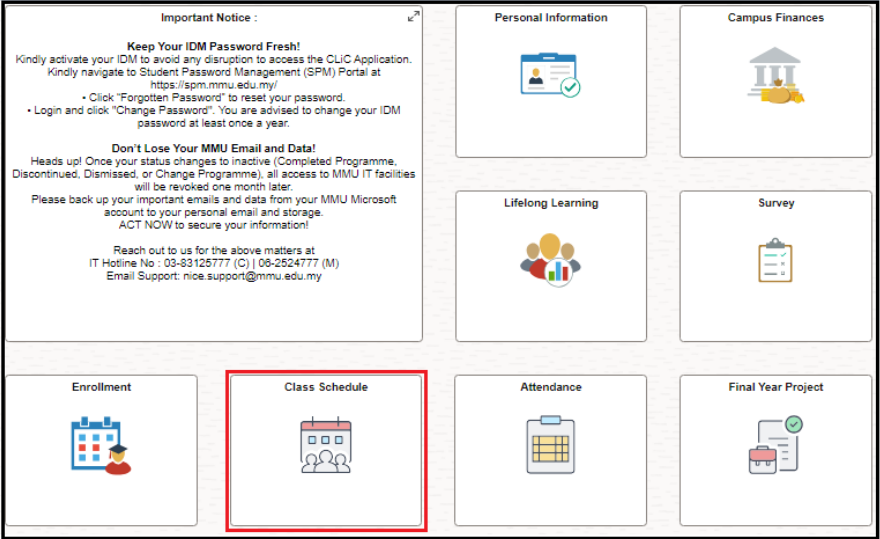
Picture : Screenshot of Main Page of MMU Portal





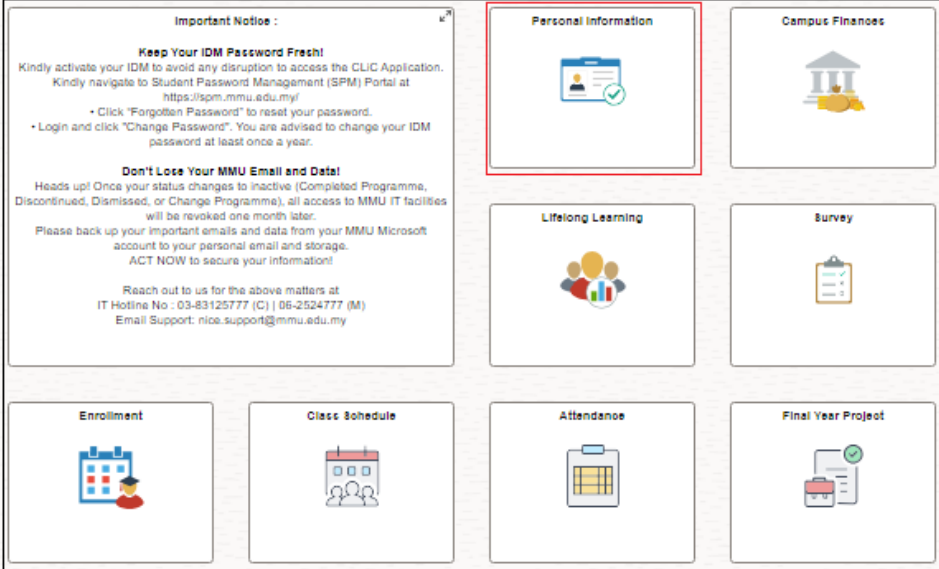
ITEMS	DATE/ DURATION	FORM/ LINK
<p>➤ Log In: MMU CLiC</p> <div></div> <p>Picture : Screenshot of CLiC: “Login Page”</p> <p>➤ Student’s Page:</p> <div></div> <p>Picture : Screenshot of CLiC Student Page</p> <p><b>3. PROGRAMME STRUCTURE</b></p> <ul style="list-style-type: none"><li>• Program Structure refers to courses and total credit hours that you must complete in order to graduate.</li><li>• It is important for all students to know the courses to be offered in each trimester.</li><li>• All students are tagged to cohort intake and are required to follow the Programme Structure.</li><li>• Programme Structure can be obtained from your faculty or can be viewed via CLiC &gt;Enrolment&gt;Planner:</li></ul> <div></div> <p>Picture : Screenshot of CLiC : “ Planner”</p>		<p>CLiC Navigation:  Enrolment&gt; Planner</p>



ITEMS	DATE/ DURATION	FORM/ LINK
<p>By clicking on the “<b>Planner</b>”, you are able to view courses for each trimester.</p> <p><b>4. COURSE ENROLLMENT FOR TRIMESTER OCTOBER/NOVEMBER 2025</b></p> <ul style="list-style-type: none"><li>• Course Enrolment is the term used in CLiC for Subject Registration.</li><li>• As a student, you are required to proceed with ‘Course Enrolment’ according to your Programme Structure before the trimester begins.</li><li>• The Faculty Admin will arrange a session during the WIN Programme for students to complete their course enrolment. Staff will guide and assist students with enrolling in courses and viewing their class timetables.</li></ul> <p>Kindly download the “Guides for Course Enrolment” from MMU Portal for your references. The url for MMU Portal is <a href="https://online.mmu.edu.my/">https://online.mmu.edu.my/</a></p> <p>The navigation: Self Service &gt; Forms and Guidelines &gt; search for “Guides for Course Enrolment”</p> <p>Click on ‘Class Schedule’ at the CLiC to view the timetable.</p> <div></div> <ul style="list-style-type: none"><li>• You are ready to begin your class once you are able to view your timetable.</li><li>• If you encounter any problem regarding your course enrolment activities, kindly contact your Faculty Office.</li></ul> <p><b>IMPORTANT REMINDER:</b></p> <p>Students are required to attend the “Faculty Meet” segment during the WIN Programme. This segment is essential as most of the important information regarding your programme will be presented in this segment.</p>		<p>Click on Enrolment</p> <p>Click on Class Schedule</p> <p>Faculty Contact Information: <a href="#">CLICK HERE</a></p>

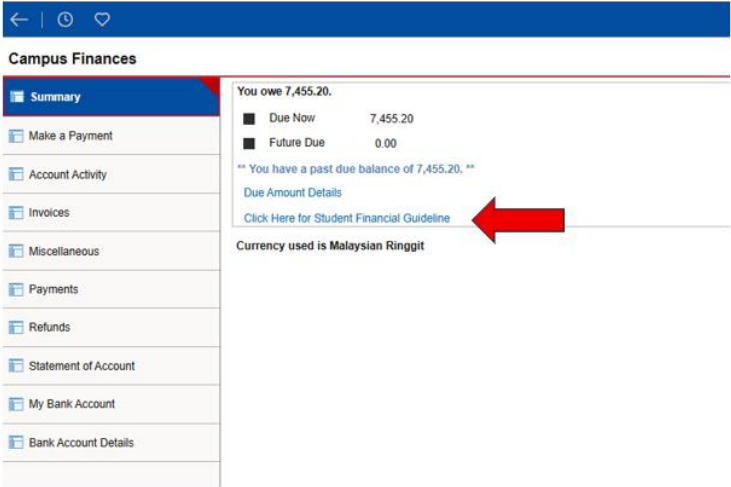


ITEMS	DATE/ DURATION	FORM/ LINK
<p><b>5. TEACHING AND LEARNING</b></p> <p>As for teaching and learning activities, the following mode will be implemented:</p> <ul style="list-style-type: none"><li>○ All lecturers, tutorial, labs, and studios will be conducted physical face-to-face mode.</li><li>• Students are required to attend lecture/ tutorial according to timetable. Please ensure that you have formally registered for the course and have the correct class section.</li></ul>	<p><b>3<sup>rd</sup> NOVEMBER 2025</b></p> <p>-</p> <p><b>8<sup>th</sup> FEBRUARY 2026</b> <b>(14 weeks)</b></p>	
<p><b>6. MMU eBwise</b></p> <ul style="list-style-type: none"><li>• eBwise is an online platform that provides a wide range of educational resources and services to make learning easier and more accessible. From study materials to tutors, the website covers everything that a student needs to achieve academic success. With a user-friendly interface and constant updates, eBwise is a great choice for learners of all ages. To login, students will need to access the following url: <a href="https://ebwise.mmu.edu.my/">https://ebwise.mmu.edu.my/</a> and login using their MMU IDM Credentials.</li></ul>		<p>MMU eBwise: <a href="https://ebwise.mmu.edu.my/">https://ebwise.mmu.edu.my/</a></p>
<p><b>7. LEAVE OF ABSENCE (LOA) FOR TRIMESTER OCTOBER/NOVEMBER 2025</b></p> <ul style="list-style-type: none"><li>• Leave of Absence (LOA) is defined as a student’s request to be away from MMU for a minimum of a trimester period and a maximum of three trimesters.</li><li>• Leave of absence may be requested only for national services, serious illnesses, financial problems, or compassionate reasons.</li><li>• No tuition fee will be charged if the Leave of Absence is made within Week 1 or Week 2 of the Trimester. A student who is on Leave of Absence will still be charged with Resource Fees.</li><li>• If you are required to take LOA, kindly make an application via CLiC.</li></ul> <p>Please contact your Faculty Manager for the outcome of your application.</p>	<p>The LOA Online Application is open from</p> <p><b>3<sup>rd</sup> NOVEMBER 2025</b></p> <p>-</p> <p><b>21<sup>st</sup> DECEMBER 2025</b></p>	
<p><b>8. FINAL EXAMINATION FOR TRIMESTER OCTOBER/NOVEMBER 2025</b></p> <ul style="list-style-type: none"><li>• The Final Examination will be scheduled from 20<sup>th</sup> February – 8<sup>th</sup> March 2026</li></ul>		
<p><b>9. REQUEST FOR VERIFICATION LETTER</b></p> <ul style="list-style-type: none"><li>• Students may request for a “Verification Letter’ as an MMU Student for any purpose on the following website: <a href="https://ssc.mmu.edu.my/verification_letter">https://ssc.mmu.edu.my/verification_letter</a></li></ul>		<p>SSC Website <a href="#">CLICK HERE</a></p>

ITEMS	DATE/ DURATION	FORM/ LINK
<p><b>10. VERIFICATION OF PERSONAL INFORMATION</b></p> <ul style="list-style-type: none"> <li>Students are encouraged to check &amp; verify their personal information given in CLiC is correct.</li> <li>Login into CLiC to arrive at the following screen and click on ‘Personal Information’.</li> </ul>  <ul style="list-style-type: none"> <li>Students may regularly update their “Personal Email Address” and “Contact Number” and “Mailing Address” on CLiC. Other than that, students can only update the information through the Student Service Center (SSC). Certain documents are required for information verification before the update is completed.</li> </ul>		<p>Click on Personal Information</p>
<p><b>11. WITHDRAWAL FROM MMU (QUIT STUDY)</b></p> <p>Due to unforeseen circumstances, students may opt to withdraw their studies from MMU. Hence, students can apply through online (CLiC).</p>		<p>CLiC Navigation: CLiC&gt;Student Request&gt; Apply for withdrawal</p>







ITEMS	DATE/ DURATION	FORM/ LINK
FINANCIAL INFORMATION		
<div>1. Financial Information in system</div> <div>Login to CLiC using your user ID and Password. Go to Campus Finance&gt;Summary</div> <div>I. Your latest outstanding Balance is shown under summary tab. The amount shown in the account summary is the net amount after adjustment (Credit Invoice, Advance Payment, and discount) If any.</div> <div>II. To view and <b>download Student Financial Guideline</b>, you may click the link provided in the account summary. Sample as below. The guideline given was very helpful for your references.</div> <div></div>		<div><a href="https://clic.mmu.edu.my/psp/csprd/?cmd=login&amp;languageCd=ENG&amp;">https://clic.mmu.edu.my/psp/csprd/?cmd=login&amp;languageCd=ENG&amp;</a></div> <div><a href="https://www.mmu.edu.my/financial-info/">https://www.mmu.edu.my/financial-info/</a></div> <div>-Select “Foundation Payment Option”</div>



ITEMS			DATE/ DURATION	FORM/ LINK																													
<b>3. Billing Information</b>			W1 (3 -9 NOVEMBER 2025)  W3 (17 -23 NOVEMBER 2025)																														
<table><tr><th>Item</th><th>Description</th></tr><tr><td>Billing Generation</td><td>Week 1 (W1)</td></tr><tr><td>Sponsors' invoice generation</td><td>Week 3 (W3)</td></tr><tr><td>Financial Assistance/Discount</td><td>Existing Student: Week 1 New Student: Week 3</td></tr><tr><td>Billing Due Date</td><td>14 days from invoice date</td></tr><tr><td>Billing Notification</td><td>Notifications regarding billing will be sent via the student's campus email and cc-ed to relative registered email. Please frequently check your campus email</td></tr></table>					Item	Description	Billing Generation	Week 1 (W1)	Sponsors' invoice generation	Week 3 (W3)	Financial Assistance/Discount	Existing Student: Week 1 New Student: Week 3	Billing Due Date	14 days from invoice date	Billing Notification	Notifications regarding billing will be sent via the student's campus email and cc-ed to relative registered email. Please frequently check your campus email																	
Item	Description																																
Billing Generation	Week 1 (W1)																																
Sponsors' invoice generation	Week 3 (W3)																																
Financial Assistance/Discount	Existing Student: Week 1 New Student: Week 3																																
Billing Due Date	14 days from invoice date																																
Billing Notification	Notifications regarding billing will be sent via the student's campus email and cc-ed to relative registered email. Please frequently check your campus email																																
<b>NOTES:</b> Fee charge by trimester basis and based on the type of subjects/courses i.e ( CORE/ELECTIVE/MPU/CB) registered for the current academic year.																																	
<b>4. Other Rules of Fees</b>																																	
<table><tr><th>Rules</th><th>Condition</th><th>Charges</th></tr><tr><td rowspan="2">Drop Courses</td><td>Week 1-2</td><td>No charges</td></tr><tr><td>Week 2 onwards</td><td>100% charge on Tuition/Prog. Fee</td></tr><tr><td rowspan="3">Repeat, Retake &amp; Supplementary Exam Fee</td><td>Repeat Course</td><td>50 % charged of Tuition/Prog. Fee (<u>Student</u> with grade code <u>U,R</u> &amp; W will be charged 100% of tuition/prog. fee)</td></tr><tr><td>Retake Course</td><td>100 % charged of Tuition/Prog. Fees</td></tr><tr><td>Supplementary Exam</td><td>RM50 per course</td></tr><tr><td rowspan="2">Leave of Absent (LOA)</td><td>LOA taken before or after week 2 without any subject registration</td><td>No charge for Trimester Fee</td></tr><tr><td>LOA taken after week 2 with any subject registration</td><td>Fees will be imposed</td></tr><tr><td rowspan="3">Adjustment Fees Due to Change Program</td><td>Change Program within same <u>faculty</u></td><td>Fee structure based on cohort intake</td></tr><tr><td>a. Change Program with different faculty</td><td rowspan="2">Fee structure based on current trimester</td></tr><tr><td>b. Dismissed &amp; Reactivated - Change Program within same <u>faculty</u></td></tr><tr><td></td><td>c. Dismissed &amp; Reactivated - Change Program with different faculty</td><td></td></tr></table>					Rules	Condition	Charges	Drop Courses	Week 1-2	No charges	Week 2 onwards	100% charge on Tuition/Prog. Fee	Repeat, Retake & Supplementary Exam Fee	Repeat Course	50 % charged of Tuition/Prog. Fee ( <u>Student</u> with grade code <u>U,R</u> & W will be charged 100% of tuition/prog. fee)	Retake Course	100 % charged of Tuition/Prog. Fees	Supplementary Exam	RM50 per course	Leave of Absent (LOA)	LOA taken before or after week 2 without any subject registration	No charge for Trimester Fee	LOA taken after week 2 with any subject registration	Fees will be imposed	Adjustment Fees Due to Change Program	Change Program within same <u>faculty</u>	Fee structure based on cohort intake	a. Change Program with different faculty	Fee structure based on current trimester	b. Dismissed & Reactivated - Change Program within same <u>faculty</u>		c. Dismissed & Reactivated - Change Program with different faculty	
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ITEMS	DATE/ DURATION	FORM/ LINK
<p><b>5. Student Card Fee</b></p> <p>Returning students who continue their studies at another level (e.g., from Foundation to Bachelor’s, Diploma to Bachelor’s, Bachelor’s to Postgraduate, etc.) or switch to a different faculty will incur a Student Card Fee of RM50.</p>		
<p><b>6. Payment Method</b></p> <p>Students may make a payment for their fees via:</p> <p>a) MMU E-Payment : <a href="https://bit.ly/3i7hRml">https://bit.ly/3i7hRml</a></p> <div></div> <p>b) Flywire (payment from overseas): <a href="https://mmulanding.flywire.com">mmulanding.flywire.com</a></p> <div></div>		<p><a href="https://bit.ly/3i7hRml">https://bit.ly/3i7hRml</a></p> <p>-Select “Payment Fee Type Tuition/ Program Fee</p> <p><a href="https://mmulanding.flywire.com">https://mmulanding.flywire.com</a></p>
<p><b>7. Refund</b></p> <p>a. For <b>active</b> students, any excess will be offset with future invoice.</p> <p>b. For <b>non-active</b> students, any excess/deposit will be refunded upon settlement of all outstanding fees.</p> <p>c. For graduated students, any excess/deposit will be refunded upon settlement of all outstanding fees, subject to the approval of Senate.</p>		

If you need any assistance, our officers are always ready to help you. You may reach them via the contacts below:

	REGISTRATION UNIT	
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Registration	<a href="mailto:registration@mmu.edu.my">registration@mmu.edu.my</a> 06-252 3236	<a href="mailto:registration@mmu.edu.my">registration@mmu.edu.my</a> 03-8312 5092/5090

	STUDENT LIFESTYLE AND EXPERIENCE (STyLE)	
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
WIN Programme	Mr. Suaidi bin Rahim <a href="mailto:suaidi@mmu.edu.my">suaidi@mmu.edu.my</a> 011-59349808	Mr. Saddam Hussein Bin Ahmad Solihin <a href="mailto:saddam.solihin@mmu.edu.my">saddam.solihin@mmu.edu.my</a> 013-4404942
Hostel	Mr. Suaidi bin Rahim <a href="mailto:suaidi@mmu.edu.my">suaidi@mmu.edu.my</a> 011-59349808	Mr. Mustapha Shukri <a href="mailto:mustapha.shukri@mmu.edu.my">mustapha.shukri@mmu.edu.my</a> 011-59309808
WIN Kit	Mr. Kamarulzaman Mat Sharip <a href="mailto:kamarulzaman.sharip@mmu.edu.my">kamarulzaman.sharip@mmu.edu.my</a> 06-2524066	Ms Noor Ayati Md Nasir <a href="mailto:ayati.nasir@mmu.edu.my">ayati.nasir@mmu.edu.my</a> 03-83125060
General Email Address: <a href="mailto:style@mmu.edu.my">style@mmu.edu.my</a>		

	STUDENT SERVICE CENTRE (SSC)	
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Verification Letter for KWSP/Bank/Scholarship etc / CLiC Personal Information	Mr. Kamarulzaman Mat Sharip <a href="mailto:kamarulzaman.sharip@mmu.edu.my">kamarulzaman.sharip@mmu.edu.my</a> 06-2524066	Ms Noor Ayati Md Nasir <a href="mailto:ayati.nasir@mmu.edu.my">ayati.nasir@mmu.edu.my</a> 03-83125060
General Email Address: <a href="mailto:ssc@mmu.edu.my">ssc@mmu.edu.my</a>		

	BURSARY UNIT	
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Scholarship / Financial Aids & PTPTN	Ms. Noralina Talib <a href="mailto:noralina@mmu.edu.my">noralina@mmu.edu.my</a> 062524155/3439	Ms. Yanty Mohammad Sham <a href="mailto:yanty.msham@mmu.edu.my">yanty.msham@mmu.edu.my</a> 03-83125957/5619
General Email Address: <a href="mailto:bursary@mmu.edu.my">bursary@mmu.edu.my</a>		



	FINANCE DIVISION	
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Billing and Payment	<a href="mailto:billing@mmu.edu.my">billing@mmu.edu.my</a> 06-2523355/ 3477 /3479	<a href="mailto:billing@mmu.edu.my">billing@mmu.edu.my</a> 03 83125098 /5503
Financial Consultation	<a href="mailto:finance@mmu.edu.my">finance@mmu.edu.my</a> 06-2523452/3471	<a href="mailto:finance@mmu.edu.my">finance@mmu.edu.my</a> 03 8312 5473/5135/5141

EXAMINATION & RECORDS UNIT (ERU)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Records	Mr. Shaiful Azman Abu Hassan <a href="mailto:shaiful.azman@mmu.edu.my">shaiful.azman@mmu.edu.my</a> 06-2523474	Mr. Ahmad Redzuan Abdul Rauf <a href="mailto:redzuan@mmu.edu.my">redzuan@mmu.edu.my</a> 03-83125099
Examination	Ms Balqis Baharuddin <a href="mailto:balqis.baharuddin@mmu.edu.my">balqis.baharuddin@mmu.edu.my</a> 06-2523473	Mr Khairul Anwar <a href="mailto:khairulanwar.nordin@mmu.edu.my">khairulanwar.nordin@mmu.edu.my</a> 03-83125109
MUET	Ms Farazetty Hartini Zakaria <a href="mailto:farazetty.zakaria@mmu.edu.my">farazetty.zakaria@mmu.edu.my</a> 06-2523016	Ms. Haslina Abd Manan <a href="mailto:haslina.manan@mmu.edu.my">haslina.manan@mmu.edu.my</a> 03-83125086
General Email Address: <a href="mailto:exam@mmu.edu.my">exam@mmu.edu.my</a>		

NETWORK AND INTELLIGENT CAMPUS ECOSYSTEM (NICE)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
Password, wifi, eBwise, IT	<a href="mailto:nice.support@mmu.edu.my">nice.support@mmu.edu.my</a> 06-2524777	<a href="mailto:nice.support@mmu.edu.my">nice.support@mmu.edu.my</a> 03-83125777

INTERNATIONAL STUDENT RECRUITMENT (ISR)		
ISSUES	MELAKA CAMPUS	CYBERJAYA CAMPUS
International student recruitment	<a href="mailto:isr@mmu.edu.my">isr@mmu.edu.my</a> 03-83125308/5507/5063/5136 <a href="https://wa.me/60196834188">+60196834188</a> (Whatsapp)	

**FACULTIES:**

Issues on Course Enrollment, Credit Transfer, Leave of Absence, Academic Advisor, Programme Structure and All Matters Related to Academic.

<b>FACULTIES</b> <b>Subject Registration, Credit Transfer,</b> <b>Leave of Absence, Withdrawal of Subject, Change of Faculty/Major</b>		
<b>FACULTY</b>	<b>DEAN</b>	<b>FACULTY MANAGER</b>
Faculty of Cinematic Arts (FCA)	Ts. Shahfeeq Jibin <a href="mailto:shahfeeq.jibin@mmu.edu.my">shahfeeq.jibin@mmu.edu.my</a>	Ms. Musfiza Mustapa <a href="mailto:musfiza.mustapa@mmu.edu.my">musfiza.mustapa@mmu.edu.my</a>
Faculty of Business (FOB)	Dr Siti Zakiah Melatu Samsi <a href="mailto:zakiah.melatu@mmu.edu.my">zakiah.melatu@mmu.edu.my</a>	Mr. Mazni Mohamed <a href="mailto:mazni@mmu.edu.my">mazni@mmu.edu.my</a>
Faculty of Engineering and Technology (FET)	Assoc. Prof. Ir. Ts. Dr. Ng Poh Kiat <a href="mailto:pkng@mmu.edu.my">pkng@mmu.edu.my</a>	Ms Junaidah Abu <a href="mailto:junaidah@mmu.edu.my">junaidah@mmu.edu.my</a>
Faculty of Information Science and Technology (FIST)	Ts.Dr.Siti Fatimah Binti Abdul Razak <a href="mailto:fatimah.razak@mmu.edu.my">fatimah.razak@mmu.edu.my</a>	Ms. Mazidah Dewah <a href="mailto:mazidah.dewah@mmu.edu.my">mazidah.dewah@mmu.edu.my</a>
Faculty of Law (FOL)	Dr Hasbollah Mat Saad <a href="mailto:hasbollah.saad@mmu.edu.my">hasbollah.saad@mmu.edu.my</a>	Ms. Umayal R Sivasamy Naidu <a href="mailto:umayal@mmu.edu.my">umayal@mmu.edu.my</a>
Faculty of Artificial Intelligence and Engineering (FAIE)	Assoc.Prof.Dr.Ooi Chee Pun <a href="mailto:cpooi@mmu.edu.my">cpooi@mmu.edu.my</a>	Ms. Ruziah Ismail <a href="mailto:ruziah.ismail@mmu.edu.my">ruziah.ismail@mmu.edu.my</a>
Faculty of Computing and Informatics (FCI)	Prof. Ts. Dr Lau Siong Hoe <a href="mailto:lau.siong.hoe@mmu.edu.my">lau.siong.hoe@mmu.edu.my</a>	Mr. Mohd Azhar Bin Mat Zim <a href="mailto:azhar.matzim@mmu.edu.my">azhar.matzim@mmu.edu.my</a>
Faculty of Creative Multimedia (FCM)	Ms. Nadia Mahmud <a href="mailto:nadia.mahmud@mmu.edu.my">nadia.mahmud@mmu.edu.my</a>	Ms. Noralizah Ali <a href="mailto:noralizah@mmu.edu.my">noralizah@mmu.edu.my</a>
Faculty of Applied Communication (FAC)	Dr. Mokhtarrudin Ahmad <a href="mailto:mokhtarrudin@mmu.edu.my">mokhtarrudin@mmu.edu.my</a>	Ms. Raja Nurul Atikah Raja Othman <a href="mailto:raja.nurulatikah@mmu.edu.my">raja.nurulatikah@mmu.edu.my</a>
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<b>Further Assistance (All Academic Related Matters):</b> <a href="#"><b>CLICK HERE</b></a>		
<b>INTERNATIONAL STUDENT CENTRE (ISC)</b>		
<b>ISSUES</b>	<b>MELAKA CAMPUS</b>	<b>CYBERJAYA CAMPUS</b>
Student pass and visa matters	<a href="mailto:visamelaka@mmu.edu.my">visamelaka@mmu.edu.my</a> 06-2523738/4015 +601128031218(WhatsApp)	<a href="mailto:visacyber@mmu.edu.my">visacyber@mmu.edu.my</a> 03-83125960/5933/5599 +601128031218(WhatsApp)