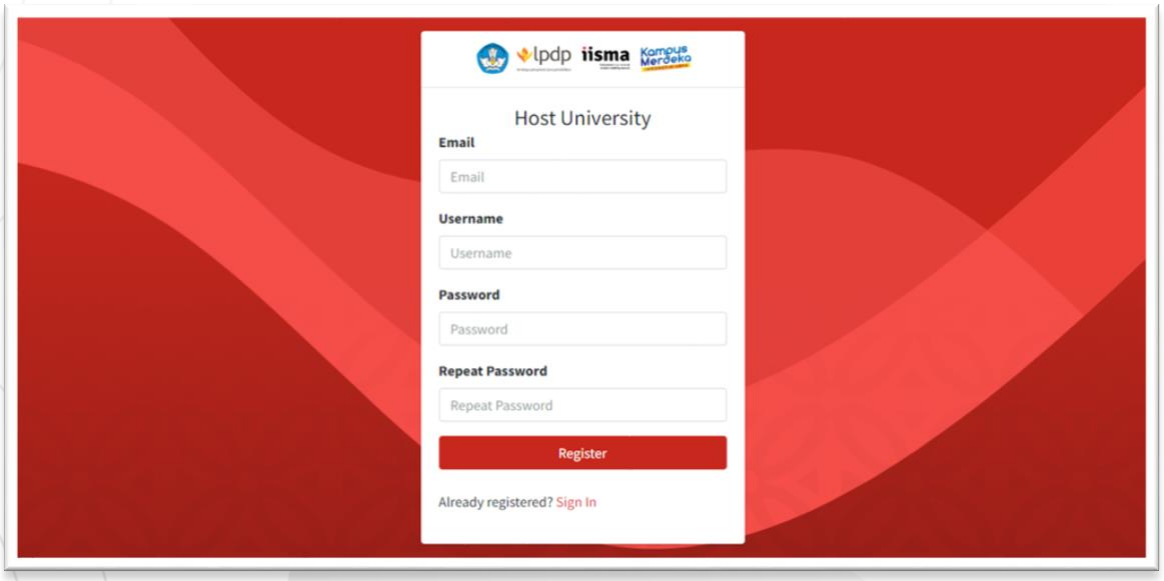
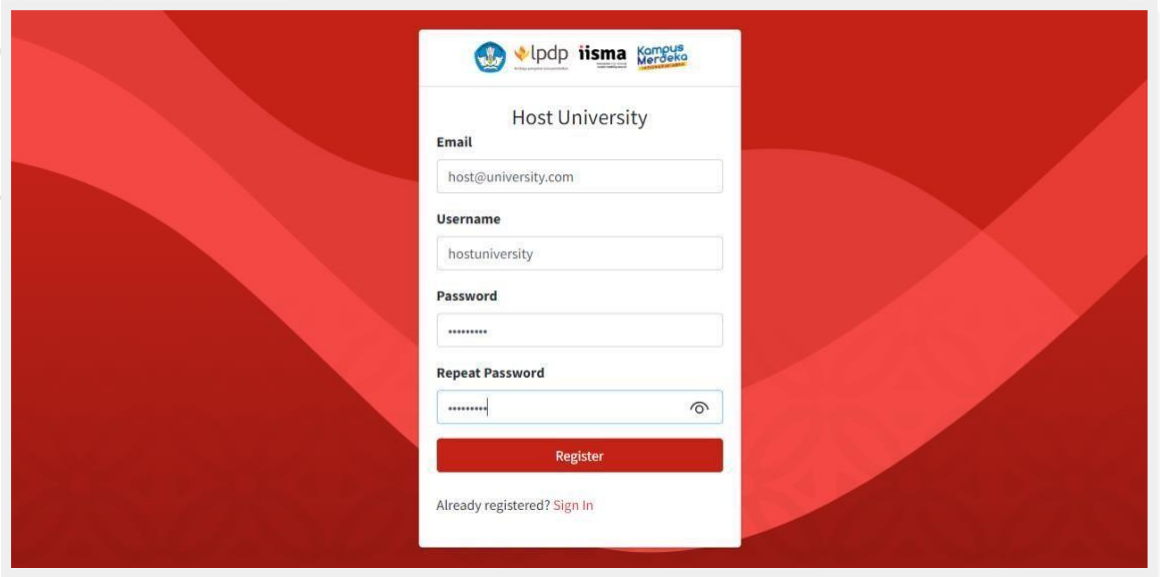
IISMA 2024 Host University Registration Guidelines

1. Access **this** page to register.

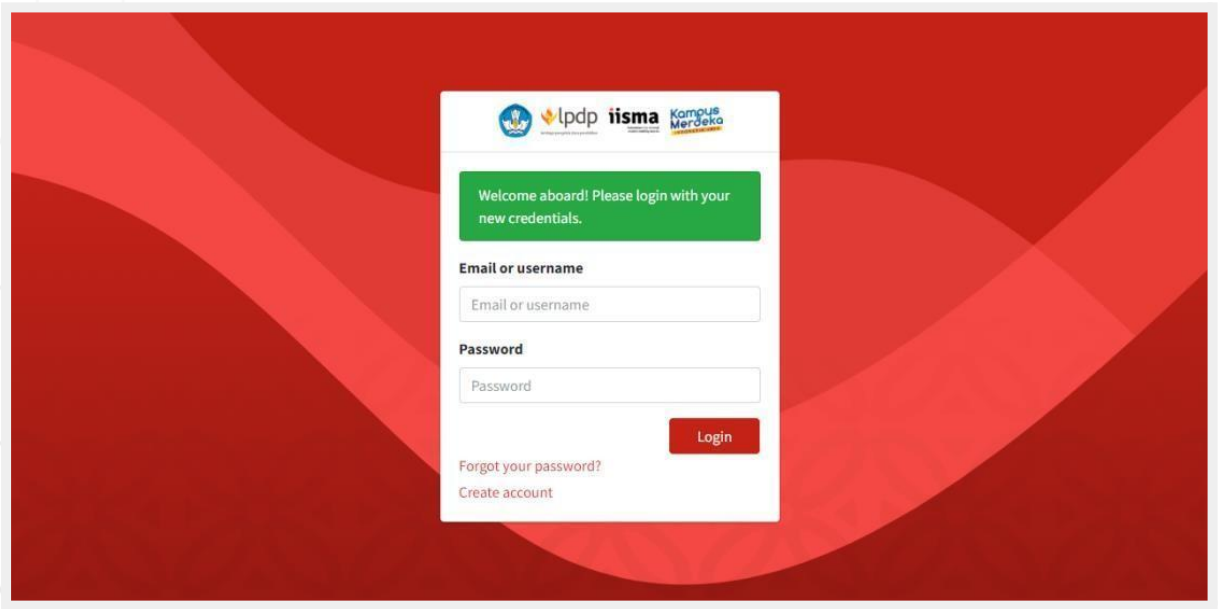
2. Please ensure that the registration box is titled as Host University.



3. Fill in the Email address, Username, Password and Password Confirmation column.



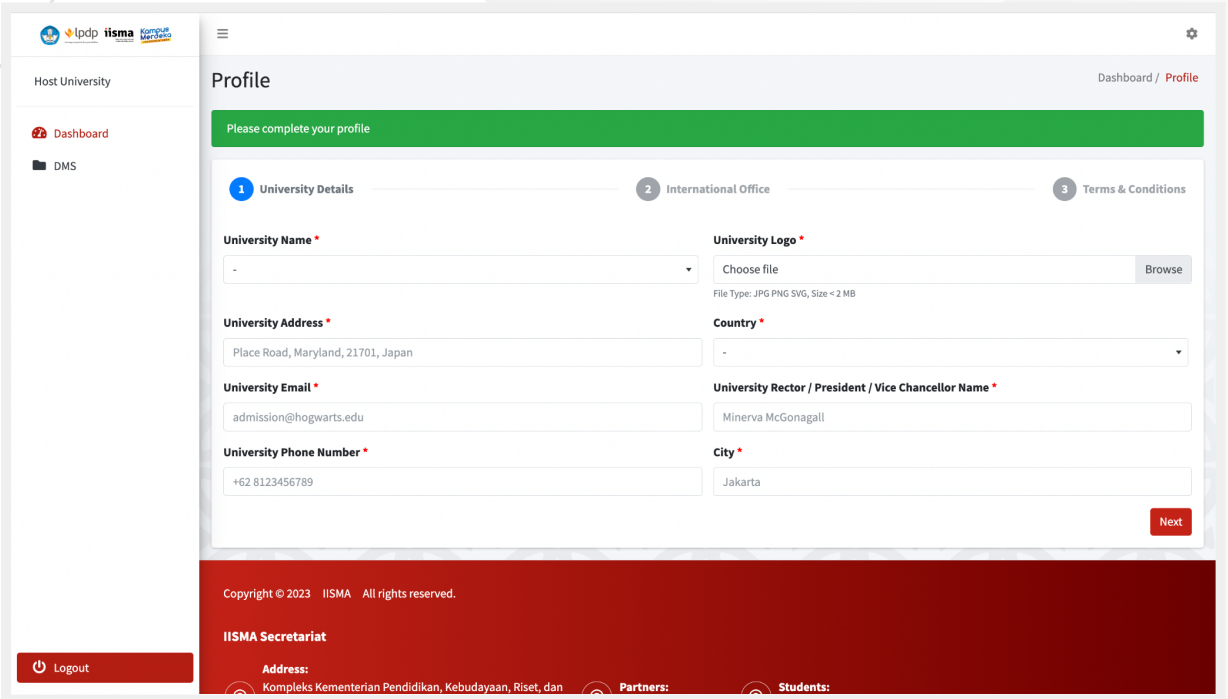
4. If the registration process succeeds, the Login page will appear along with a notification.



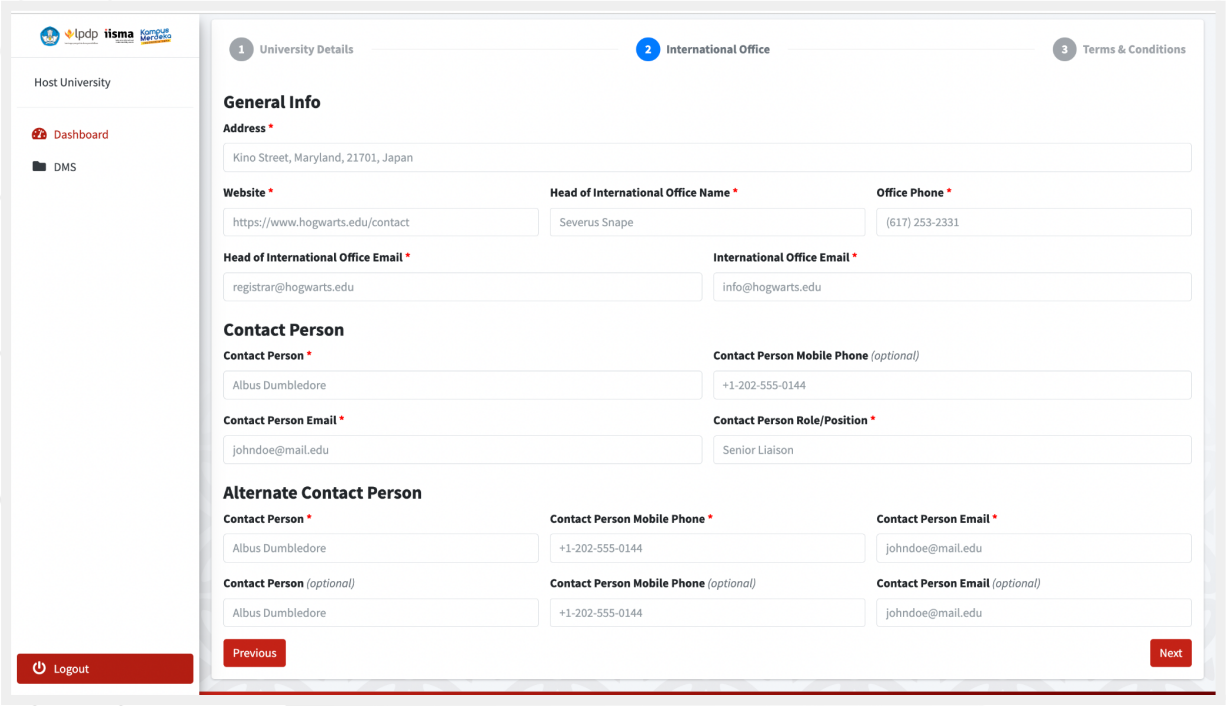
5. Fill in the registered Email or Username and Password as Host University.

6. If you have already had a university account, please click the Sign In button.

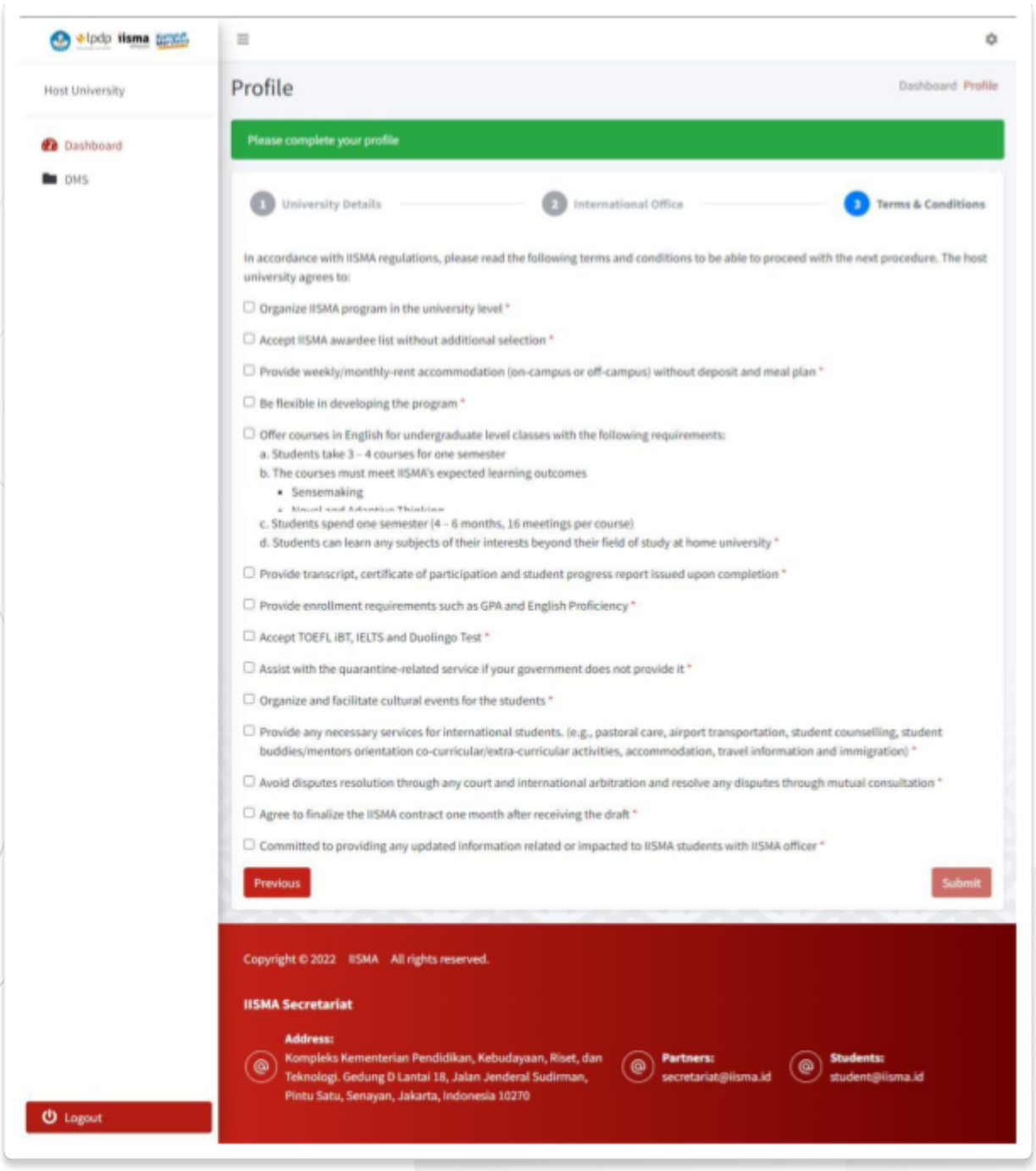
7. Once logged in, you are required to complete the details of your institution as requested in the University Profile. Then click Next to go to the International Office profile.



8. You are requested to fill in the details of the contact person who will coordinate with the IISMA team during the program. Complete and confirm the data of the International Office, then click next.

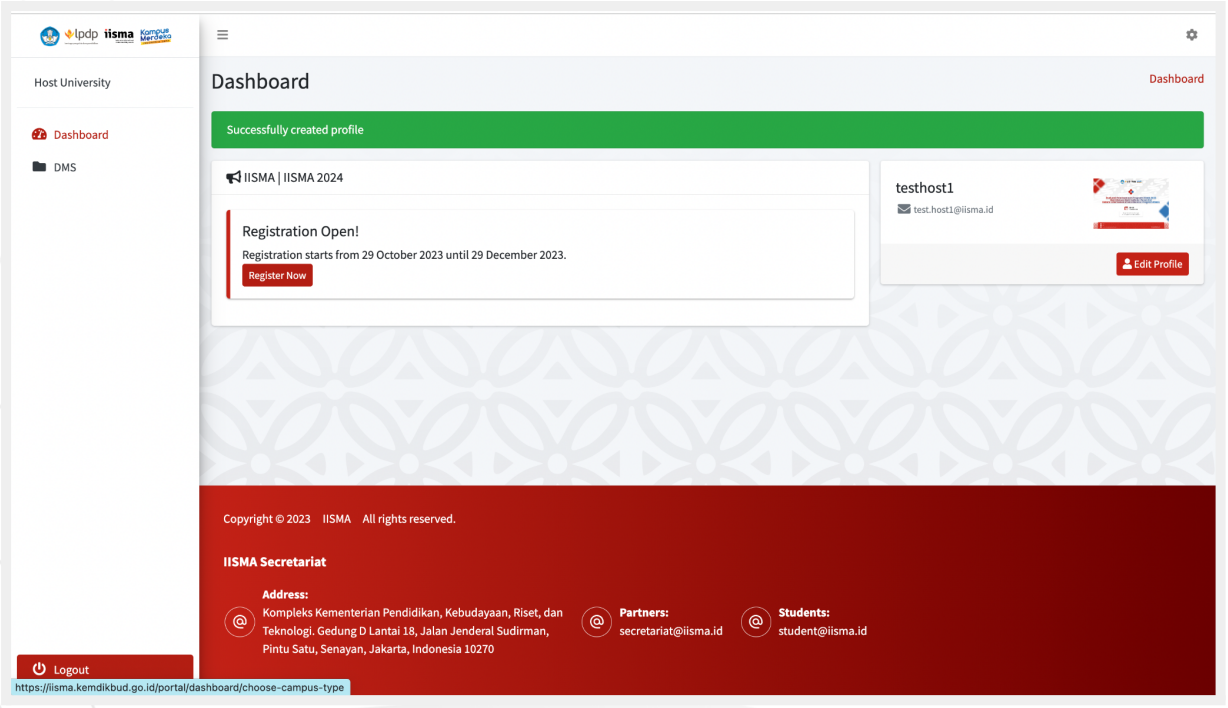


9. Please tick all items in the terms and conditions page. The submit button will still be locked if you missed ticking any of the boxes.



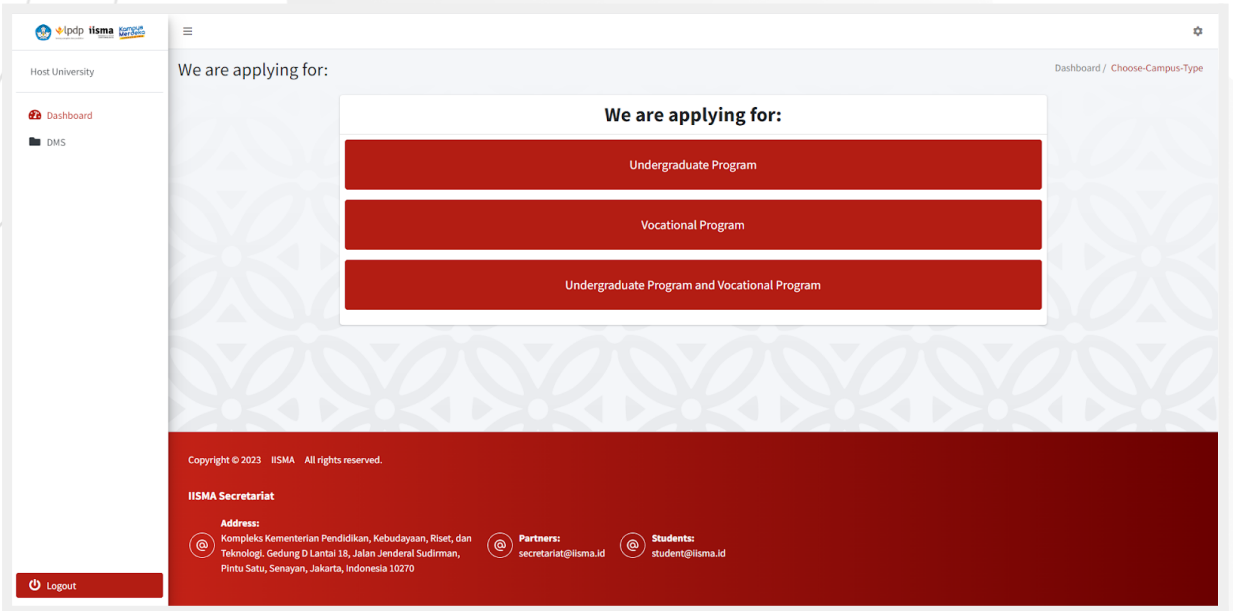
10. After you tick all the boxes, click the submit button to save the data.

11. After the profile and terms have been saved and every time you log in, you will be redirected to the following main page.



12. Click the Register Now button to apply as one of the IISMA's partner universities.

13. After clicking the register button, you will see these three options.

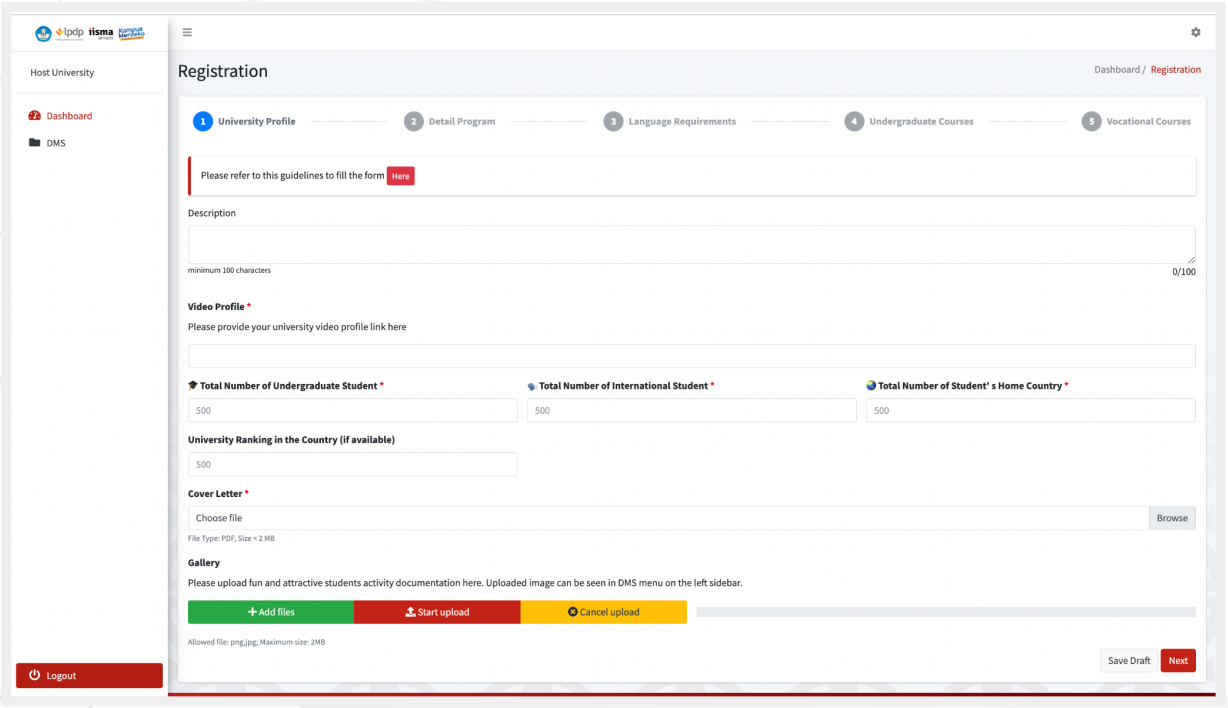


14. Choose the program type (path) that you are applying for. Please note that:

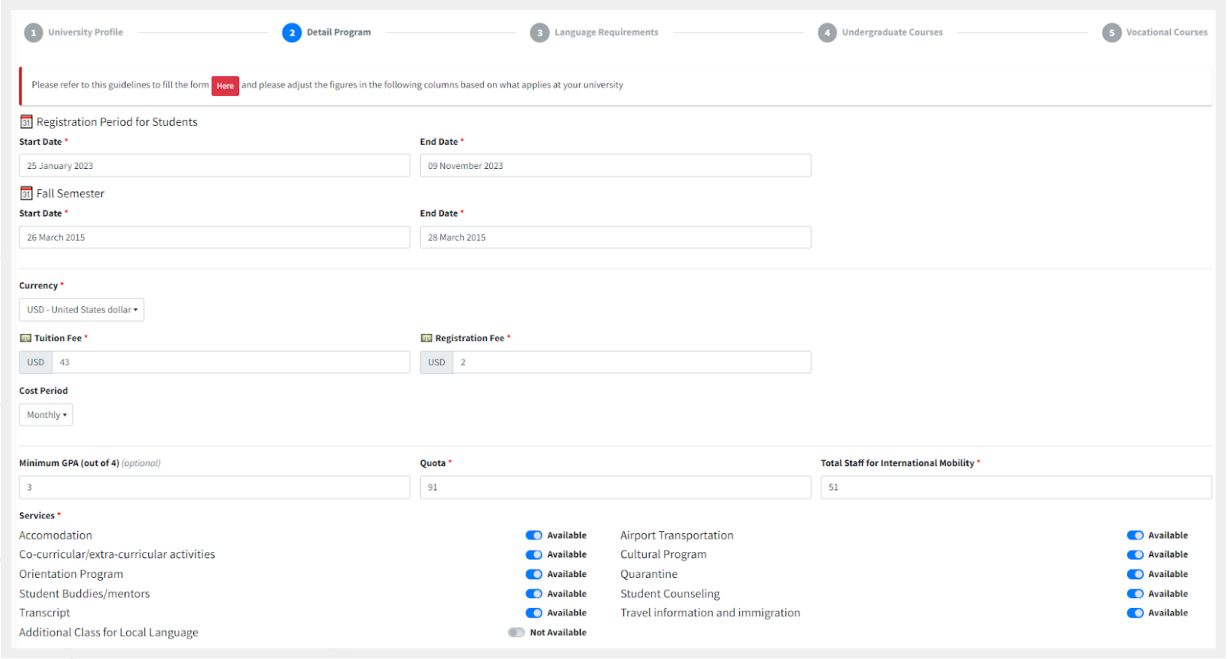
a. Each type of the program has specific details that differ from the other paths.

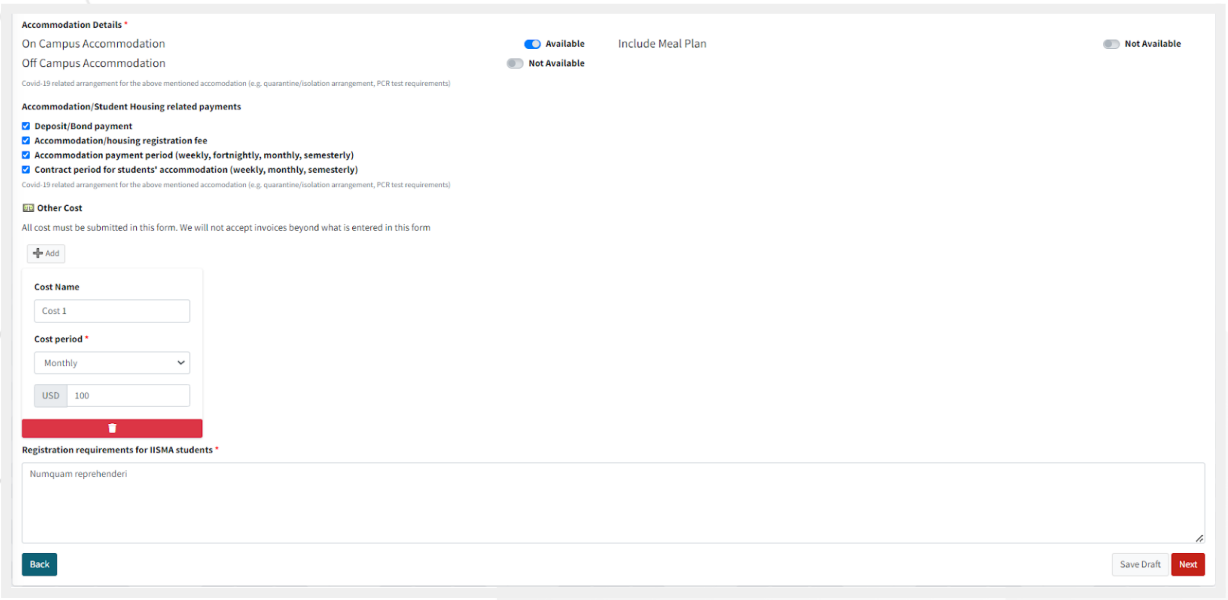
b. If you choose to apply for both Undergraduate and Vocational Programs (third option), you must fill in the form for the Undergraduate Program first before completing the Vocational Program form.

15. After clicking the selected program type, you will see the University Profile page.



16. Complete the data in the University Profile correctly, then click Next to go to the Program Detail page.



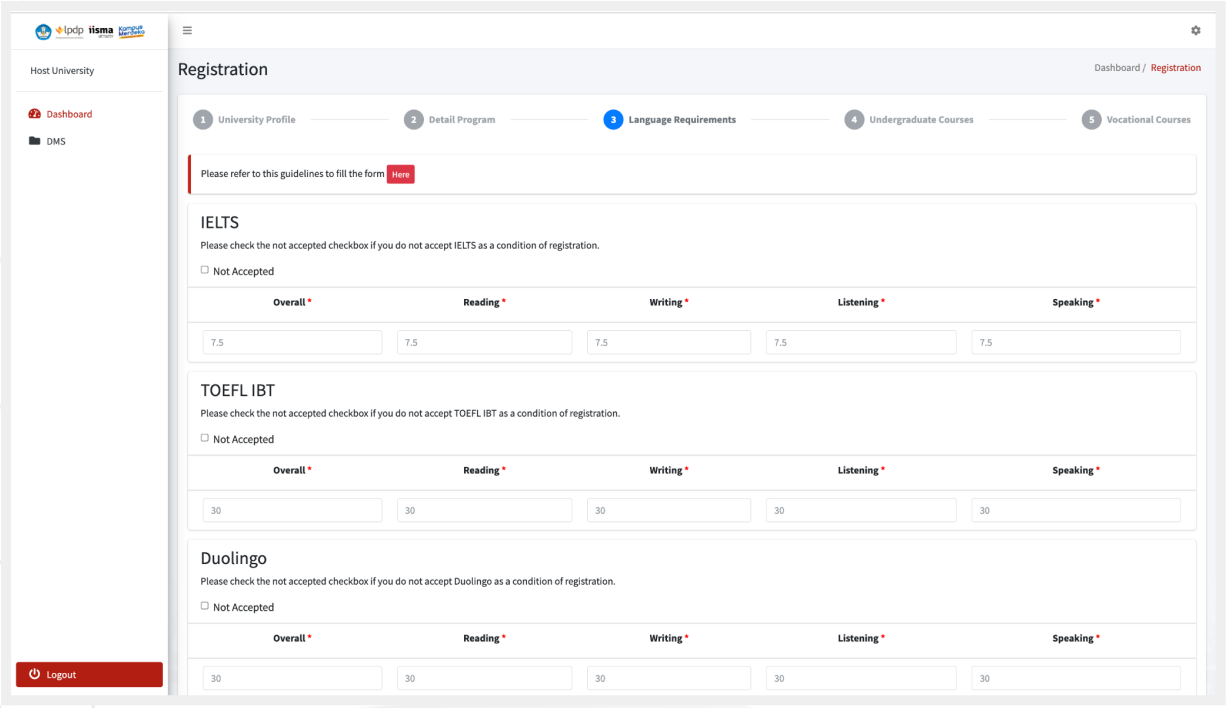


17. After completing and confirming that all the details are correct and in line with the program you have designed, click Next.

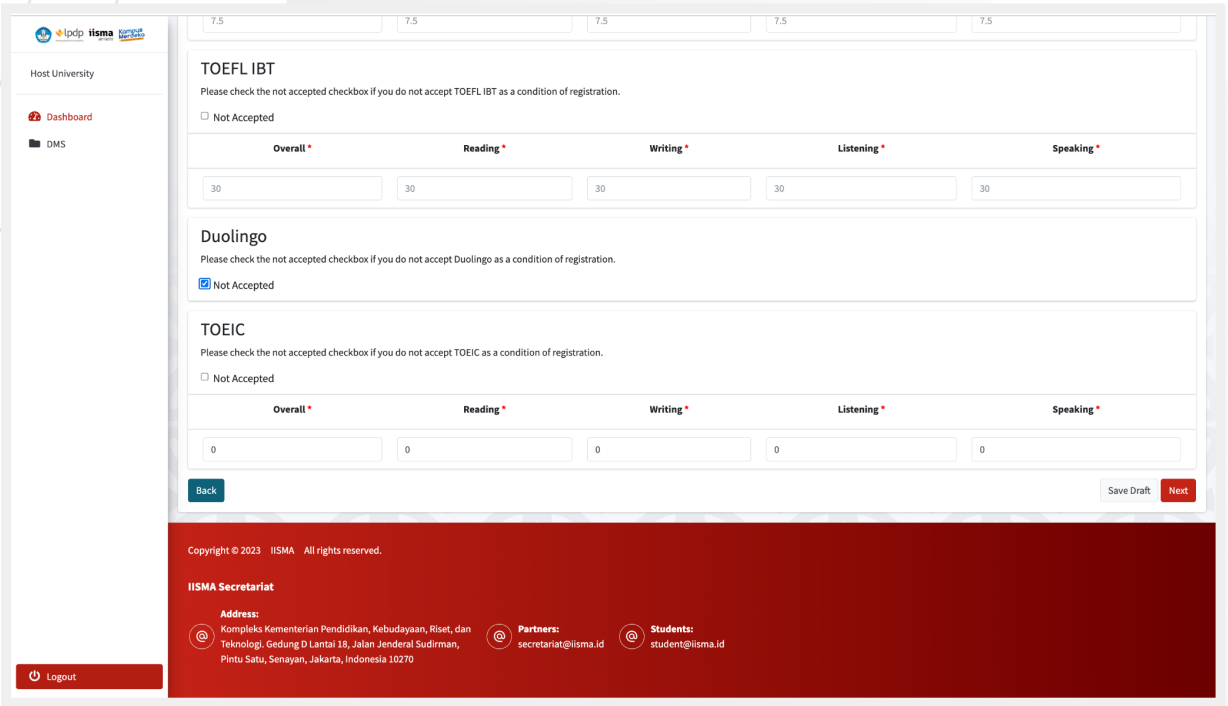
18. In the Language Requirement page, fill in the details of the minimum requirement for English proficiency at your university. If you do not accept certain language proficiency tests, tick the "Not Accepted" box.

You can fill in the subscore column if there is a minimum score; otherwise, please insert 0 in the column. However, you are required to fill in the minimum overall score that your university accepts.

Then, click Next to go to the next section.



If you tick the "Not Accepted" option, the score columns will disappear as shown below.



19. On this page, you are required to complete the course details that you will offer.

a. For Undergraduate Program application:

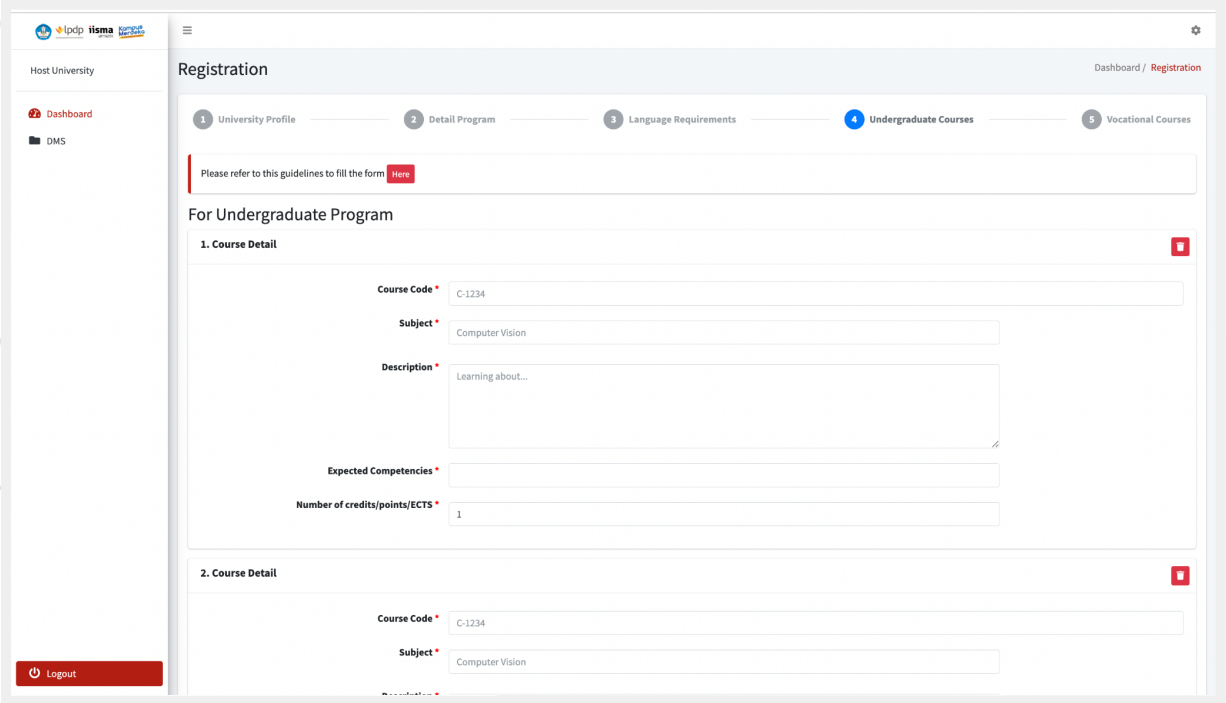
i. Click the Add Course button to fill in the details of each course you offer.

ii. Write the course code, the subject (title) of the course, and a short description of the course (around 50-100 words).

iii. Fill in the expected competencies of each course. You can pick more than one competency.

Example:
Course Title: Understanding Culture
Competencies: Sense-making, Social Intelligence, and Cross Cultural Understanding

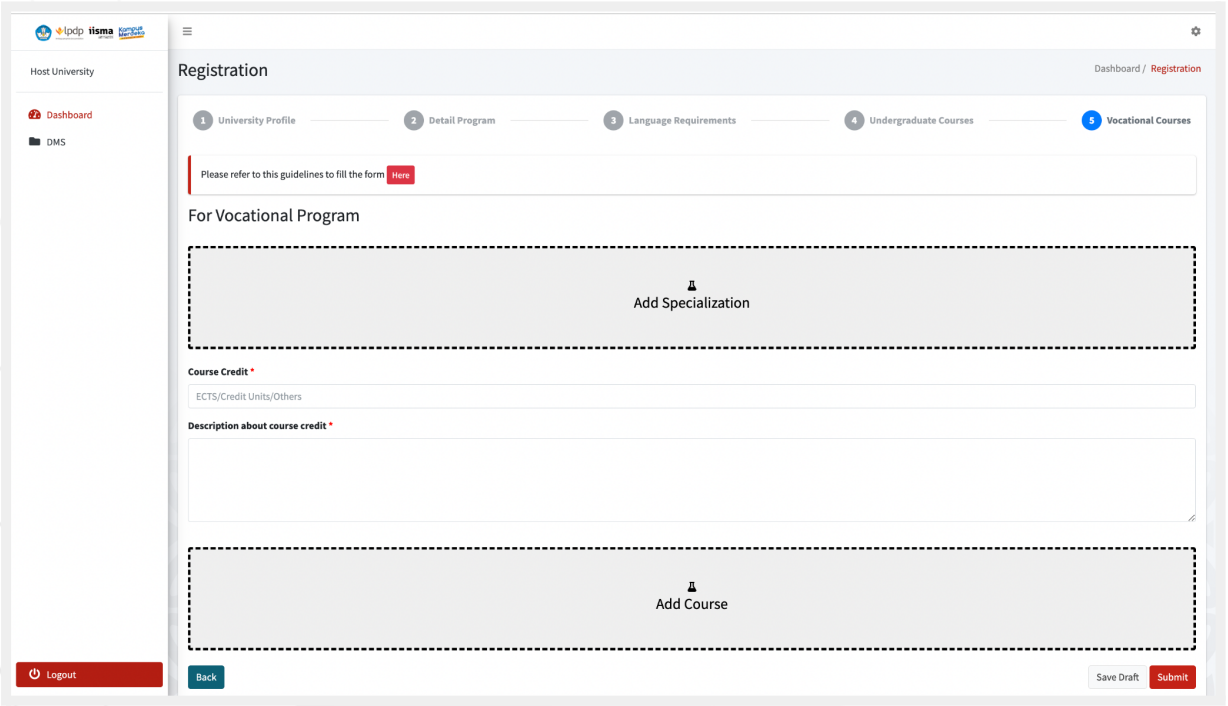
iv. Fill in the course credits (in accordance with the credit system applicable in your country).



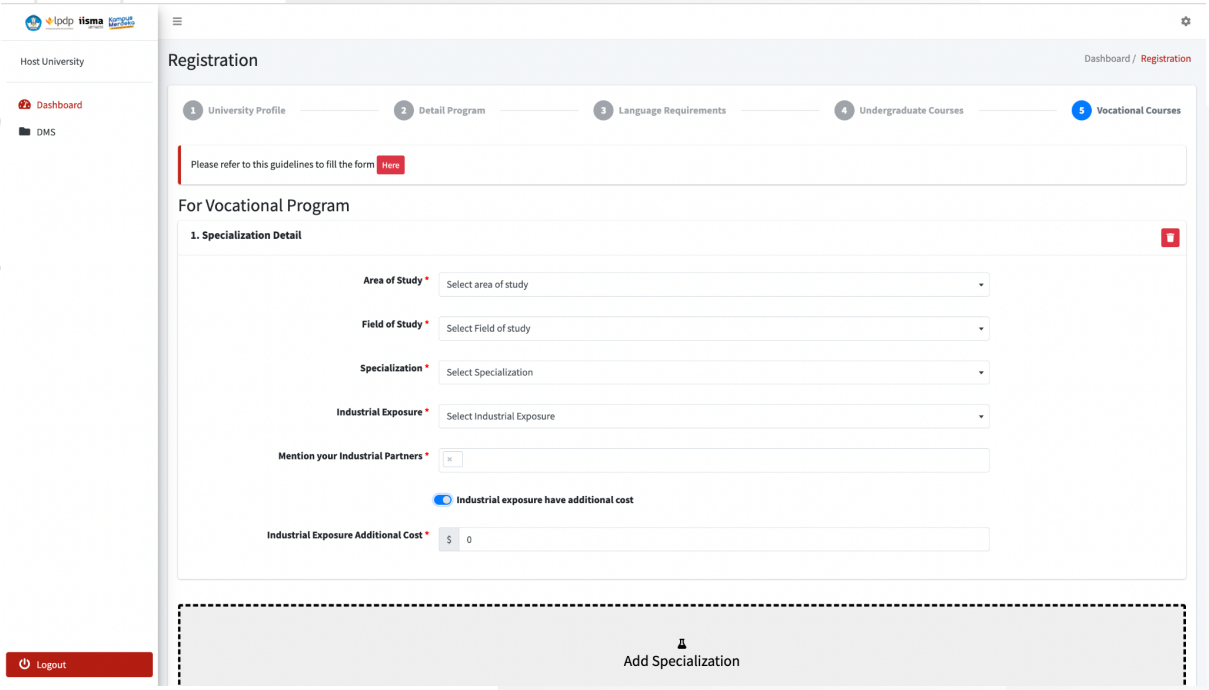
v. There will be 10 courses that you can insert by default. You can edit the course list by clicking on the delete button and add button at the end of the page respectively.

b. For Vocational Program application:

i. You are required to fill in the specialization section with Area of Study, Field of Study, Specialization, Industrial Exposure, and Industrial Partners.



ii. **Click the Add Specialization button and complete the details as requested. You can add more than one specialization.**

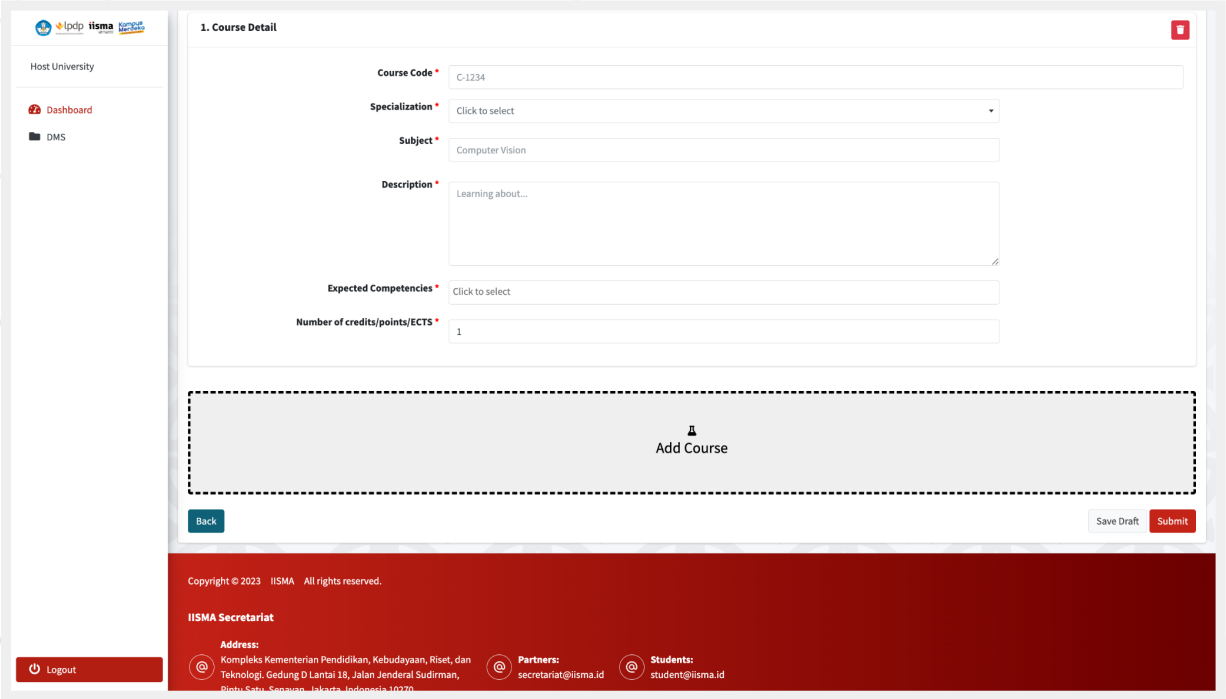


iii. **Click the Add Course button to fill in the details of each course you offer.**

iv. **Write the course code, specialization (as written in the previous form), subject (title) of the course, and a short description of the course (around 50-100 words).**

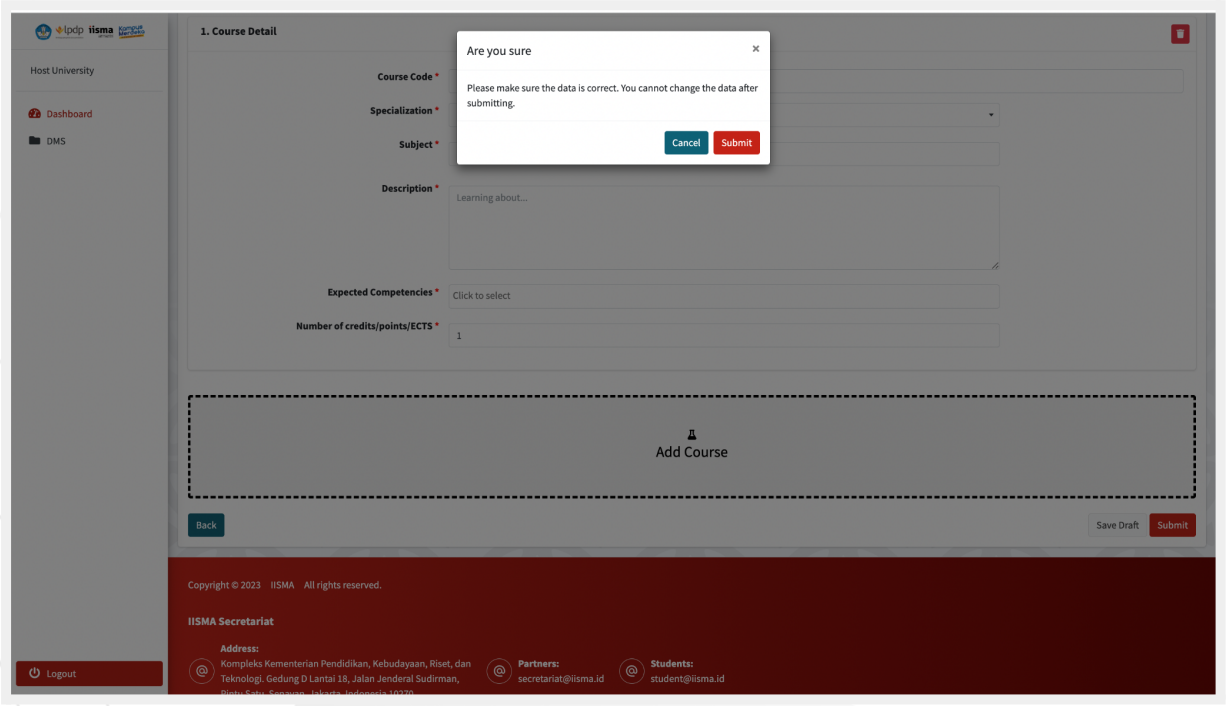
v. **Complete the expected competencies of each course. You can pick more than one competency.**
Example:
Course Title: Understanding Culture
Competencies: Sense-making, Social Intelligence, and Cross Cultural Understanding

vi. **Fill in the course credits (in accordance with the credit system applicable in your country).**

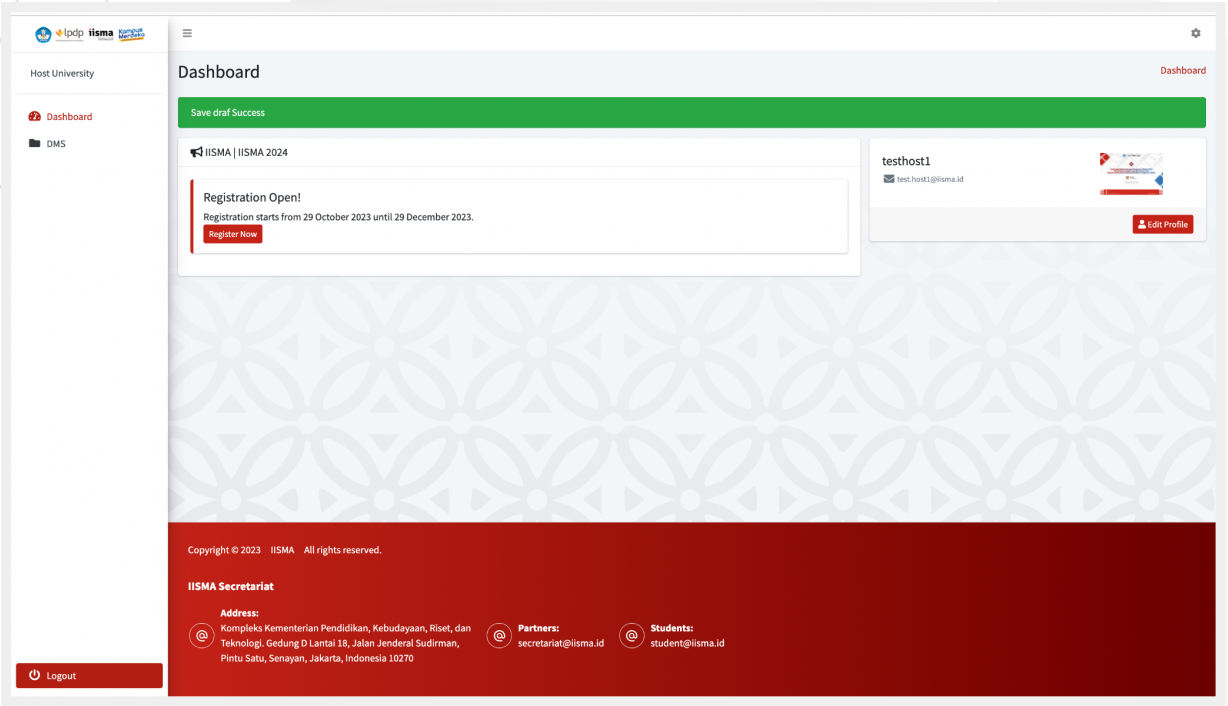


c. **If you are applying for both Undergraduate and Vocational programs you must fill in the details as shown both in point a and point b.**

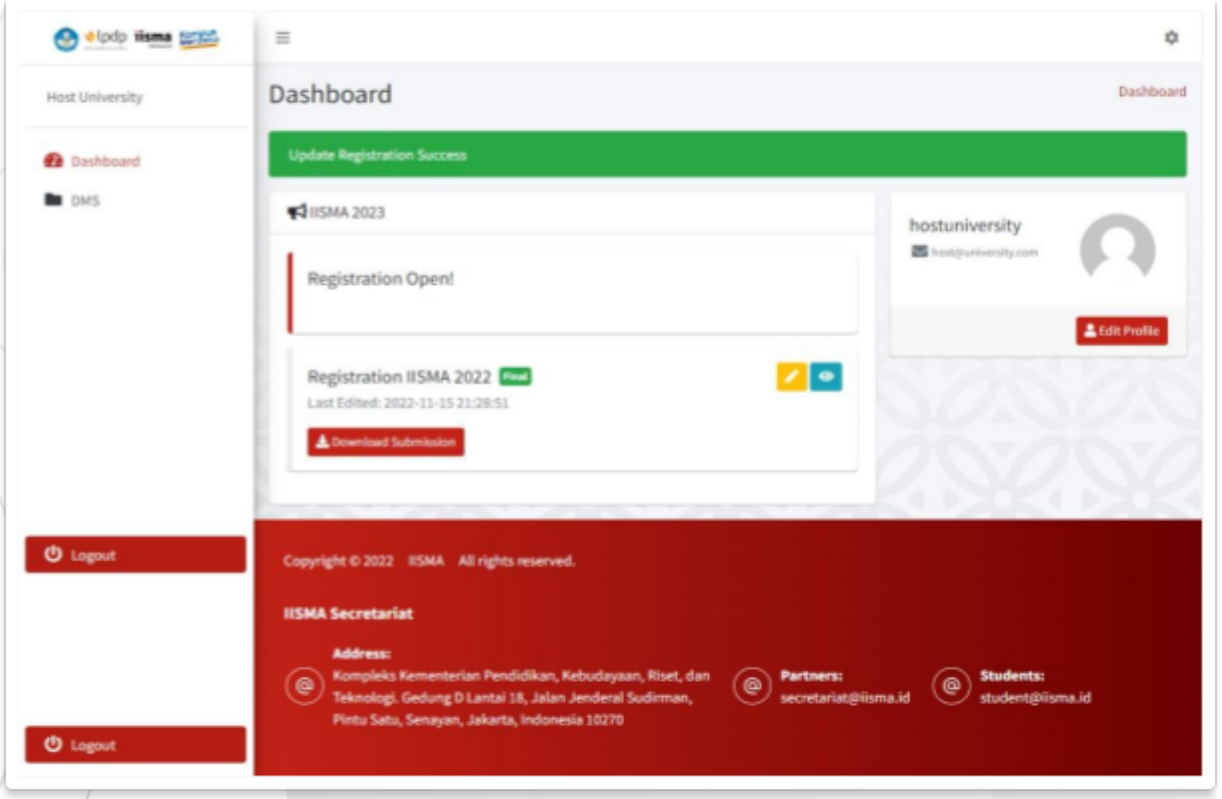
18. To finalize your application, you must complete every column on the University Profile, Program Detail, and Language Requirement and Courses. Then, you can click the submit button. Bear in mind that the submit button will still be locked if you have not filled all the columns.



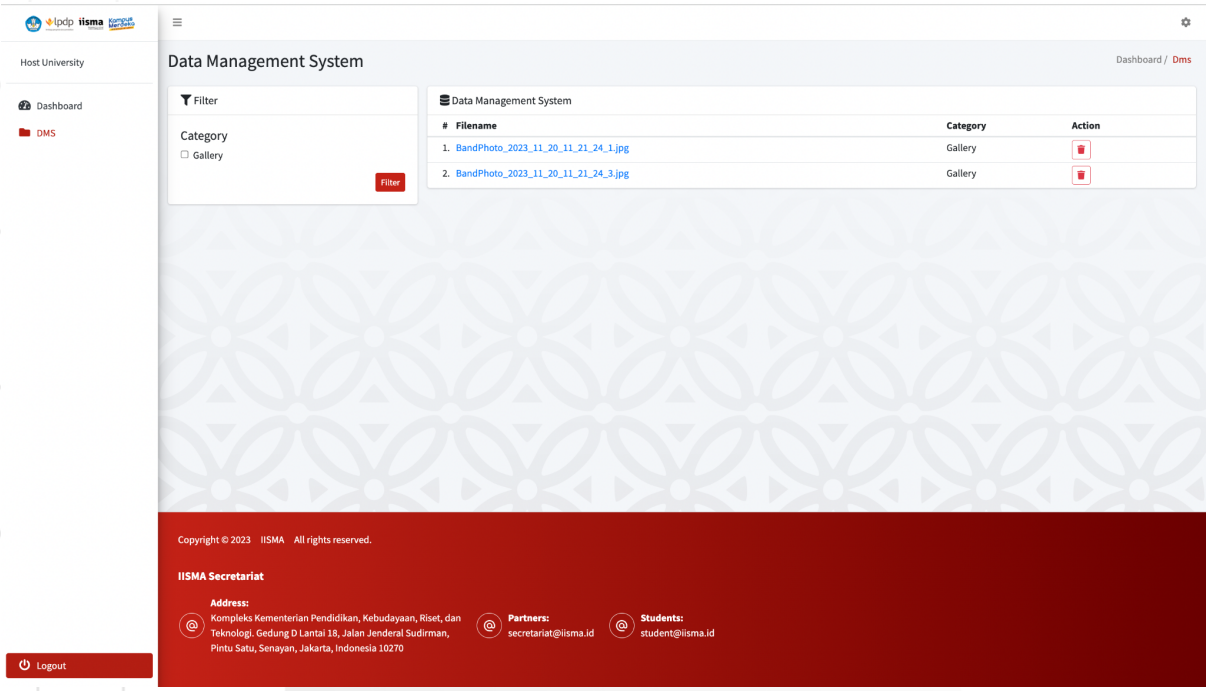
19. You can save your registration draft before submitting. This will direct you to the homepage where a draft label is visible. Be noted that, we will only count submitted applications. Saved drafts will be considered as a NO APPLICATION.



20. You can click the Submit button at any time you are ready for your application submission. After clicking the submit button, you will be directed to the homepage. Your application is successfully submitted if you can see a Final label on the homepage.



21. One important feature of our registration portal is the DMS (on the left side of the page). You can delete any picture that you have mistakenly uploaded on the University Profile section here.



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