



THE MALDIVES NATIONAL UNIVERSITY

Examination Department

Tel: (+960) 3345162 / 3345133. Email: examinations@mnu.edu.mv

INSTRUCTIONS FOR EXAM CAMPUS CHANGE

- Exam Campus Change requests should be made by completing an online application form. This form should be completed by students who wish to do their exam in a campus other than their registered place of study.
- The procedure to submit the online application for exam campus change is given below.

Step 1: Access the Exam Portal by visiting the following link:

<http://mnu.edu.mv/portal/login.php>

OR from MNU website as given below:

MNU website > Support > Examinations > Portal

Step 2: Login to the portal using your Self-Service username and password.

Go to “**Campus Change**” and then “**Application for Campus Change**”

Step 3: Select the campus you wish to do the exam for EACH individual subject separately and click on “**Submit**”.

Step 4: A message will appear on the screen asking to confirm your selections.

If the entries are correct and complete, select “**Confirm**”.

Step 5: A “Form Submitted” message will appear on the screen.

Click “**Download Receipt**” at the bottom of the message to download the receipt of your application.

For security purposes, maintain a soft copy or hard copy of the downloaded receipt till the end of your exams.

Step 6: If the entries in the message in Step 4 is incorrect or incomplete, select “**Cancel**” to go back to the form. Make the correction or complete the form and repeat Steps 3 to 5 to submit your request.

- Submission of the application does NOT mean that the exam campus will be changed as requested. Applications may be rejected depending on the availability of the exam and space in the desired campus.
- Students can check whether their exam campus change request has been approved by going to Exam Portal > “**Campus Change**” > “**Campus Change Status**”. The application status can be checked after 3 days from the application date.
- **Deadline:** Last date to apply for campus change for 2018 Term 1 Final Examinations is **12th April 2018**.