



## THE MALDIVES NATIONAL UNIVERSITY

### Examination Department

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## EXAM CAMPUS CHANGE- Instructions for Students

Students who wish to change their campus for exams should submit an online application by following the instructions given below.

Requests for exam campus change should be made only if the student wishes to do the exam in a campus other than his/her registered campus of study.

- Step 1: Login to online exam campus change application.  
The login site can be accessed in two ways:
- Visit MNU website> select **SUPPORT** from menu> go to **MORE** > select **CAMPUS CHANGE**.
  - Or visit the link: [mnu.edu.mv/portal/campuschange](http://mnu.edu.mv/portal/campuschange)
- Step 2: Enter you Self-Service username and password to view your online application form.  
The online application will show your personal details, course and subjects enrolled.
- Step 3: Select the campus you wish to do the exam for EACH subject and submit the form.  
The drop-down list under campus beside each subject gives the campuses or ORCs where the subject may be offered.
- Step 4: You will be asked to confirm your selections.  
If the entries are correct and complete, confirm the selection.  
If not, select cancel and you will be taken back to the application form.
- Step 5: Make necessary corrections or complete the form and repeat Steps 3 and 4.

Submission of the application does NOT mean that the exam campus change request has been approved. Applications may be rejected depending on the availability of the exam in the requested campus.

### Deadlines to be met:

- Application deadline for exam campus change is **17<sup>th</sup> January 2018**.
- Students can check whether their exam campus change request has been approved or rejected from **18<sup>th</sup> January 2018**, by going to “**Campus change status**” from the link given in Step 1.