



THE MALDIVES NATIONAL UNIVERSITY

Examination Department

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EXAM CAMPUS CHANGE FOR 2017 TERM 2 FINAL EXAM

Instructions for Students

Students who wish to change their campus for 2017 Term 2 final exams should apply for exam campus change **latest by 2nd October 2017**.

Requests for exam campus change should be made online as instructed below.

- 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
- 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.

Application deadline for exam campus change is **2nd October 2017**.

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 and space in the requested campus.

Students can check whether their exam campus change request has been approved or rejected from their Faculty/Centre from 8th October 2017.