THE MALDIVES NATIONAL UNIVERSITY

Examination Department

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

Statement of Entry for Examinations

- For Final and Re-sit Examination, it is **compulsory** for students to bring a hardcopy of their Statement of Entry (SOE) with their student ID card, to be allowed into the exam hall. Students who do not bring a hardcopy of the SOE will not be allowed to do the exam.

- Statement of Entry can be obtained from the exam portal as per the following instructions.

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 using your Self-Service username and password.
Select "**Statement Of Entry**"

Step 3: Check whether all the information displayed on the screen is correct. It will include the student's registration information, subjects and the exam campuses.
The subjects for which you have satisfied the criteria to do the exam will be marked as "Eligible" and those for which you have not met the exam criteria will be marked as "Not Eligible".

Step 4: If all the information is correct, select "**Click here to download the Statement of Entry**" and print the downloaded PDF file of the Statement of Entry.

Step 5: If there is a mistake in any information report the matter as instructed below:
   o If there is any problem in your registration details (Course, Faculty, Section, Advisor, Subjects and Exam Campuses) in the Statement of Entry, report the issue to Student Service, by going to **MNU website** > **Support** > **Student Helpdesk** > **Submit a Ticket** > **Registration**, and submitting the form.
   o If the subjects for which you have satisfied the criteria to do the exam do not appear as "Eligible" during Week 13 and 14 of the Term, report the matter to your Faculty.
   After reporting the matter, you must ensure that the problem is solved before the deadline given to print the Statement of Entry.

Step 6: Once the issue in Step 5 is solved, follow Steps 1 to 4 and print the correct SOE.

- **SOE for 2018 Term 1 Re-sit and Re-exams should be printed latest by 10th July 2018.**
- The SOE gives the subjects for which the student is eligible to do the exam and the campus where the student should appear for the exam. Students cannot do exams of subjects that are not listed in the SOE or appear to do the exam in another campus. Therefore, students must report any problem in their SOE as soon as possible and ensure that is it solved and the correct SOE is printed by the above deadline.