



THE MALDIVES NATIONAL UNIVERSITY

Examination Department

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Statement of Entry for Examinations

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.

Instructions for students to obtain their Statement of Entry

- Step 1: Access the portal by visiting mnu.edu.mv/portal
- Step 2: Login using your Self-Service username and password.
- Step 3: Select “**Statement Of Entry**”. Your subjects will be displayed on the screen. The subjects for which you are eligible to do the exam will be under “Eligible Subjects” and those for which you do not satisfy the exam requirements will be under “Not Eligible Subjects”.
- Step 4: Follow the instruction on the screen to download the SOE. Open the downloaded file and check your SOE. If all the information is correct, print the SOE and keep it safely to bring to all your exams.
- Step 5: If the downloaded SOE in Step 4 has a mistake, report the problem as given below.
 - 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 by going to **MNU website > Support > Student Helpdesk > Report an Issue > Registration**, and submitting the form.
 - The SOE will have only the subjects for which you are eligible to do the exam. If a subject for which you are eligible for the exam is missing in the SOE, report the matter to your Faculty.
- Step 6: Ensure that all issues in SOE are reported and solved before the set deadlines. Finally, follow Steps 1 to 4 and print the correct SOE before the given deadline.

Deadlines:

- SOE for Resit Exams can be printed from **14th to 18th January 2018**.
- Registration issues in the SOE of Short Semester exams should be reported and solved by **18th January 2018**. SOE for Short Semester exams can be printed on **25th January 2018**.

Important Note:

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 sit for the exam in another campus. Therefore, students must report any problem (or missing subjects) in their SOE to the Faculty, sort it out and print the correct SOE before the deadline given above.