

*The Maldives National University*

*Examinations Department*



# ATTENTION STUDENTS

## Statement of Entry

### **Exam:**

- **Term 2 Final Exam (November 2018)**

### **Deadline to print Statement of Entry (SOE):**

- SOE can be printed from 21<sup>st</sup> October to 4<sup>th</sup> November 2018.
- Last date to print SOE is **4<sup>th</sup> November 2018**.

### **How to print your Statement of Entry:**

- SOE can be obtained from the exam portal. The procedure to download the statement of entry is given on the following page.
- Students must report any problem in their SOE as soon as possible and ensure that it is solved and the correct SOE is printed before the deadline given above.

**9<sup>th</sup> October 2018**



## THE MALDIVES NATIONAL UNIVERSITY

### Examination Department

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

### Statement of Entry for Examinations

- For Final and Re-sit Examinations, students **MUST** bring their student ID card and a **print out** of their Statement of Entry (SOE), to be allowed into the exam hall. Students who do not bring a print out 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 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 “**Eligible**” and those for which you have not met the exam criteria will be marked “**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 displayed on the screen in Step 3, report the matter as instructed below:

- If your registration details (Course, Faculty, Section, Advisor, Subjects and Exam Campuses) in the Statement of Entry are incorrect, report the issue by submitting a form to Student Service via MNU website as given below:  
**MNU website > Support > Student Helpdesk > Submit a Ticket > Registration**
- If the subjects for which you have satisfied the criteria to do the exam do not appear as “**Eligible**” **during the last teaching week of the Term**, report the matter to your Faculty.

Step 6: After reporting the matter in Step 5, you must ensure that the problem is solved before the deadline given to print the Statement of Entry. Once the issue is solved, follow Steps 1 to 4 and print the correct SOE.

- 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 it is solved and the correct SOE is printed before the deadline given to print the SOE of that exam.**