



## THE MALDIVES NATIONAL UNIVERSITY

### Examination Department

Tel: (+960) 3345162 / 3345133.

Email: [examinations@mnu.edu.mv](mailto:examinations@mnu.edu.mv)

### Statement of Entry for 2017 Term 2 Final Examinations

- For 2017 Term 2 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: Go to [mnu.edu.mv/portal](http://mnu.edu.mv/portal)
- Step 2: Login using your Self-Service username and password.
- Step 3: Select “**Statement Of Entry**”
- Step 4: Check whether all the information displayed on the screen is correct. The subjects for which you are eligible to do the exam are given under “Eligible Subjects” and those for which you are ineligible to do the exam are under “Not Eligible Subjects”. Please check whether all the subjects for which you have satisfied the eligibility requirement are listed under “Eligible Subjects”.
- Step 5: The SOE will show only the subjects for which you are eligible to sit for the exam. If the information is correct, select “**Print Statement of Entry**” and a PDF file of the SOE will be downloaded. Print the SOE and keep it safely to bring to all your exams.
- Step 6: If there is a mistake in any information or if all the subjects that you are eligible for exam are not listed under eligible subjects, report the matter to the faculty by email or a letter as soon as possible.
- Step 7: Ensure that the problem is sorted out before **2nd November 2017** and repeat Steps 1 to 5 to print your correct SOE.

#### **Important Note:**

The SOE can be printed from **23<sup>rd</sup> October 2017**.

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 (or missing subjects) in their SOE to the Faculty, sort it out and print the correct SOE latest by **2<sup>nd</sup> November 2017**.