

THE MALDIVES NATIONAL UNIVERSITY
Examinations Department

Tel: 3345162, 3345161, 3345160
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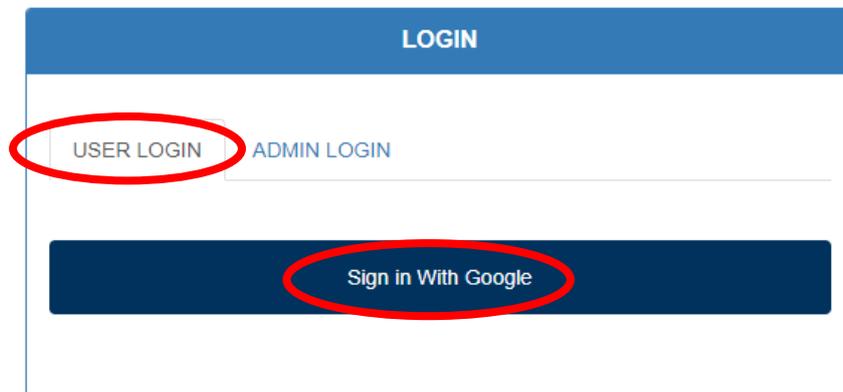
INSTRUCTIONS FOR PRINTING THE STATEMENT OF ENTRY

- Students are required to bring their Student ID card and a print out of their Statement of Entry (SOE) for the final and re-sit examinations. Students, who do not have their ID card and SOE with them, will NOT be allowed to do the exam.
- 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 will not be allowed to do exams of subjects that are not listed in the SOE or do the exam in another campus.
- SOE must be printed during the period allocated for printing it. If there is any problem in the SOE it should be solved, and the correct SOE must be printed before this deadline.
- Statement of Entry can be obtained from the exam portal as per the following instructions.

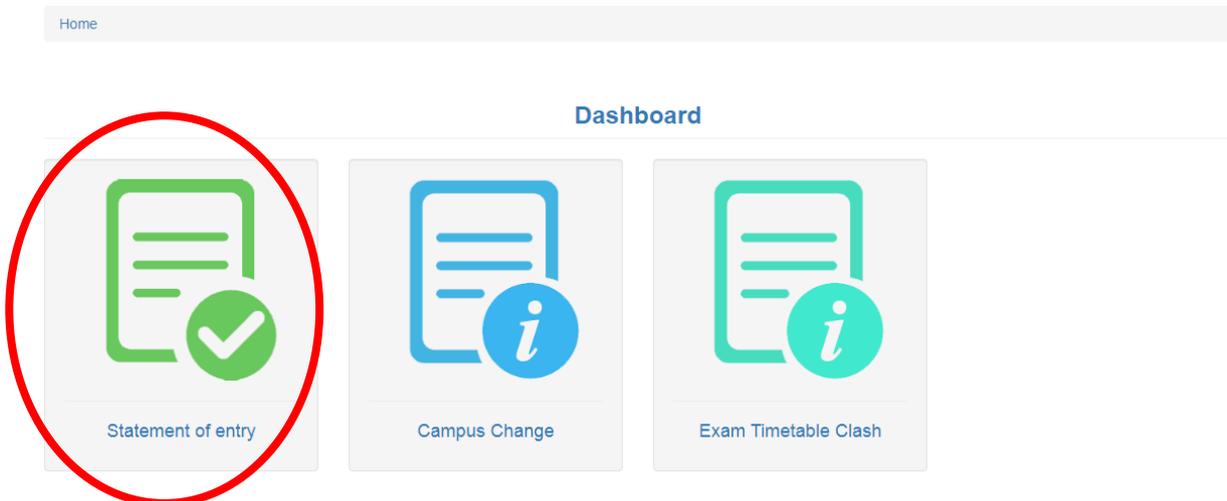
1) Click on the following link to access the Exam Portal:

<https://exam.mnu.edu.mv/portal/login.php>

- 2) Under “**USER LOGIN**”, click on “**Sign in With Google**”. Login to Exam Portal using your student email (or the email that you use to login to Moodle).



- 3) Click on “**Statement of Entry**”



- 4) Student’s registration information, subjects and the exam campuses will appear on the screen as shown below. 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**”.

Check whether the information on the screen is correct. If all the information is correct, proceed to Steps (5) and (6). If the information is not correct, follow the instructions given in Steps (7), (8) and (9).

Please DO NOT print this screen. It is NOT your Statement of Entry.

Student Information

Before downloading the SOE, please ensure that the information given below are correct

Please note that only the Eligible subjects will be on the statement of entry.

[Click here to download the Statement of Entry](#)

الرجاء ملاحظة ان فقط المواضيع المؤهلة ستظهر في بيان التسجيل.

Student Information

Student Name:	Aminath Mohammed
Student ID:	000000000
Faculty:	School of Nursing
Course:	Diploma in Nursing
Adviser:	Mohammed Ahmed
Campus:	Male*
Exam Type:	Final

Exam Eligibility

#	Subject Code	Subject Name	Section	Exam Campus	Status
1	NUR251	Reproductive Health Nursing	N04	Male*	Eligible
2	NUR130	Medical and Surgical Nursing I	N03	Male*	Eligible

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- 5) If all the information on the screen is correct, click the green coloured box to download your SOE and print the downloaded file.

Student Information

Before downloading the SOE, please ensure that the information given below are correct

Please note that only the Eligible subjects will be on the statement of entry.

[Click here to download the Statement of Entry](#)

نقطة مهمة: فقط المواد المؤهلة ستظهر في بيان الإدخال.

Student Information

Student Name:	Aminath Mohammed
Student ID:	000000000
Faculty:	School of Nursing
Course:	Diploma in Nursing
Adviser:	Mohammed Ahmed
Campus:	Male
Exam Type:	Final

Exam Eligibility

#	Subject Code	Subject Name	Section	Exam Campus	Status
1	NUR251	Reproductive Health Nursing	N04	Male	Eligible
2	NUR130	Medical and Surgical Nursing I	N03	Male	Eligible

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b) Then go to “Submit a Ticket”, select “Registration” and click “Next”.

helpdesk

Home **Submit a Ticket** Knowledgebase Student Helpdesk Login

Submit a Ticket

Not registered? You can still report an issue.
You will receive your login details via email.

Departments

- Application
- Exam
- Registration
- Self-service
- Student Email
- Stop List
- MNU Portal
- Moodle
- Library

The Maldives National University Student Helpdesk

c) Then complete the form that appears on the screen and “Submit” it. Give your university email ID as your email when submitting the ticket.

helpdesk

Home **Submit a Ticket** Knowledgebase Student Helpdesk Login

Your ticket details

Enter your ticket details below. If you are reporting a problem, please remember to provide as much relevant information as possible.

General Information

Full name: *

E-mail: *

Priority: ▼

Phone number *

Student ID / National ID *

Your Message

Subject *

Attachments

No file chosen

CAPTCHA Verification

Please enter the text you see in the image into the textbox below (we use this to prevent automated submissions).

L M P I J

The Maldives National University Student Helpdesk

d) How to check the reply for the ticket:

When the ticket is submitted, you will receive the password to login to Helpdesk to your university email ID. Go to the link in (a), select “Student Helpdesk Login” and enter your university email ID and the password received to your email. When you log in to Helpdesk you will be able to view the reply.

The screenshot shows the 'Student Helpdesk Login' page. At the top, there is a navigation bar with the following items: 'Home', 'Submit a Ticket', 'Knowledgebase', and 'Student Helpdesk Login'. The 'Student Helpdesk Login' link is circled in red. Below the navigation bar, the page title is 'Student Helpdesk Login'. The main content area contains a login form with the following elements: a tab labeled 'Account Login', two input fields for 'Your email address' and 'Your password', a checkbox for 'Remember me', a 'Forgot Password?' link, and a 'Login' button. The footer of the page contains the text 'The Maldives National University Student Helpdesk'.

- 8) If the subjects for which, you have satisfied the criteria to do the exam, do not appear as “**Eligible**” on the screen in Step 4, report it to your Faculty. The matter should be reported, if the subject does not change to “**Eligible**” during the last teaching week of the term.
 - 9) After reporting the issues as explained in Steps (7) and (8), 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 6, and print the correct SOE before the deadline.
- Students will not be allowed to do exams of subjects that are not listed in the SOE or do the exam in another campus. Therefore, students must ensure that any problem in their SOE is solved and the correct SOE is printed before the deadline.