

# GUC Course Application Quick Start Guide

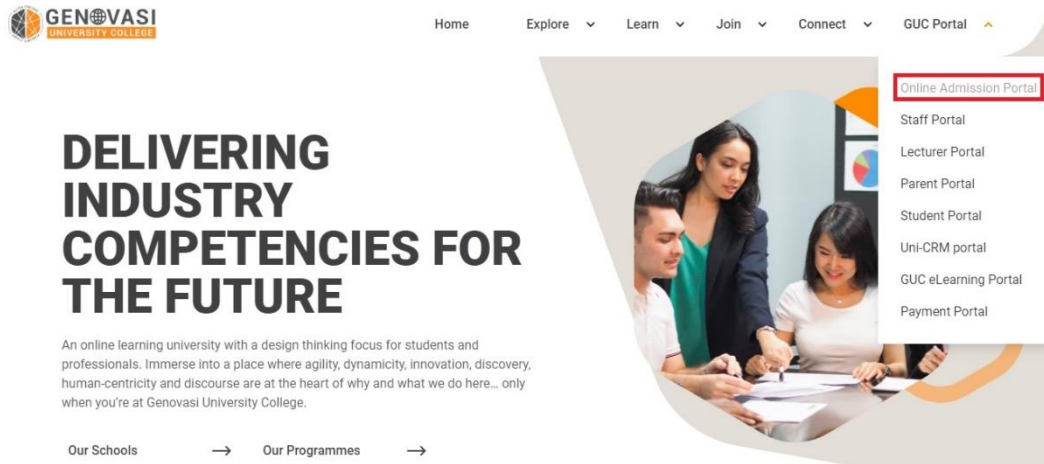
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Content
<b>Section 1 Applying for a Programme</b>
How to Access Applicant Portal
Registering in Applicant Portal
Applying for a Programme
Accepting the letter of offer

## **Section 1 Applying for a Programme**

Application Portal - How to Access?

- 1) Visit [www.genovasiuni.edu.my](http://www.genovasiuni.edu.my)
- 2) Navigate to GUC Portal > Click Online Admission Portal




- 3) You will be directed to the Applicant Portal. Click Login to proceed onto Log In Page.
- 4) To Sign Up insert required details at “Register Your Interest” area and click Continue to Next Step
- 5) After completing the Sign Up process, you will be automatically directed to the application page. The login password will be emailed to you

Genovasi University College - Applicant Portal
My Home Page [Login](#)

**Welcome To Online Application Portal**

Welcome to the registration page , please complete the following information and we will create and login ID for you ( login id and password will email to you ) , you may access to this portal / Mobile Apps at any time to retrieve , update or apply more programme with us.



**Genovasi University College**  
 Genovasi University College  
 Genovasi University College No. 2A (Gate C), Jalan 13/2, Section 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.\*  
 03 7954 0628  
 Tel no 2 03 7954 0628

**Register Your Interest**

[Cancel / Exit ...](#) [Continue To Next Step ...](#)

Sauation  
- Select -

Name

E Mail address

Will be use for our Enquirer/Applicant Portal Login. We will send you an email for the password generate by the CRM system.

Mobile No

Date Of Birth

Sex/Gender \*

Female

Male

Local Overseas Student \*

Local

Overseas

If you are from the same country of this Institution then you are LOCAL student, otherwise is Overseas.

Nationality  
- Select -

Country From  
- Select -

How Do You Know Us?  
- Select -

**Programme You Are Interested**

To provide you with better recommendation, please select the top 3 programme you are most interested in.

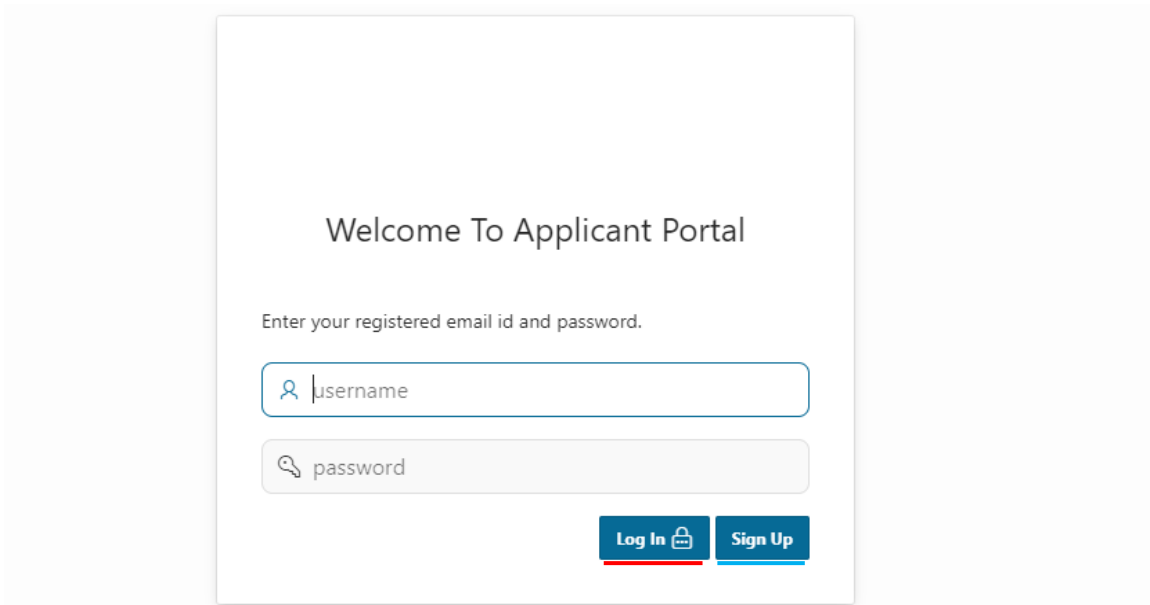
Campus You Wish To Apply To  
- Select -

Programme Interested No.1  
- Select -

Programme Interested No.2  
- Select -

Programme Interested No.3  
- Select -

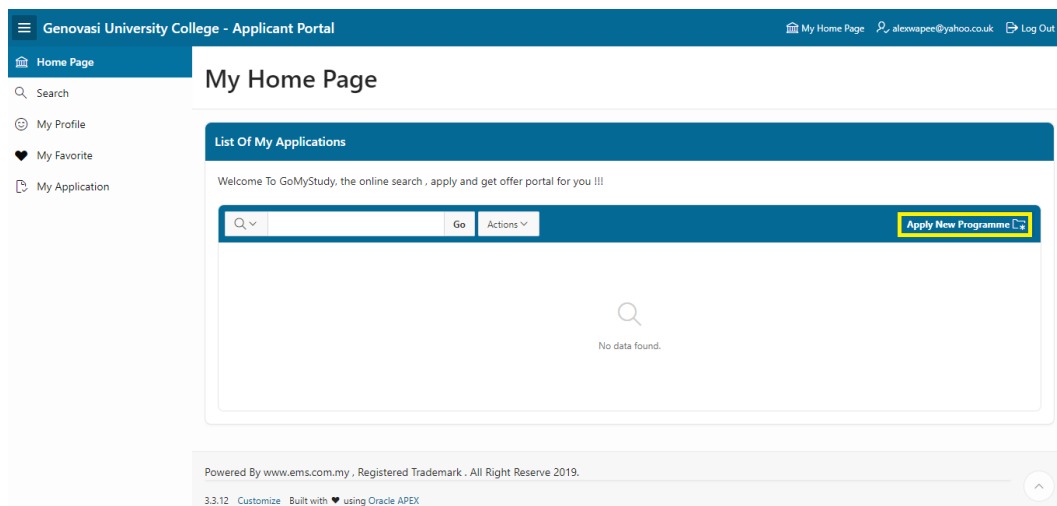
6) On login page, insert username and password to login.



The screenshot shows a login page titled "Welcome To Applicant Portal". Below the title, it says "Enter your registered email id and password." There are two input fields: one for "username" and one for "password". At the bottom right, there are two buttons: "Log In" and "Sign Up".

7) After completing the Sign up successfully, the application page appears.

8) Click on "Apply New Programme" to apply for a programme.



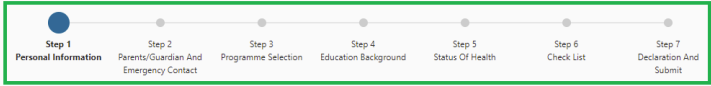
The screenshot shows the "My Home Page" of the Applicant Portal. The page has a blue header with the text "Genovasi University College - Applicant Portal" and a user profile icon with the email "alczwapeet@yahoo.co.uk" and a "Log Out" link. A sidebar on the left contains links for "Home Page", "Search", "My Profile", "My Favorite", and "My Application". The main content area is titled "My Home Page" and features a "List Of My Applications" section. Below this, there is a search bar with a "Go" button and an "Actions" dropdown menu. A yellow button labeled "Apply New Programme" is highlighted. The search results area is empty, displaying "No data found." at the bottom. The footer contains the text "Powered By www.ems.com.my, Registered Trademark. All Right Reserve 2019." and "3.3.12 Customize Built with using Oracle APEX".

- 9) The applicant must complete Step 1 to Step 7. After applicant have inserted all details and complete Step 1 to Step 5, at Step 6 applicant is required to provide all mentioned documents.
- 10) At Step 7 applicant must tick (✓) onto the shown 3 type declaration upon reading.

**Genovasi University College - Applicant Portal** My Home Page alexwapee@yahoo.co.uk Log Out

- Home Page
- Search
- My Profile
- My Favorite
- My Application

### Online Application Form



**Step 1 - Personal Information**

Campus Applying To  
Genovasi University College

Full Name  
ALEX NSOAH

Salutation  
Mr

Family Name

Given Name

NRIC/Passport  
\*Please use this format  
\*Eg : 999999-99-9999 or A11122222

E Mail  
alexwapee@yahoo.co.uk

Primary Mobile No  
0198472095  
\*Please put country code followed by your phone number.  
\*Do not enter non-alphanumeric characters such as +, (, ), [ ] - or other symbols.  
\*Eg | [country\_code]0123456789 (60123456789)

Race

Nationality  
5168

Country From  
Ghana

State

Marital Status  
 Single  Married

Gender  
 Male  Female

Date Of Birth

Religion

Area Of Interest 1

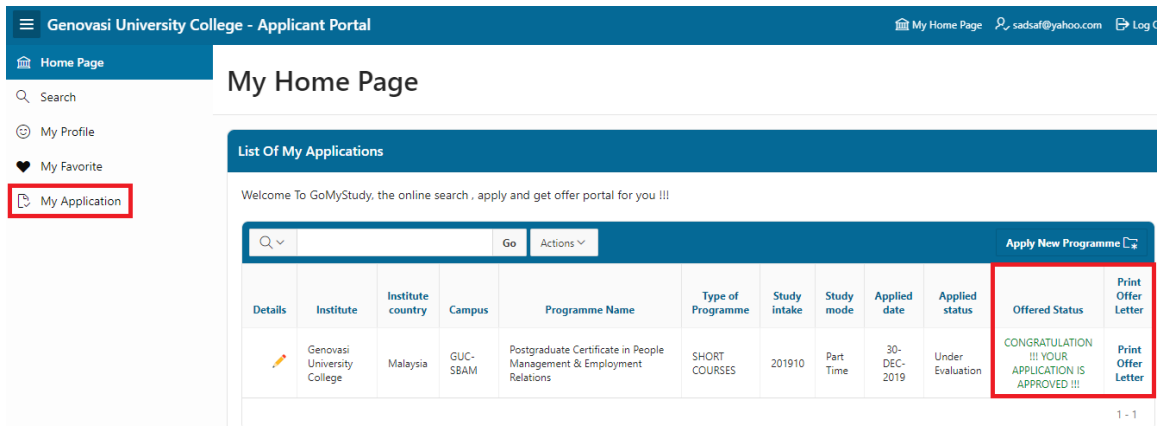
Area Of Interest 2

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3.3.12 Customize Built with using Oracle APEX

11) Successfully completing (Step1 – Step 7) and submitting, the applicant will have to observe and follow up on “My Application” and view the progress on Offered Status & Print Offer Letter.

12) Upon the Offered Status & Print Offer Letter column appears as the below, the student can print the offer letter.



Genovasi University College - Applicant Portal

My Home Page

Home Page

Search

My Profile

My Favorite

**My Application**

### My Home Page

#### List Of My Applications

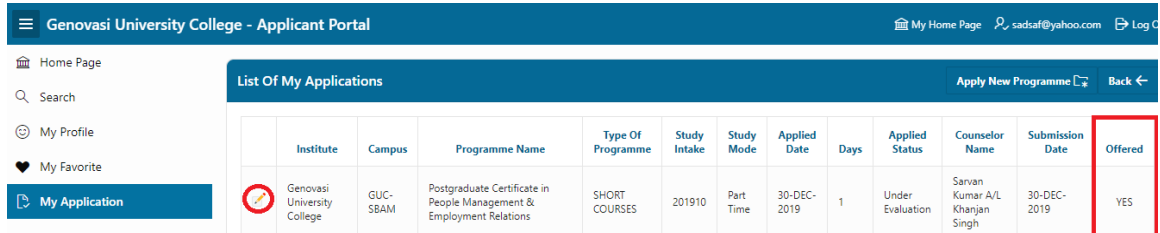
Welcome To GoMyStudy, the online search , apply and get offer portal for you !!!

Apply New Programme

Details	Institute	Institute country	Campus	Programme Name	Type of Programme	Study Intake	Study mode	Applied date	Applied status	Offered Status	Print Offer Letter
	Genovasi University College	Malaysia	GUC-SBAM	Postgraduate Certificate in People Management & Employment Relations	SHORT COURSES	201910	Part Time	30-DEC-2019	Under Evaluation	CONGRATULATION !!! YOUR APPLICATION IS APPROVED !!!	Print Offer Letter

1 - 1

13) After the applicant receive the Offer Letter and Application is approved, applicant has to go to my application, click on the pencil icon



Genovasi University College - Applicant Portal

My Home Page

Home Page

Search

My Profile

My Favorite

**My Application**

### List Of My Applications

Apply New Programme

Back

	Institute	Campus	Programme Name	Type Of Programme	Study Intake	Study Mode	Applied Date	Days	Applied Status	Counselor Name	Submission Date	Offered
	Genovasi University College	GUC-SBAM	Postgraduate Certificate in People Management & Employment Relations	SHORT COURSES	201910	Part Time	30-DEC-2019	1	Under Evaluation	Sarvan Kumar A/L Khanjan Singh	30-DEC-2019	YES

14) Click on Applicant Decision, select from the dropdown options & click apply changes.

Genovasi University College - Applicant Portal My Home Page sadsaf@yahoo.com Log Out

Home Page Search My Profile My Favorite **My Application**

### My Programme Application View / Update Profile Information

**Exit** **Apply Changes**

**\*\* IMPORTANT !!!**  
Please enter as much information as possible to your personal profile, this will help your application to be process faster.

Programme Applied Your Profile Information Academic Information List Of Questionnaire To Answer Application Check-List Application Offered Or Rejected **Applicant Decision** Payment

#### Applicant Decision

This section records the decision from the PROSPECT/Applicant AFTER getting the offer from the University. These information are important for reporting purposes.

Applicant Accept OR Reject Offer  (The applicant accepted OR rejected the offer ) ?

- Accepted
- Deferred
- Rejected

#### Declaration

Applicant's Declaration