

ISIS Quick Reference • Applicant Self Service Functions

Overview

Applicants will be able to access their Applicant Self Service functions to update their contact information and to check their application status. These functions will only be available once they have submitted their application and have received the application number and confirmation via email.

Accessing Applicant Self Service Functions

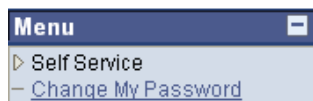
You can access the function from the respective programme's admission website

For Existing User
If you have already created an account with SMU, please go directly to the Login page to continue with your application.
Login Now

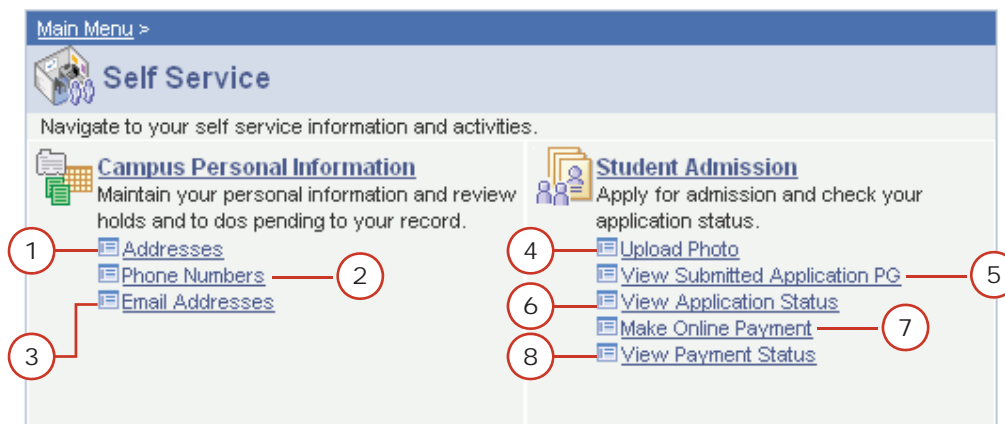
User ID and Password

You are required to login as an existing user with your User ID and Password. If you have forgotten your User ID and Password, you can request these details to be sent to you by email at the above URL or login page.

Once you have logged in, click on the "Self Service" link at the side menu to access the Applicant Self Service functions.



Applicant Self Service Page



The screenshot shows the 'Self Service' page with two main sections: 'Campus Personal Information' and 'Student Admission'. The 'Campus Personal Information' section includes links for 'Addresses', 'Phone Numbers', and 'Email Addresses'. The 'Student Admission' section includes links for 'Upload Photo', 'View Submitted Application PG', 'View Application Status', 'Make Online Payment', and 'View Payment Status'. Numbered callouts (1-8) point to these links: 1 to 'Addresses', 2 to 'Phone Numbers', 3 to 'Email Addresses', 4 to 'Upload Photo', 5 to 'View Submitted Application PG', 6 to 'View Application Status', 7 to 'Make Online Payment', and 8 to 'View Payment Status'.

Through the Applicant Self Service page, you can perform the following:

1. Update your home and mailing addresses
2. Update your contact phone numbers
3. Update your email address
4. Upload your photo
5. View the details in your most recent submitted application form
6. Check the status of your application and accept/decline admissions offer, if made
7. Make payment for your application via credit card
8. View the status of your payment

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