

# 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, at the following URL:

<http://www.smu.edu.sg/postgraduate>

<b>For Existing User</b>
If you have already created an account with SMU, please go directly to the Login page to continue with your application.
<a href="#">Login Now</a>

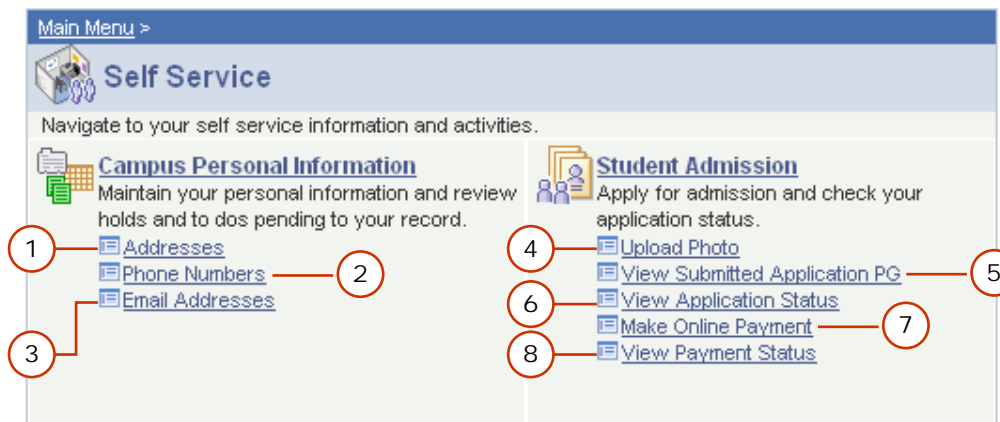
## User ID and Password

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 Applicant Self Service page with the following elements:

- 1** Points to the **Addresses** link under **Campus Personal Information**.
- 2** Points to the **Phone Numbers** link under **Campus Personal Information**.
- 3** Points to the **Email Addresses** link under **Campus Personal Information**.
- 4** Points to the **Upload Photo** link under **Student Admission**.
- 5** Points to the **View Submitted Application PG** link under **Student Admission**.
- 6** Points to the **View Application Status** link under **Student Admission**.
- 7** Points to the **Make Online Payment** link under **Student Admission**.
- 8** Points to the **View Payment Status** link under **Student Admission**.

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**

To update any other information that is not available in the Applicant Self Service functions, please contact the Graduate Programmes Office.

If you have any enquiry regarding your application, or need assistance in accessing the Applicant Self Service functions, please contact:

**Graduate Programmes Office**  
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