Once you enter the Applicatin portal, firstly you will need to **create new account** to be able to begin your application process.

Your **User account** can be used for only the current active semester. If later you decide that your application is for another semeter, you must wait and create your account in the forthcoming active semester.



Step 2:

To **create an account** you must choose the counry of Residency. Fill your active email address, National ID number. You have the option to create a new password. Please create a strong password (contain numbers and/or numerals and/or captial letters). Once completed you can can click the **'Register button'** as shown in the figure below.



Step 3:

After clicking on the '**Register'** button please check your email. You will find an email from our Application system asking you to verify your account. You will receive a Username and Password verification email to the email address you have given once you click '**verify'** as shown in the figure below.



Step 4:

Now you are logged into your account. Please see the figure below:

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Step 5:

On left menu you will find the **Applications** option. Please **click on 'Applications'**. Once you have selected the 'Applications' options, you will see the available degree levels for the active semester. The options you can select are dispayed as show in the figure below. Select the degree level you wish to apply for.

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Step 6:

In the next screen displayed you find a list of all the programmes you can apply for. Click on **'Add New Application'** button and go next step as shown in the figure below:

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© [©] Profile ▲	FACULTY OF ARTS	Film Design and Directing	01.11.2024-24.02.2025 16.02.2025	Add New Application
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Step 7:

You can view all the required Portfolio contents/guidance for the programme(s) you will be applying for. Please click on **'next page'.**

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		All applications are evaluated by the Admissions & Scholarship award Committee and results are announced within 4-5 working days after all required documents have been received and interview is conducted (If required).		
		What is a Portfolio?		
		A portfolio is a carefully chosen selection of students personal works demonstrating development in the field(s), reflecting the skills, tailens, and the level of success of the works produced by the student after a certain educational process.		
		Applications received without Portfolio's cannot be evaluated and will automatically be held pending.		
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Step 8:

Before you start your application plese read all the **Application Requirements** and click on the **'next page'** button.

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Step 9:

Accurately enter all your personal details (according to your National ID/Passport data) and upload you photo. Then click on the **'next page'** button.

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Step 10:

Accurately enter your contact details and click on the **'next page'** button.



Step 11:

In this section you will be able to upload your receipt **when you have made payment after receiving your Condiditon Acceptance Letter**. Until then, please leave this section **blank.**

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Step 12:

Enter your High School graduation detail as shown in the figure below and then click on the **'next page'** button.

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Step 13:

Please select the type of document you want upload one at a time. After selecting the document type please then **add a comment** in the space provided (e.g. portfoio for department of Digitial Game Design', then **add document** by clicking on the **'add document'** button. When you have finished uploading all the required documents please click on the **'next page'** button.

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Step 14:

If you have an English Language Certificate you can add it to the '**Exam info**' section as shown in figure below. After adding (if applicable) please click next on the '**next page'** button.



Step 15:

At this stage, you have the option to appy for an additional two programs. To apply for an additonal department you can click on the 'programe' dropdown menu and select your department. Then click on the **'save'** button as shown in the figure below. Before finally approving your application you must read and accept the application terms and conditions by ticking the check box. Please then click on the **'save'** button.

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Step 16:

When your application has been completed, you will see the approved application information as shown in the figure below.



Step 17:

You can track your application status by clicking on '**my application'** options on the left menu as shown in the figure below.

