

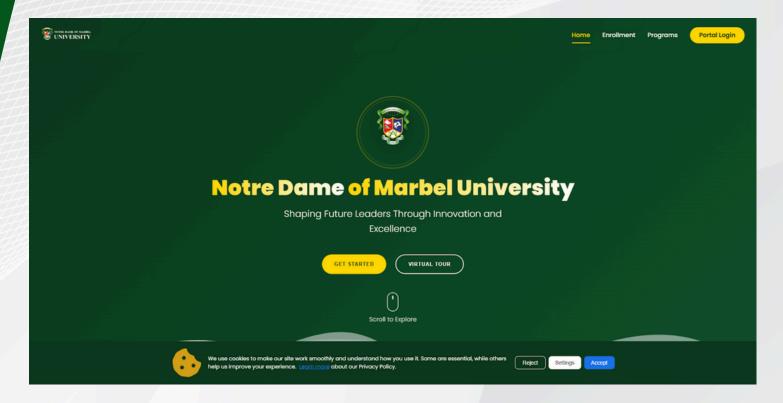




STUDENT REGISTRATION & ENROLLMENT GUIDE 2025 - 2026



1. GETTING STARTED (NEW STUDENT)

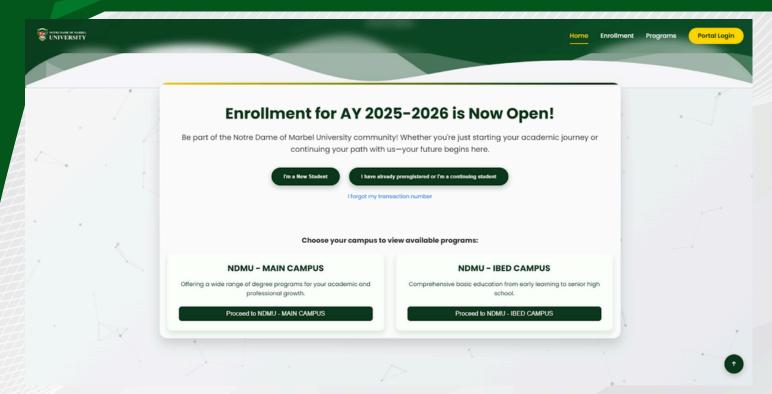


Step 1: Access the System

- Open your browser and go to the NDMU SMS portal.
- Click "Get Started" to scroll down to Open Enrollment.

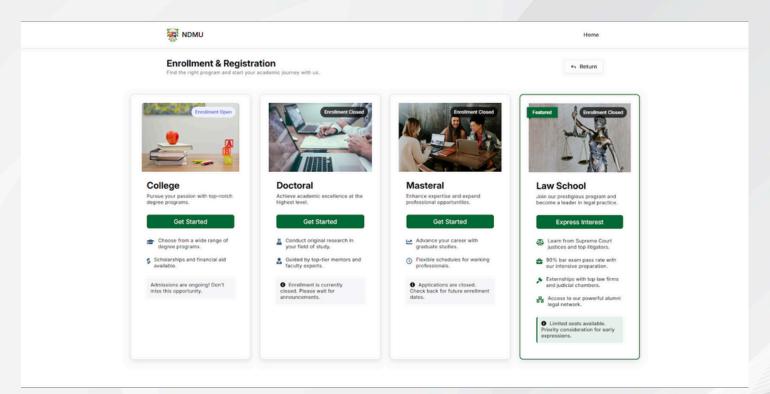
Step 2: Accept Cookies & Privacy Policy

• Check the box for Data and Privacy Policy to indicate you have read and agreed to the school's terms.



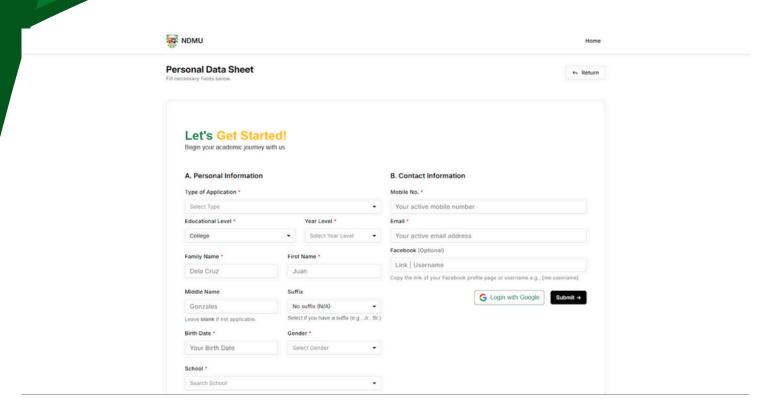
Step 3: Identify Your Status

• Click "I am a New Student".



Step 4: Select Your Department

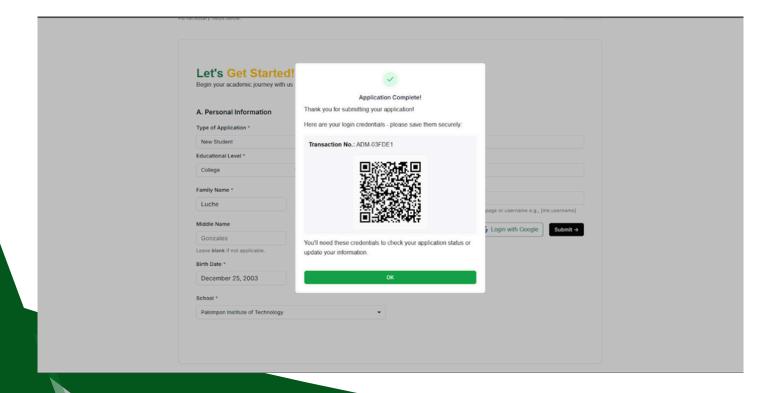
- Choose your Department (College, Graduate School, Law School).
- Click "Get Started".

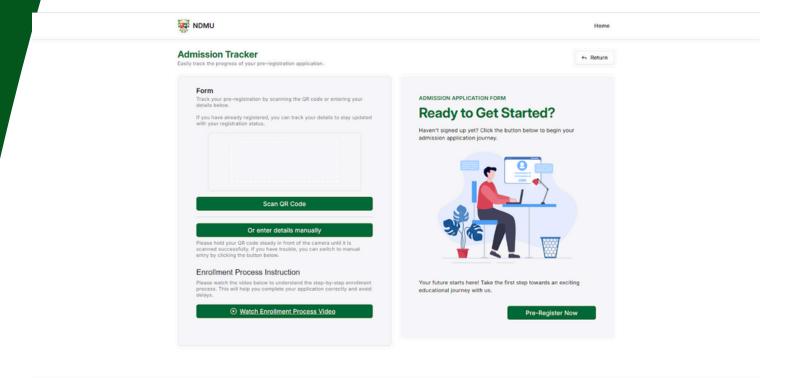


Step 5: Fill Out Basic Information

- Complete all required fields carefully.
- After submission, a Transaction Number will be displayed.

Tip: Take a screenshot or save this number—it's required for tracking your application.



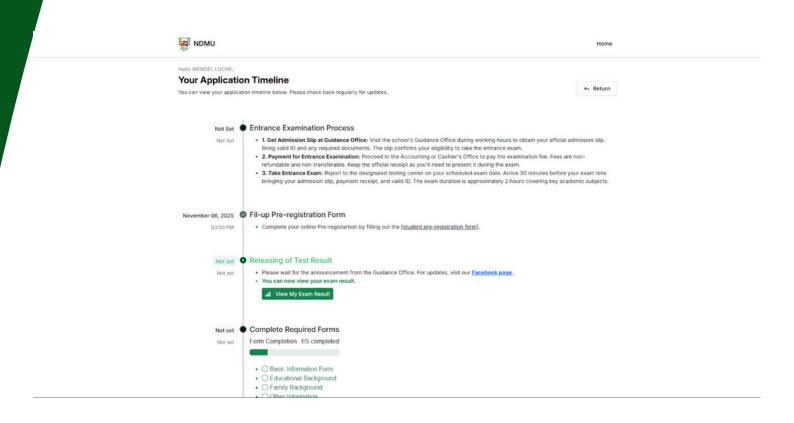


Step 6: Track Your Application

- Enter your Transaction Number on the tracker page and click View Progress.
 - Note: If the system redirects you to your timeline automatically, you can skip this step.
- Your application timeline will appear. The highlighted color indicates your current progress.
- Wait for announcements from Guidance regarding exam results.
 Updates may also be posted on the Guidance Facebook page.

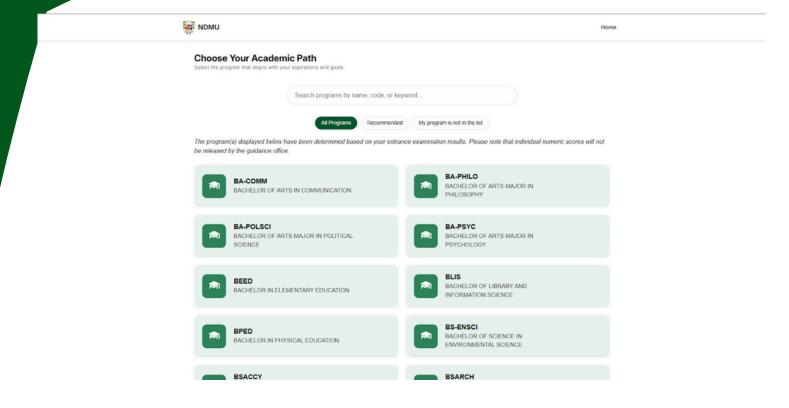
Step 7: Update Information

 You can update your details anytime by clicking Complete Your Forms.



Step 8: View Exam Results

- Check your exam results once Guidance announces them, or periodically check the system.
- If results are available, you can:
 - View your score.
 - See eligible programs based on your results.
 - Download your exam result.
 - Choose whether to proceed with enrollment immediately or later.

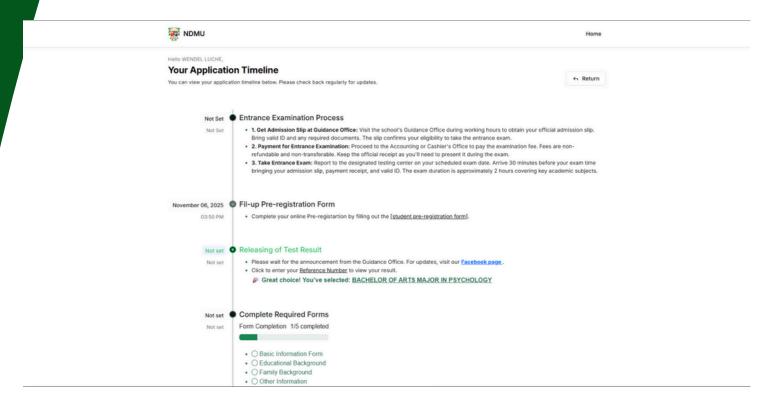


Step 9: Verify Admission & Program Selection

- When your Reference Number is highlighted, click Verify Reference Number.
- You will be redirected to Program Selection. Only programs eligible based on your exam results will be shown.
- Select your program and click Select.
- A success message will appear; click Continue to return to your timeline.

Step 10: Requirement Verification

- Highlighted requirements in your timeline indicate the documents you need to bring to the QAPS Office.
- For any questions, visit the Guidance Office.



Step 11: Approval

• Wait for admission staff approval. You will be guided to the next step once verified.