

Enrolment Checklist

Admissions Office

Please remember to bring this checklist along with the official and photocopies documents (as listed below) on your **Enrolment** session.

Student Name: _____ Student ID: _____

Programme: _____

Title: Description	Mark (v)	Remarks
Activity 1: Online Enrolment This activity needs to be completed prior to Welcome Week. You may refer to the Welcome Week email for guidance. N.B.: Welcome Week email will only be sent to students who have made at least 50% tuition fee payment.	☐	
Activity 2: Qualifications and ID Checks This activity will require you to bring all documents as per listed below. Please make sure to bring with you all the original copies for us to perform the verification process. List of documents needed for this activity: - Original identification card (for Malaysians) or passport (for international students) Official transcripts (This includes all previous academic qualifications as required for your application; SPM, O-level, IGCSE/GCSE, IBMYP, A-level, STPM, IB Diploma, Foundation, Diploma, Advanced Diploma, and other relevant academic transcripts) Official certificate of completion or Award certificate (This includes school leaving certificate, certificate of achievement, certificate of completion or certificate of graduation – all applicable correspond to your transcripts) UoRM Official Payment e-Receipt Please forward a copy of the transaction slip or proof of payment to Finance Office (finance@reading.edu.my) for our reference and issuance of official receipt. For any payment made during Welcome Week, please liaise with Finance for your e-receipt collection. You may leave item 4 out of the list if you have paid prior to the Welcome Week and have received your e-receipt from our Finance Office. Disclaimer: We have the right to not proceed with your qualification verification and ID check activity should you are unable to present the listed documents above.	☐ ☐ ☐ ☐	

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University of
Reading
MALAYSIA

Title: Description	Mark (√)	Remarks
Activity 3: ITS Username Collection This activity will be done once Activity 2 is completed. The student needs to log in again into our RISIS portal and collect their username. Before clicking the "Click here to collect your University username" button, kindly click the box below it to reveal your account recovery answer. Then, proceed by clicking "Click here to collect your University username" and a new tab will be opened. Fill out the requested details and continue. You will then be required to create a new password. Students are advised to think of a strong password with the following criteria: - 1. A minimum of 12 characters. 2. It must contain at least one digit. 3. It must contain at least one lowercase character. 4. It must contain at least one uppercase character. 5. It must not contain any part of your name. 6. It must not contain your username. 7. It must not contain student ID number. 8. It must not contain your RISIS password. 9. It must not contain the following characters: # £ \ or space. 10. It must not be based on dictionary word in any European language. <i>Note: You are advised to snap a photo of your username and email address prior to closing the browser for your personal reference.</i> <i>Please do not repeat the process once you have reached the Enrolment Completion page – the page will redirect to its initial page after you have completed the process.</i>	☐	

☐ I hereby acknowledge and confirm that I have viewed this checklist and will bring all the documents as listed above on the Enrolment session. I understand that my Enrolment will be delay if I am unable to present the required original documents.

Signature,

Date: ____/ ____/ ____

For Office Use Only

Remarks	
Received on	
Received by	