



UNIVERSITY
OF WOLLONGONG
MALAYSIA

PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

UOW Malaysia Application Portal Agents Guide

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1.0 Application Portal Overview

1.1 Important Information for Agents

The [Agent Portal](#) provides agents with access to manage applications from submission to enrolment. The following activities are managed via the portal

- Application Submission
- Application Status monitoring
- Supporting document upload
- Access to conditional and full offers

Agents will access the portal with their registered email address and Agent Code. On login, agents will receive an OTP (one time password) to their nominated email address.

From the portal agents should access for application submission or application status tracking from the header.



Agents will also have the ability to manage and maintain approved email addresses that can represent the agent through the portal. Each representative will be required to be setup as a contact on the agent record, as access to the portal will require validation via OTP. The passcode will be emailed to the address of the individual registered contact for the agent code.

Access to the Agent Portal is also available from UOW Malaysia website.

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2.0 Application Submission

2.1 Terms and Conditions

Agents should select Application Form from the header Menu (note that the portal will default to this selection)

The screenshot shows the 'Agent Application Portal' header with 'APPLICATION FORM' and 'APPLICATION STATUS' tabs. The UOW Malaysia logo is on the left. The main content area is titled 'UOW Malaysia Terms & Conditions'. It states: 'By submitting this online application, you are agreeing to the terms and conditions as set out below:'. Under 'Malaysian Students', it lists: 1. UOW Malaysia policy over subjects registration. (bullet points: You are required to enrol for the subjects within 7 days after the commencement date of the program. Enrolment after the stipulated date is subject to the approval from the Head of Academic Department.) 2. Attendance & Results. (bullet points: To maintain fulltime studies status by registering NOT less than 3 subjects per semester. To attend all lectures, tutorials, practical and other classes required by the program. To maintain 80% of class attendance for each subject per semester. Failing which, you will be barred from the final examination of the programme. To maintain a minimum CGPA of 2.0 per semester.) Under 'International Students', it lists: 1. Students Visa Application. At the bottom is a blue button labeled 'AGREE & APPLY »'.

Select Agree and Apply

2.1 Agent Details

Create New Application

Please complete the form below. Fields marked with * are mandatory.

A progress bar with five steps: 'Contact Details' (active, highlighted in blue), 'Select Programs', 'Qualifications', 'Review & Submit', and 'Confirmation'.

Fill your Contact Details

AGENT INFORMATION

Are you an Agent applying on behalf of an Applicant? *

Yes ☒ No ☐

Agent Email Address *

This email will be used to send you notifications, offer letter and important updates.

VALIDATE ☒

Please provide your UOW Malaysia agent code *

Validation try 0 of 5

Registered agents are provided with an agent code, and linked email address to submit applications and access agent portal.

Note: Agents can assign multiple registered email addresses for agents authorised to access on behalf of the agency. (See section on Maintaining Agent Details.

Agents are required to Validate their email address and agent code prior to proceeding. The system will check for validation based on the code and email address entered.



2.2 Applicant Details

Once validated the system will prompt for Applicant Details.

APPLICANT CONTACT DETAILS

Title *
☐ Mr. ☐ Mrs. ☐ Ms. ☐ Mstr. ☐ Dr ☐ Prof.

First Name *

As per official documents. i.e. Passport/ID etc.

Date of Birth *

CONTINUE ↗

Last Name *

As per official documents. i.e. Passport/ID etc.

Applicant Email address *

Note: Applicants are also able to monitor their application status via the direct applicant portal using the applicant Email address entered. It is important that Agent ensure that the applicant email address is correct. The system will also check for any other applications within the system for applicant and will restrict for more than one active application. The following message will be displayed if application already exists in system.

An application with the same **email** and **date of birth** already exists. If you wish to track your application status, please select "**APPLICATION STATUS**" from the top menu bar.

[✕ CLOSE APPLICATION](#)

Enter applicant details and select to Continue

Place of Birth *

Nationality *
 --- Select a Country ---

Phone Number *
 60 | Malaysia example: 1XXXXXXX

Gender *
 Male ☐ Female ☐

ID Type
 Passport Number ☐ NRIC ☐

Has the applicant previously studied with UOW Malaysia? *
 Yes ☐ No ☐

Has the applicant been referred by another UOW Malaysia student? *
 Yes ☐ No ☐

CURRENT ADDRESS DETAILS

Address Line *

Flat/Villa/Unit/House number/Street

Country * --- Select a Country --- **State *** **Town/City *** **Post Code ***

[✕ CANCEL](#) [NEXT »](#)

Provide personal details of applicant, including the uploading of Identity document. If the applicant does not yet have a visa, select “I don’t have any visa” from the drop-down list, otherwise select visa type and upload visa documentation.

Select Next to continue.

2.3 Select Programs

Applicants can submit two program choices, with Program Choice 1 indicating their first preference.

Contact Details **Select Programs** **Qualifications** **Review & Submit** **Confirmation**

Select Programs

You must select at least one Program Choice to submit your application

PROGRAM CHOICE 1

Incomplete

Campus *
 Glenmarie Campus ☐ Batu Kawan Campus ☐

Program Level * --- Select a Program Level --- **Area of Interest *** --- Select an Area of Interest ---

Program * --- Select a Program --- **Program Session *** --- Select a Program Session ---

[✕ CLEAR SELECTION](#)

PROGRAM CHOICE 2 (OPTIONAL)

Optional

Campus *
 Glenmarie Campus ☐ Batu Kawan Campus ☐

Program Level --- Select a Program Level --- **Area of Interest *** --- Select an Area of Interest ---

Program * --- Select a Program --- **Program Session** --- Select a Program Session ---

[✕ CLEAR SELECTION](#)

[« BACK](#) [✕ CANCEL](#) [NEXT »](#)

Select Next to Continue

2.4 Add Qualifications

Contact Details

Select Programs

Qualifications

Review & Submit

Confirmation

Enter your Qualifications

Is English your first language? *

Yes ☐ No ☐

Have you completed an English language proficiency test in the past two years? *

Yes ☐ No ☐

ACADEMIC QUALIFICATION# 1

Qualification Award *

--- Select an Award ---

Completed? *

Yes ☐ No ☐

School/Institution Name *

Start Typing to Search

Can't find your School/Institution? Tick 'Can't find your School/Institution' and enter manually.

☐ I can't find my School/Institution

Upload Documents - Maximum 3 files allowed

Document File

UPLOAD

Drop or paste file here

Add another attachment

Category

--- Select a Category ---

+ ADD ACADEMIC BACKGROUND

<< BACK

CANCEL

NEXT >>

Note: Up to 3 documents can be uploaded per academic qualification.

If the applicant has not completed qualification and does not want to provide supporting documentation, select the X to remove the document upload line.

Upload Documents - Maximum 3 files allowed

Document File

UPLOAD

Drop or paste file here

Add another attachment

Category

--- Select a Category ---

3 Academic Qualifications can be added for applicants. To add additional Academic Qualifications, select the Add Academic Background button.

+ ADD ACADEMIC BACKGROUND

Select Next to Continue

2.5 Review and Submit

Review the information entered for the application. Sections can be expanded to review details.

~ PASSPORT/VISA DETAILS

Passport of Country Issuance

Australia

Visa Type

Student

> ENGLISH QUALIFICATION

> ACADEMIC QUALIFICATIONS

SUBMIT 

The system will provide confirmation of successful application submission including application number.

Create New Application

Please complete the form below. Fields marked with * are mandatory.

Contact Details	Select Programs	Qualifications	Review & Submit	Confirmation
-----------------	-----------------	----------------	-----------------	--------------



Application Submitted!

Your Application ID# MYA001618

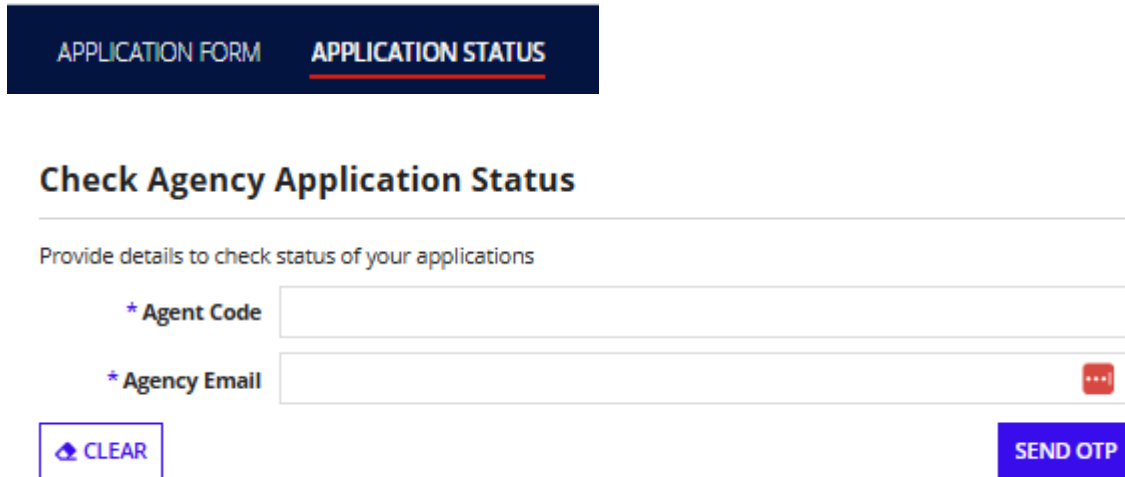
Thank you for submitting your application with University of Wollongong in Malaysia.
We will assess your application and contact you in the next few days.

CLOSE APPLICATION

3.0 Application Status Tracking

3.1 Access

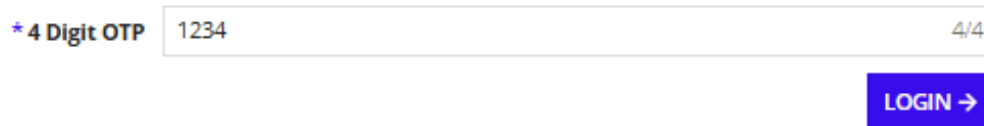
Select Application Status from the header menu



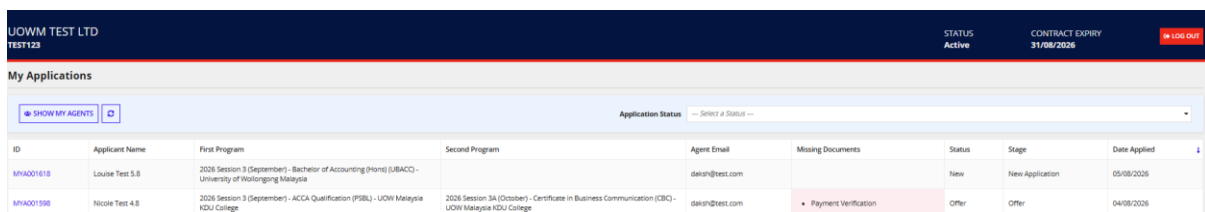
Enter Agent Code and registered email address attached to agent code. Click Send OTP (One Time Password) and an OTP will be sent to the email address.

Enter OTP and login

OTP has been sent to your email. Please enter 4 digits below to login.



Once logged in a list of applications submitted under the Agent Code will be displayed.



ID	Applicant Name	First Program	Second Program	Agent Email	Missing Documents	Status	Stage	Date Applied
MPA001618	Louise Test 5.8	2026 Session 1 (September) - Bachelor of Accounting (Hons) (UBACQ) - University of Wollongong Malaysia		dash@test.com		New	New Application	05/08/2026
MPA001598	Nicole Test 4.8	2026 Session 3 (September) - ACCA Qualification (PSBL) - UOW Malaysia KDU College	2026 Session 3A (October) - Certificate in Business Communication (CBC) - UOW Malaysia KDU College	dash@test.com	Payment Verification	Offer	Offer	04/08/2026

Other information available for the agent include:

- 1) Agent contract status
- 2) Contract expiry date
- 3) Access to contacts list for authorised representatives for agent (only available for main agent contact only)

3.2 List View

Agents can search on applications by status by selecting status from the drop-down menu:

Application Status

For each application, the missing documents column will indicate any supporting documentation required for the application.

Missing Documents

- Payment Verification

3.2 Application View

A detailed view of the application can be accessed via the application hyperlink in the Application ID Column.

ID

MYA001618

MYA001598

Application Details - MYA001598

First Name
Nicole

Student Number
[REDACTED]

Applicant Email
[REDACTED]

Application Status
Offer

UOWM Recruiter
Lu Le Hon

PROGRAMME CHOICE(S)
2026 Session 3 (September)
ACCA Qualification (PSBL)
UOW Malaysia KDU College

Last Name
Test 4.8

Date Applied
04/08/2025

Applicant Phone Number
[REDACTED]

Application Stage
Offer

2026 Session 3A (October)
Certificate in Business Communication (CBC)
UOW Malaysia KDU College

Missing Documents

Some documents are still missing from your application. Please add the required documents in each category and click Upload Documents when you're ready.

Upload Payment Verification Document

UPLOAD

UPLOAD DOCUMENTS

Offers

ACCA Qualification
2026 - Session 3 (September)
MYA001598-01
Conditional
11/09/2025
\$ 100.00 (Acceptance Fee)
Sent
Click VIEW to check unmet conditions or to accept your offer.

VIEW

Missing documents will be displayed in the right corner of the screen. Agents are able to upload missing documents on behalf of applicants.

Missing Documents

Some documents are still missing from your application.
Please add the required documents in each category and click Upload Documents when you're ready.

Upload Payment Verification Document

UPLOAD

Drop or paste file here

UPLOAD DOCUMENTS

The Qualifications section can be expanded to view qualification details provided on application submission.

ALL QUALIFICATIONS

The Application View only shows a summary of your qualifications. Full details may not be displayed here.

Type	Qualification Award Name	Completion Date
	UEC	29/07/2026
English	IELTS	29/07/2026

The Offer Section provides the following details of offers (if issued).

- Offer ID
- Offer type – conditional or unconditional
- Offer Date
- Offer Programme
- Offer Session
- Offer Status

Offers

ACCA Qualification

2026 - Session 3 (September)

MYA001598-O1

Conditional

11/09/2026

\$

MYR 100.00 (Acceptance Fee)

i

Sent

Click VIEW to check unmet conditions or to accept your offer.

VIEW

By clicking on the view button in the offer tile, additional details can be accessed including offer conditions and offer letter

OFFER DETAILS - ACCA Qualification		
Date of Offer 04/08/2026	Campus Glenmarie Campus	Status Sent
Program Session 2026 Session 3 (September)	Validity of Acceptance 11/09/2026	Acceptance Fee MYR 100.00
Un-met Condition(s)		
<i>The conditions below must be cleared before commencement of the first semester:</i> • Conditional on provision of SPM/O-Level/UEC result or certificate. Actual results must meet minimum entry requirement for programme. • Conditional on provision of IELTS results. Actual results must meet minimum entry requirement for the programme.		

Click View Offer Letter to view offer letter.

VIEW OFFER LETTER

VIEW OFFER LETTER

Offer PDF (Click to view)

view

1 / 3

75%

1

2

Dear Nicole

Offer of Admission Letter

Thank you for your interest in studying at UOW Malaysia KDU College. On behalf of UOW Malaysia, I am pleased to offer you conditional admission into the following programme:

Programme	ACCA Qualification
Level of Entry	Professional/Short Courses
Duration	TBC
Awarding Institution	UOW Malaysia KDU College
Campus	Glenmarie Campus
Programme Commencement	2026 - Session 3 (September)
Offer Type	Conditional
Pre-Enrolment Conditions of Offer	Conditional on provision of SPM/O-Level/UEC result or certificate. Actual results must meet minimum entry requirement for programme. Conditional on provision of IELTS results. Actual results must meet minimum entry requirement for the programme. Failure to clear any of these conditions will result in your enrolment being cancelled.
Post-Enrolment Conditions of Offer	Nil
Acceptance Fee	MYR100.00

Discount/Scholarship
RM500 empowerment grant

4.0 Maintain Agent Representative List

The main agent contact is able to maintain a list of approved agent representatives with their email login into the portal. Agent contacts under each agent code will be either primary or secondary with primary contact being responsible for maintaining the representative list. For the primary agent contact the option of “Show My Agents” will be visible.



A list will be displayed including their current status.

LIST OF AGENTS						
First Name	Last Name	Phone Mobile	Email	Contact Type	Status	Actions
Isaiah	Test 123		isaiah@test.com	Primary	Active	Deactivate
Nicole	Test	43294978	nicole@test.com	Standard	Inactive	Deactivate
Michael	Sand	435465768	sand@test.com	Standard	Under Review	Deactivate

Representatives with a status of Active or Under Review can be deactivated by the Primary Agent by the link in the actions column of this table.

It is the Primary Agent's responsibility to ensure that this list of agent representatives is maintained and current.

The Primary Agent can nominate for an additional representative to be added to their agent account by the “Add New Contact” button.



ADD AGENT CONTACT

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Mstr. ☐ Dr. ☐ Prof.

First Name *

Phone Mobile *

Last Name *

Email *

CANCEL

SUBMIT

Following submission, the contact will be in a status of Under Review. UOWM Staff will update status to Active after review.