

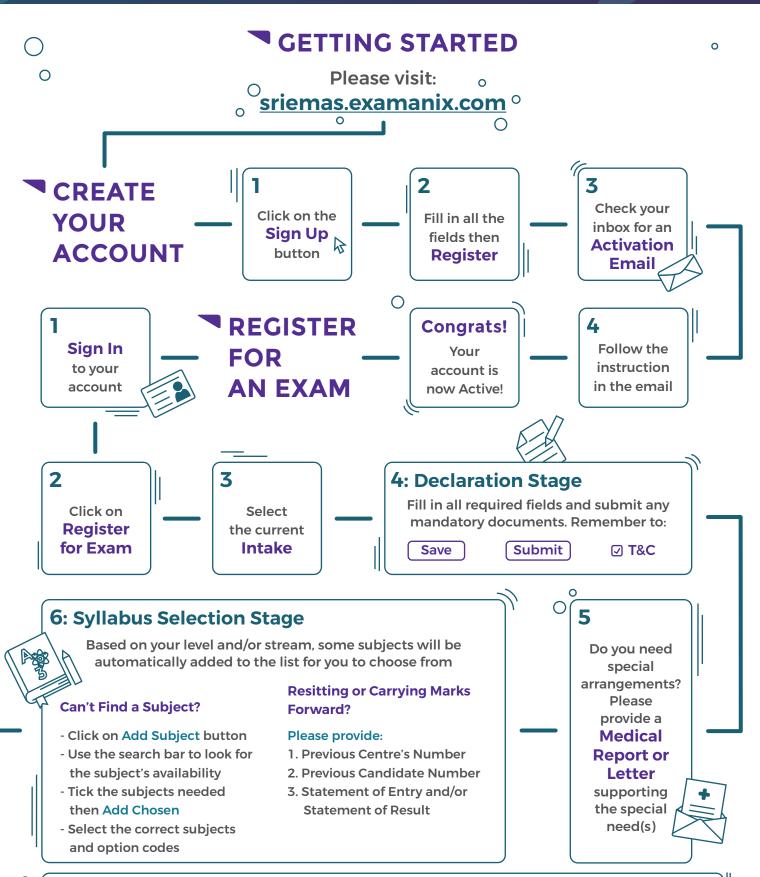
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# STUDENT GUIDE



Your exams are around the corner and you need a place to sit for the papers.

Not to worry, we're here to help you with a few simple steps to secure your seat at Sri Emas Exam Centre. That's one less headache to deal with so you can get back to hitting the books!





### **Great Work!**

Your registration has been submitted for acceptance!

An email will be sent to you once it's accepted and the invoice is available.

# 7: Confirmation Stage

Review your subject selections **thoroughly** before confirming. When your status is:

## **Pending Acceptance**

You may still edit your registration



### Accepted

- You may add new subjects and/or drop your chosen subjects
- This may incur additional fees
- Any refund is subject to terms and conditions

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# MAKING THE PAYMENT

There are 2 ways to view your Invoice:

### **Email**

- A PDF file of the invoice is attached to the acceptance email

### Website

 You can access the Invoice page of your registration via:
 View Registration > the links under Invoice Information

# **3a:** On-Site Payment

You may make the payment directly in the exam centre. The address is provided at the bottom of your invoice.

Check the Modes of Payment

to see what methods are accepted by the exam centre



# **3b:** Off-Site Payment

If you had made the payment off-site (e.g., cash deposit, online bank transfer, etc), you will need to **send us the payment proof** (e.g., photo of receipt) in the website.

### **Submit Payment Proof**

- 1. Access to the Invoice page (Directions in Step 1)
- 2. Click on Proof of Payment
- 3. Fill all the required fields and upload the proof
- 4. Submit Payment



### Thank You!

Your payment proof has been submitted!

A receipt will be sent

via email once the payment has been verified.

# YOU'RE ALL SET

Your registration is done. All the best for the exam!

**Questions? Kindly contact us at:** 



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