

1. Login Page

The system url is <https://apply.uom.ac.mu/SACSWeb/>

Sign in
Enter email
sh@gmail.com
Password
.....
Login
[Forgot Password](#) | [Register here](#)

- To login on the SACS system, you can use your existing username & password.
- New user - you have to click on button 'Register here' to register yourself.

2 How to Register as a new user

University of Mauritius
Student Academic Credentials
You are a: Former Student Agency
Requestor Personal Details
Title: Mrs
Other Name: Test other name
Surname: Test Surname
National ID: SO12345456
Email: sh@gmail.com
Phone No: 123456
ABJDREM
Register Go to login Page

- Fill in the required details and click on button 'Register'.
- Once registered, you will get an email notification with your login credentials
- When you login with the given credentials, the system will prompt you to change password.

2. New request

University of Mauritius
Student Academic Credentials
Profile | Requests | Change Password | Log Out
New
View / Modify

Click on Request=> 'New'

Awardee Details | Programme Details | Institution | Information Needed | Upload Certificate

SECTION A: Details of Awardee

Name Of Awardee

Gender Male Female

UoM (Student) ID

Award as per Certificate

Classification of Award

Date of Award

Fill in the Award Details section & click button 'Next'

Awardee Details | Programme Details | Institution | Information Needed | Upload Certificate

SECTION B: Programme Details

Faculty/Centre/Institution

Programme

Fill in the Programme Details section & click button 'Next'

Awardee Details | Programme Details | Institution | Information Needed | Upload Certificate

Label

SECTION C: Institution to which documents will be submitted

Agency/University/Institution Overseas Self Education Verification by Local Agency Education Verification by Foreign Agency

Institution Name

Contact Name

Contact Address Please enter the correct full address and phone number where

Contact No.

Contact Email Please enter a valid email as it will be used to contact the Agency/University/Institution in ca

Fill in the Institution section & click button 'Next'

Which Agency/University/Institution to choose?

Overseas: If the documents have to be sent to an overseas Agency/University/Institution, then select overseas.

Self: If the documents have to be sent to you then select self

Education Verification by Foreign Agency: In case a foreign agency is requesting student credential verification on behalf of an ex-student then the Foreign Agency has to select this option.

Education Verification by Local Agency: In case a local agency is requesting student credential verification on behalf of an ex-student, then the Local Agency has to select this option.

SECTION D: Type of information needed

Information Needed	Fees to be paid MUR	No. of Copies
<input type="checkbox"/> Transcript with Grades Only	850	1
<input checked="" type="checkbox"/> Transcript with Grades & Marks	1800	1
<input type="checkbox"/> Testimonial (Simple)	850	1
<input type="checkbox"/> Migration Certificate	850	1
<input type="checkbox"/> Programmes Structure - Detailed	1800	1
<input type="checkbox"/> Programmes Structure - Outline	850	1
<input type="checkbox"/> Certified True Copy of Certificate of Award	200	1
<input type="checkbox"/> Certified True Copy of Transcript	200	1
<input type="checkbox"/> Copy of Examination Paper	200	1
<input type="checkbox"/> List of Cases and Statutes for Law Modules	1800	1
<input type="checkbox"/> Testimonial (Elaborate)	1800	1
<input type="checkbox"/> Certified True Copy of Academic Documents - Programme Structure	200	1
<input type="checkbox"/> Certified True Copy of Academic Documents - Abstract of Thesis	200	1
<input type="checkbox"/> Certified True Copy of Academic Documents - Module Specification Sheet (MSS) / Module Catalogue	200	1
<input type="checkbox"/> Module Specification Sheet (MSS) / Module Catalogue per module	200	1
<input type="checkbox"/> Certificate of Academic Performance (prepared by academic staff of Faculty and certified by Examinations Office)	200	1
<input type="checkbox"/> Copy of Dissertation/Project	5000	1
<input type="checkbox"/> Form from foreign institutions to be filled by the UoM	200	1

Remarks

NOTE: For Certified True Copy of academic documents, applicants must submit a leg

Submit

Select the information needed from the list and click on the button 'Submit'

Upload Certificate

* Certificate should be uploaded in PDF format and not exceeding 20MB

Upload Certificate No file chosen

Your document 0455_w22_qp_23.pdf has been successfully uploaded.
If you want to add another request click on 'Add Another New Request' button OR click on 'Continue to select Collection Method & Mode of Payment'

[0455_w22_qp_23.pdf](#)

- Choose pdf file to upload
- Click on the red button 'Click on continue to proceed with Collection Method & Mode of Payment'

Notes:

- All your documents must be compiled in one pdf file not exceeding 20MB.
- In addition to certificate, Foreign and Local Agencies need to upload consent form.

Collection Method

Collection Method In Person By An Authorised Person By Courier Express Email

Mode of Payment

Mode of Payment Cash Internet Bank Transfer Online Payment

- Select collection method & Mode of payment
- Click on button 'Save'

More details on collection methods:

Collection Method

Collection Method In Person By An Authorised Person By Courier Express Email

Name *

National ID *

Option 'By Authorised Person': You have to provide the name & NIC of the authorized person

Collection Method

Collection Method In Person By An Authorised Person By Courier Express Email

Institution Overseas
 Fedex fees of Rs 1200 applicable as per University procedures - Other than Mauritius

Name of Recipient

Address of Recipient

'By Courier Express': You have to provide the name & address of the recipient and have to pay Fedex fee

Collection Method

Collection Method In Person By An Authorised Person By Courier Express Email

Recipient Email

Option 'By Email' you have to provide the recipient email

3. Modify a request

| Requests | ▶ (
 New
 View / Modify

You can modify a request as long as its status is 'Draft'

- Click on 'Modify' to make correction.
- Else you can cancel the request

	Reference No	UoM ID	Awardee Name	Faculty	Programme
Modify Cancel	20240001	2105050	test Other name	Faculty of Engineering	BSc(Hons) Information Systems