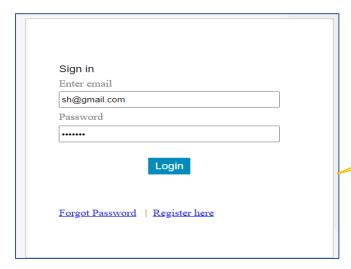# 1. Login Page

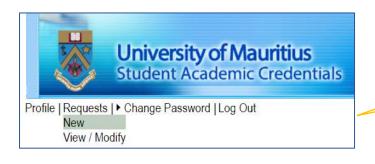The system url is https://apply.uom.ac.mu/SACSWeb/

- 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.
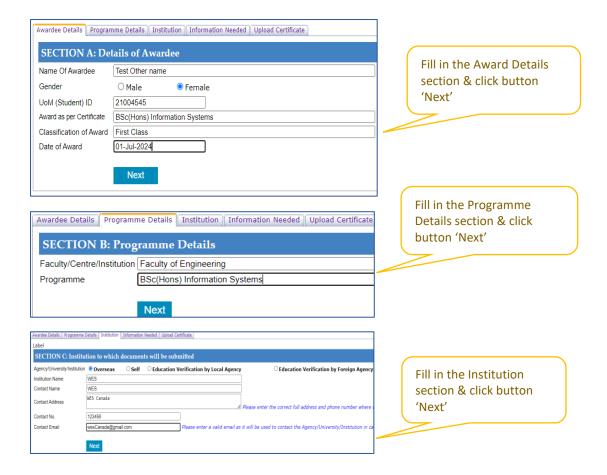
2 How to Register as a new user

- 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

Click on Request=> 'New'

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

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

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
☐ Transcript with Grades Only	850	1
☑ Transcript with Grades & Marks	1800	1
☐ Testimonial (Simple)	850	1
☐ Migration Certificate	850	1
☐ Programmes Structure - Detailed	1800	1
☐ Programmes Structure - Outline	850	1
☐ Certified True Copy of Certificate of Award	200	1
☐ Certified True Copy of Transcript	200	1
☐ Copy of Examination Paper	200	1
☐ List of Cases and Statutes for Law Modules	1800	1
☐ Testimonial (Elaborate)	1800	1
☐ Certified True Copy of Academic Documents - Programme Structure	200	1
☐ Certified True Copy of Academic Documents - Abstract of Thesis	200	1
☐ Certified True Copy of Academic Documents - Module Specification Sheet (MSS) / Module Catalogue	200	1
☐ Module Specification Sheet (MSS) / Module Catalogue per module	200	1
☐ Certificate of Academic Performance (prepared by academic staff of Faculty and certified by Examinations Office)	200	1
☐ Copy of Dissertation/Project	5000	1
☐ 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 [Choose File] 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 Collectio

[Upload] [Add Another New Request] [Click on Continue to proceed with Collection Method & Mode of Payment] [Close]

0455_w22_qp_23.pdf [Delete Uploaded File]

> - 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 Courrier Express	○ Email

Mode of Payment

| Mode of Payment | ○ Cash | ○ Internet Bank Transfer | ○ Online Payment | |

[Save] [Close]

> - 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 Courrier 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 Courrier Express | ○ Email |

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

Name of Recipient [................................] *
Address of Recipient [................................] *

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

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

Collection Method

| Collection Method | ○ In Person | ○ By An Authorised Person | ○ By Courrier Express | ⦿ Email |

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