

## Four steps for Semester Registration

### Step 1

Please ensure you have completed your student satisfaction survey. If you haven't completed yet. Please contact SAC office at 09 424 2687/ 2693

### Step 2

Log into <https://registration.dhuautomotive.edu.my/site/login>

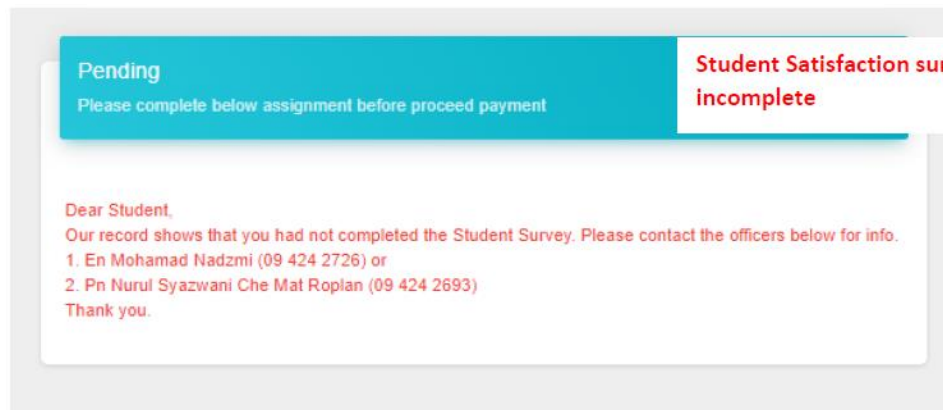
Your access to the system:

User ID: IC Number (without -)

Password: p@ssw0rd

*Note: Please use your latest password*

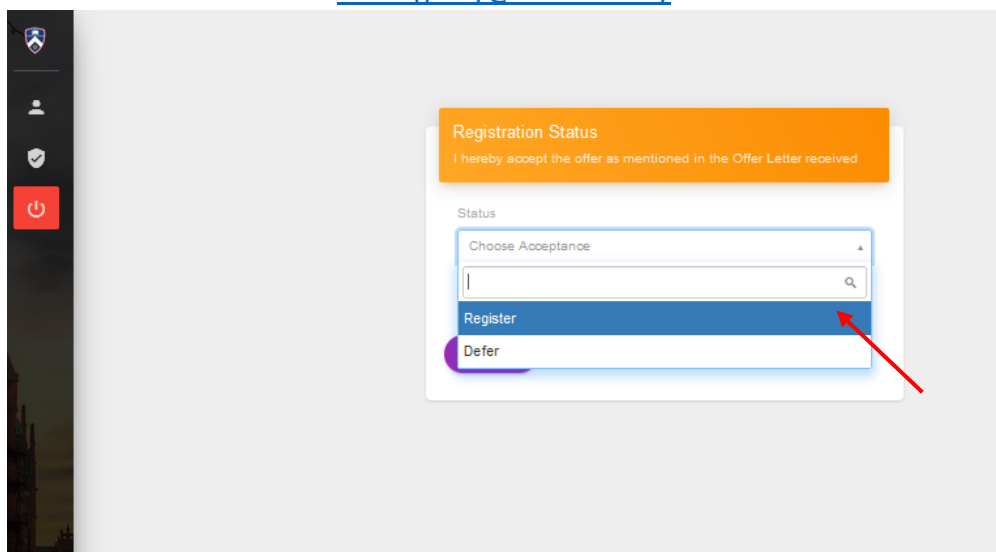
*Note: If you encounter a situation where the system displays a message indicating that your student survey is incomplete after logging in, please contact the SAC team immediately. This will enable you to proceed with your registration.*



### Step 3

Please click 'register'.

To apply for a deferment of study, please submit an official letter by sending it via email to [dhuregistry@dhu.edu.my](mailto:dhuregistry@dhu.edu.my)



## Step 4

Student to pay the fees (If required). Any outstanding fees will result in an incomplete registration.

The screenshot shows a mobile application interface for student payments. At the top, there are navigation icons for 'PROFILE' and 'PAYMENT'. The main content area is titled 'Payment List' and contains a message to the student: 'Dear Student, You are required to make payment as stated. Kindly contact Bursary Unit should you have any inquiries. 1. Pn Norazleena (09 424 2464) or 2. Pn Mariyana (09 424 2462) or 3. Cik Suhana (09 424 2473). Thank you.'

No	Date Generated	OL Ref Number	Payment Due	Payment Status	Amount to Pay	
1	May 20, 2021 9:50:53 AM	Ref No. DHURO/ARU-FT/2021(06)1	1625	Unpaid	<input type="text"/>	<a href="#">PAY</a>

A red arrow points to the 'PAY' button in the last row of the table. Below the table is a 'Payment History' section.

## Check your Registration

Students who click 'register' will see a status register on their profile. However, please note that this does not mean that your registration has been successful.

### Successful registration only when you have:

1. Profile Acceptance status: Register

The screenshot shows a student profile page with a purple header. The profile name is Siti Nurfatimah binti Mohmed Nor. On the right side, there is a circular profile picture placeholder. Below the name, there is a section for 'Acceptance Status' which is circled in red and displays 'Acceptance Status : Register'. The page also has navigation buttons for 'PROFILE' and 'PAYMENT' at the top.

2. No outstanding payment

The screenshot shows a 'Payment List' table with the following data:

No	Date Generated	OL Ref Number	Payment Due	Payment Status	Amount to Pay
1	Jun 14, 2020, 6:16:32 PM	Ref No. DHU/RO/ARU-/2020(06)/0	350	Paid	
2	Oct 18, 2020, 8:20:01 AM	Ref No. DHU/RO/ARU-/2020(10)/0	0	Paid	
3	Feb 17, 2021, 11:40:10 AM	/2021(02)/0	0	Paid	
4	Jun 15, 2021, 5:16:28 PM	Ref No. DHU/RO/ARU-FT/2021(06)/0	0	Paid	
5	Sep 29, 2021, 10:20:17 AM	Ref No. DHU/RO/ARU-FT/2021(10)/0	0	Paid	
6	Feb 14, 2022, 11:16:08 AM	Ref No. DHU/RO/ARU-FT/2022(03)/0	0	Paid	
7	Jun 13, 2022, 3:23:32 PM	Ref No. DHU/RO/ARU-FT/2022(07)/0	0	Paid	

The 'Payment Status' column for all rows is circled in red, and the text 'All paid' is written in red next to it.

### IMPORTANT!

Please take note, **Online Registration System will close on 03/11/2023 (Friday, 5.00 pm)**. Students who request to register after the system closed shall complete the **Continuing Student Registration Form** manually and submit to Admission and Record Unit.

We would like to remind you that registration after the system has closed will be considered as late registration. Please note that penalties will be imposed, ranging from RM50 to RM160. These penalties will be included in the tuition fees. To avoid any inconvenience or additional charges, we strongly encourage you to register within the designated registration period. Timely registration ensures a smooth administrative process.