



UNIVERSITI  
MALAYSIA  
PERLIS

**MANUAL PENGGUNA**  
PERMOHONAN KEMASUKAN KE PROGRAM  
PDCE (CALON LUAR)  
**SISTEM APPLY3L**

Digital Management and Development Centre

**DMDC@UniMAP**

 [digitaldmdc@unimap.edu.my](mailto:digitaldmdc@unimap.edu.my)

 [dmdc.unimap.edu.my](mailto:dmdc.unimap.edu.my)



## ISI KANDUNGAN

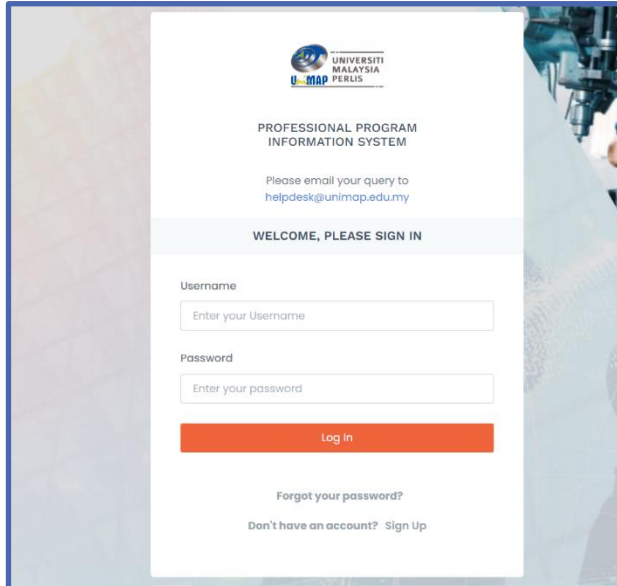
1.0 PERMOHONAN PENDAFTARAN DALAM TALIAN .....	2
2.0 PERMOHONAN PROGRAM.....	4
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## 1.0 PERMOHONAN PENDAFTARN DALAM TALIAN

Login ke <https://apply3l.unimap.edu.my/>

### 1. Skrin utama

Skrin utama untuk permohonan kemasukan.



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UPVEX

PROFESSIONAL PROGRAM  
INFORMATION SYSTEM

Please email your query to  
helpdesk@unimap.edu.my

WELCOME, PLEASE SIGN IN

Username  
Enter your Username

Password  
Enter your password

Log In

Forgot your password?

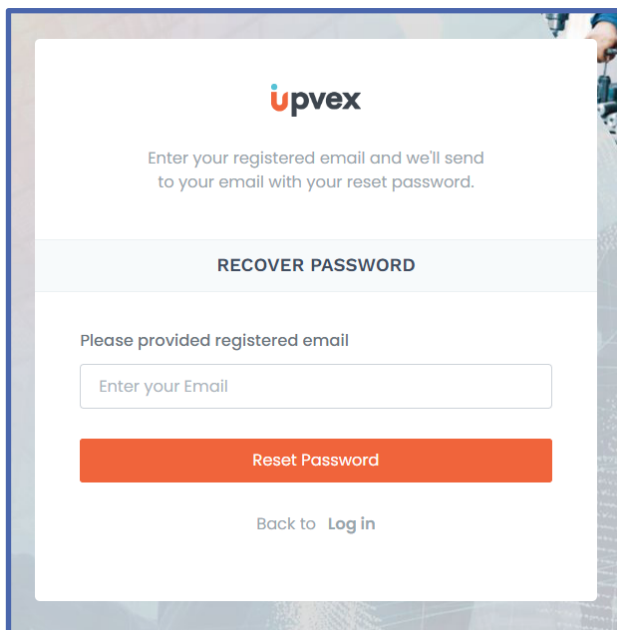
Don't have an account? Sign Up

#### Bagi pendaftaran yang telah wujud:

- Masukkan id pengguna berdaftar di ruangan 'username'
- Masukkan Katalaluan di ruangan 'Password'.
- Klik butang 'Login' dan ikuti Langkah seterusnya

#### Bagi pemohon yang terlupa katalaluan:

- Klik '**Forgot your password?**' dan skrin berikut akan dipaparkan.



upvex

Enter your registered email and we'll send  
to your email with your reset password.

RECOVER PASSWORD

Please provided registered email

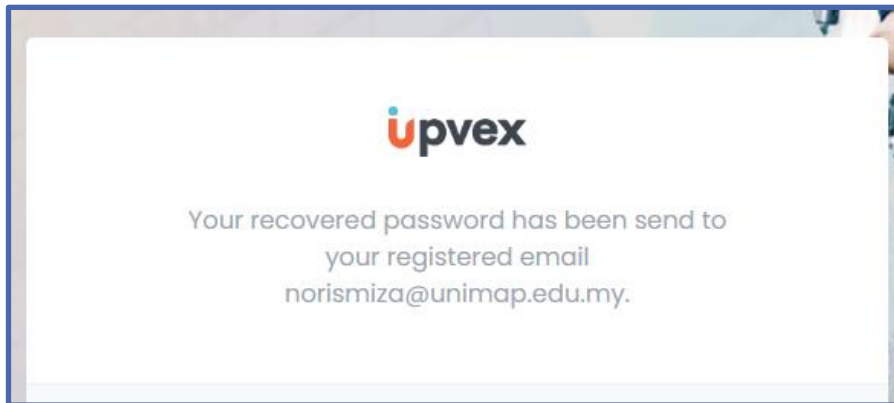
Enter your Email

Reset Password

Back to Log in

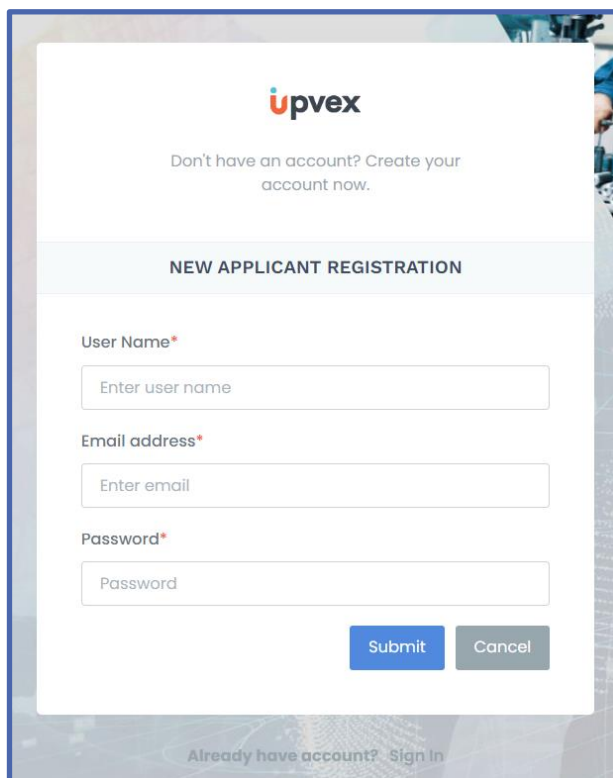
- Masukkan emel di ruangan '**Enter your Email**'.
- Klik '**Reset Password**'.

ivi. Klik butang **'Send'**. Sistem akan menghantar emel seperti di skrin berikutnya.

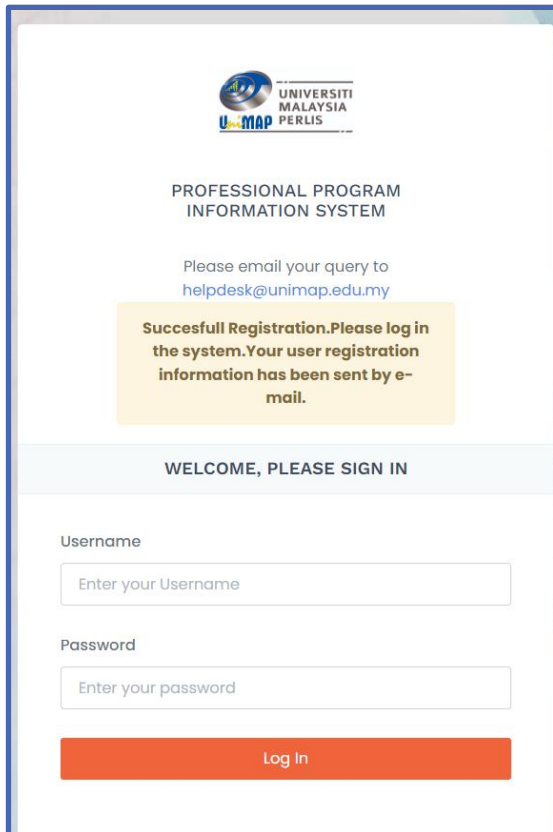


**Bagi pendaftaran kali pertama:**

i. Klik pada **'Sign Up'** dan skrin berikut akan dipaparkan.

A screenshot of the 'NEW APPLICANT REGISTRATION' form. The form includes the upvex logo, a prompt "Don't have an account? Create your account now.", and the title "NEW APPLICANT REGISTRATION". Below the title are three input fields: "User Name\*" with a placeholder "Enter user name", "Email address\*" with a placeholder "Enter email", and "Password\*" with a placeholder "Password". At the bottom right are "Submit" and "Cancel" buttons. At the bottom left, there is a link "Already have account? Sign In".

- ii. Masukkan **'username'** pilihan.
- iii. Masukkan **'Email address'**
- iv. Masukkan **'Password'**
- v. Klik butang **'Submit'**. Skrin yang berkaitan akan dipaparkan.



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Please email your query to  
[helpdesk@unimap.edu.my](mailto:helpdesk@unimap.edu.my)

**Successful Registration. Please log in  
the system. Your user registration  
information has been sent by e-  
mail.**

WELCOME, PLEASE SIGN IN

Username

Enter your Username

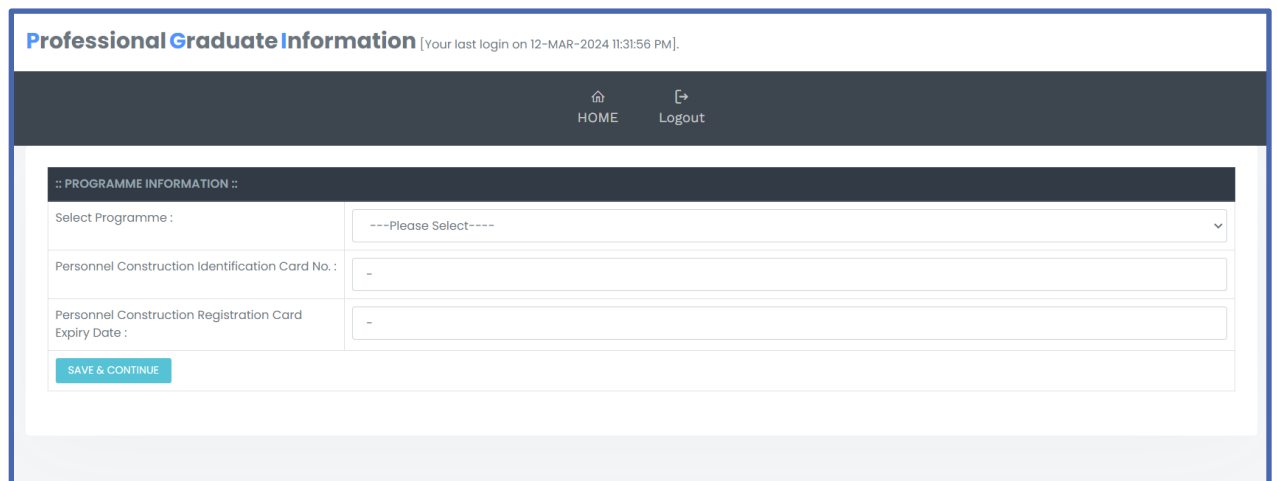
Password

Enter your password

Log In

## 2.0 PERMOHONAN PROGRAM

### 2. Skrin Permohonan Kemasukan



Professional Graduate Information [Your last login on 12-MAR-2024 11:31:56 PM].

HOME Logout

PROGRAMME INFORMATION :

Select Programme : ---Please Select---

Personnel Construction Identification Card No. : -

Personnel Construction Registration Card Expiry Date : -

SAVE & CONTINUE

#### **Maklumat Program:**

- Pilih salah satu nama program daripada dropdown menu '**Select Program**' yang ingin dipohon.

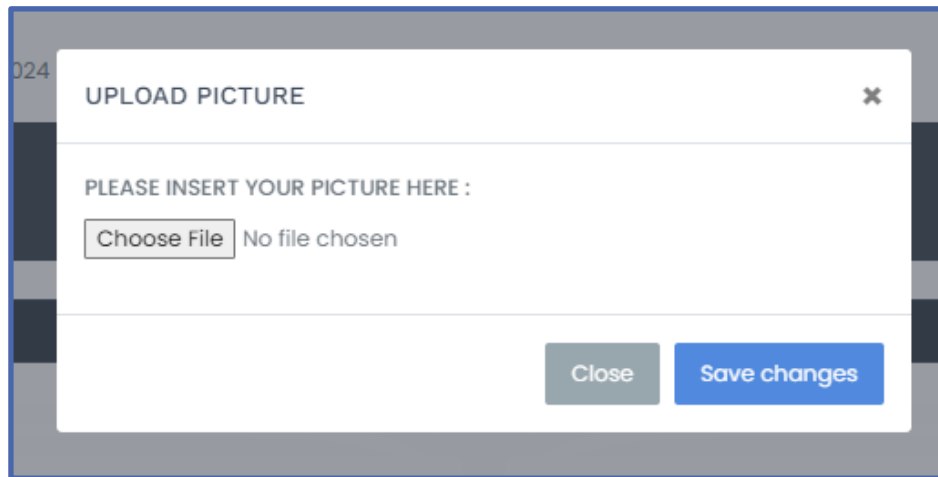
- ii. Masukkan No. Id Kad Personel Pembinaan di ruangan **'Personnel Construction Identification Card No.'** sekiranya ada.
- iii. Masukkan Tarikh Luput kad di ruangan **'Personnel Construction Registration Card Expiry Date'** sekiranya ada.
- iv. Klik **'Save & Continue'** dan ikuti Langkah seterusnya

### 3.0 MAKLUMAT PERSONEL

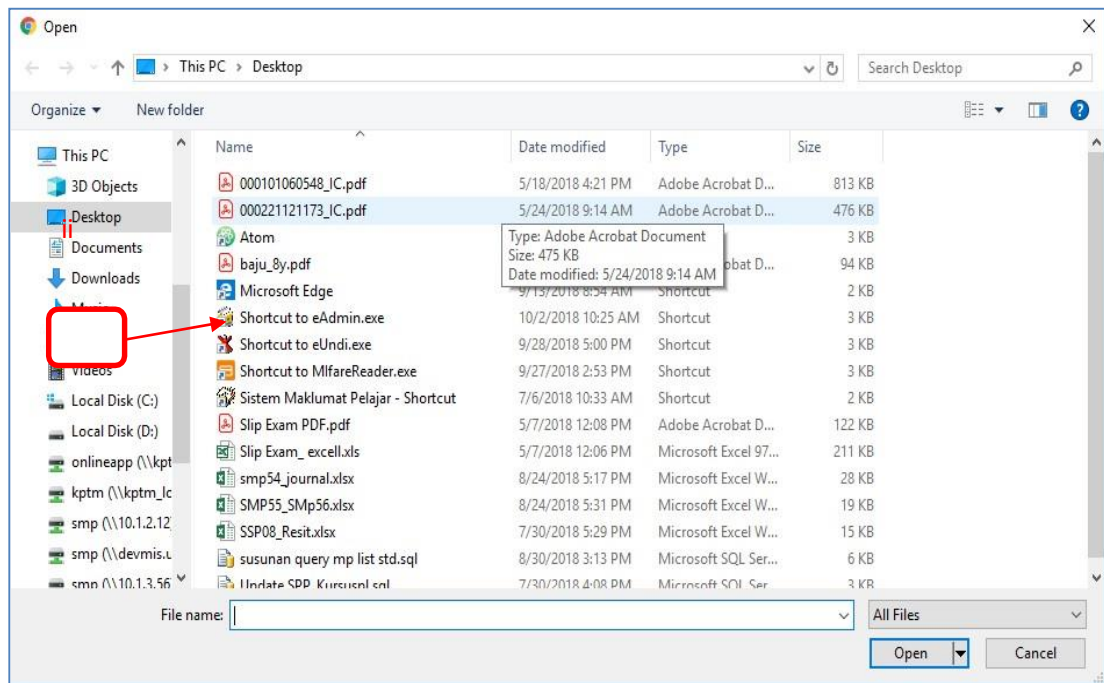
## 3. Skrin Permohonan Kemasukan

Masukkan semua maklumat yang diperlukan termasuk yang bertanda (\*) wajib diisi.

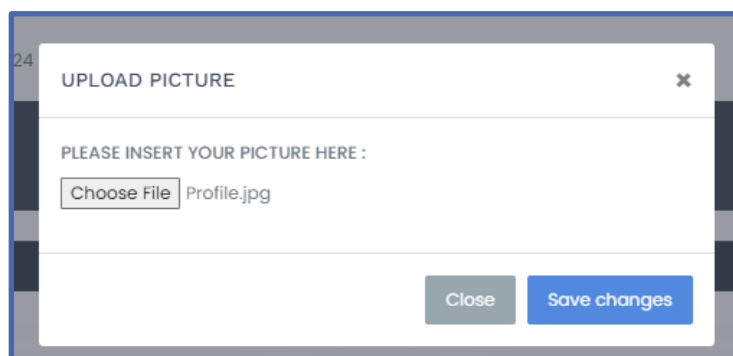
- i. Klik **'Upload Picture'**. Mesej berikut akan dipaparkan.



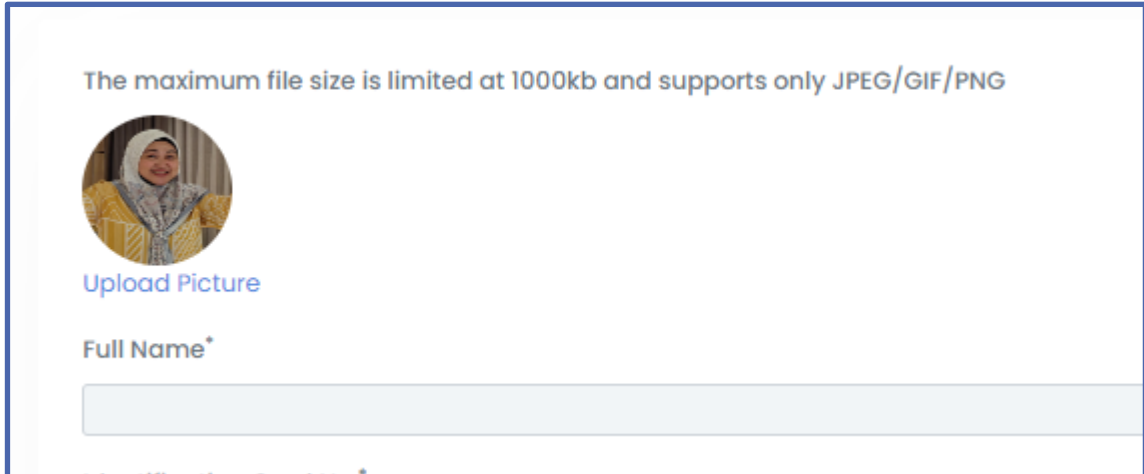
- ii. Klik butang **'Choose File'**. Skrin berikut akan dipaparkan.




- iii. Pilih nama gambar yang ingin di muat naik Klik **'Save changes'**. Saiz maksimum gambar adalah 1000kb (1Mb) dan hanya untuk format JPEG/GIF/PNG.



- iv. Gambar yang berjaya dimuat naik akan dipaparkan seperti berikut.



The maximum file size is limited at 1000kb and supports only JPEG/GIF/PNG



Upload Picture

Full Name\*

- v. Masukkan nama penuh di ruangan **'Full name'**.
- vi. Masukkan no. kad pengenalan di ruangan **'Identification Card No.'**
- vii. Masukkan Tarikh lahir di ruangan **'Birthday'**.
- viii. Pilih jantina di dropdown menu **'Gender'**.
- ix. Pilih kewarganeraan di dropdown menu **'Nationality'**.
- x. Pilih agama di dropdown menu **'Religion'**.
- xi. Pilih status OKU di dropdown menu **'OKU Status'**.
- xii. Pilih taraf perkahwinan di dropdown menu **'Marital Status'**.
- xiii. Pilih bangsa di dropdown menu **'Race'**.
- xiv. Masukkan emel address di ruangan **'Email Address'**.
- xv. Masukkan Alamat 1 di ruangan **'Address 1'**.
- xvi. Masukkan Alamat 2 di ruangan **'Address 2'**.
- xvii. Masukkan poskod di ruangan **'Postcode'**.
- xviii. Masukkan bandar di ruangan **'City'**.
- xix. Pilih Negeri di dropdown menu **'State'**.
- xx. Pilih Negara di dropdown menu **'Country'**.
- xxi. Pilih kategori pelajar di dropdown menu **'Student Type'**.
- xxii. Masukkan no. telefon bimbit di ruangan **'Telephone No. (Mobile)'**.
- xxiii. Masukkan no. telefon pejabat di ruangan **'Telephone No. (Office)'**.
- xxiv. Masukkan nama waris sekiranya berlaku kecemasan di ruangan **'Next-Of-Kin (Emergency)'**.
- xxv. Masukkan status ikatan kekeluargaan di ruangan **'Relationship'**.
- xxvi. Masukkan no. telefon waris di ruangan **'Contact No.'**
- xxvii. Masukkan emel waris di ruangan **'Email'**.
- xxviii. Klik **'Save & Next'**. Skrin berikut akan dipaparkan.



## 4.0 MAKLUMAT KELAYAKAN AKADEMIK

### 4. Skrin Kelayakan Akademik

The screenshot displays the 'Professional Graduate Information' interface. At the top, there is a navigation bar with links for HOME, A: Profile, B: Programme, and E: Logout. Below this, there are three main sections, each with an 'ADD' button and a table:

- ACADEMIC QUALIFICATION:** Table with columns: QUALIFICATION LEVEL, FIELD, UNIVERSITY/COLLEGE/INSTITUTION, YEAR, ATTACHMENT. Status: No Records!
- TECHNICAL/SKILLS CERTIFICATE:** Table with columns: QUALIFICATION LEVEL, FIELD, UNIVERSITY/COLLEGE/INSTITUTION, YEAR, ATTACHMENT. Status: No Records!
- PROFESSIONAL QUALIFICATION:** Table with columns: QUALIFICATION LEVEL, FIELD, CONFIRMING BOARD, YEAR. Status: No Records!

At the bottom of the page, there is a footer with the text '2020 © Brought to you by Digital Management & Development Centre' and links for 'About Us', 'Help', and 'Contact Us'.

#### Bagi Academic Qualification:

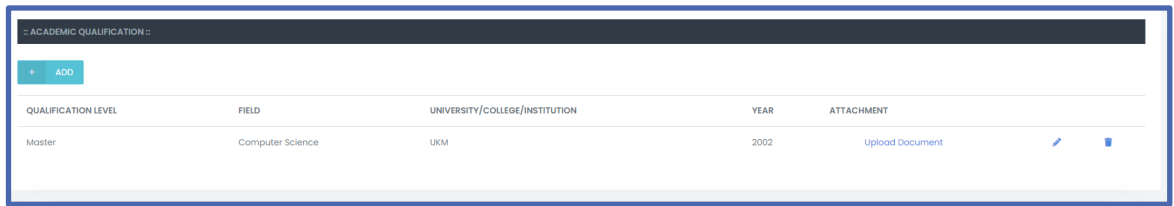
- Klik **'ADD'**. Mesej berikut akan dipaparkan.

The screenshot shows a modal window titled 'Add Education Qualification'. It contains the following fields:

- Qualification Level:** A dropdown menu with 'PHD' selected.
- Field:** A text input field with the placeholder text 'Please Enter Education's Field'.
- University/College/Institution:** A text input field with the placeholder text 'Please Enter University/College/Institution'.
- Year:** A text input field with the placeholder text 'Please Enter Year'.

At the bottom of the modal, there are two buttons: 'Close' and 'Save changes'.

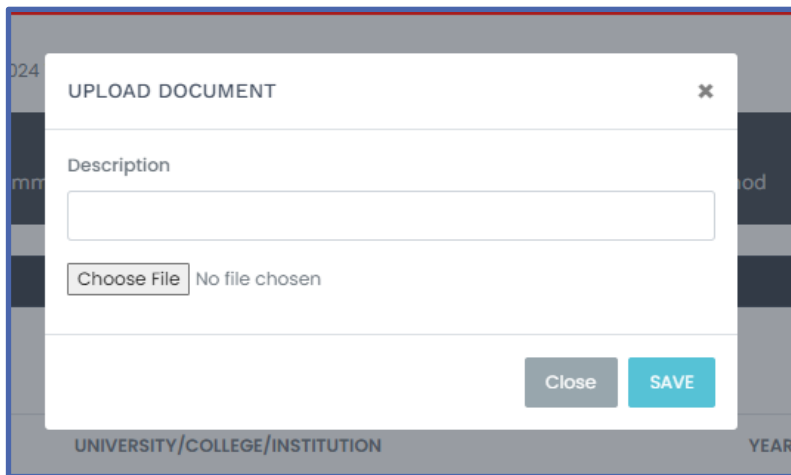
- Pilih peringkat kelayakan di dropdown menu **'Qualification Level'**.
- Masukkan bidang pengajian di ruangan **'Field'**.
- Masukkan institusi pengajian di ruangan **'University/College/Institution'**.
- Masukkan tahun pengajian di ruangan **'Year'**.
- Klik **'Save changes'** dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.



The screenshot shows a table titled "ACADEMIC QUALIFICATION" with a header row containing "QUALIFICATION LEVEL", "FIELD", "UNIVERSITY/COLLEGE/INSTITUTION", "YEAR", and "ATTACHMENT". Below the header, there is one data row with the following values: "Master", "Computer Science", "UKM", "2002", and "Upload Document". A blue "ADD" button is located at the top left of the table area.

QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTITUTION	YEAR	ATTACHMENT
Master	Computer Science	UKM	2002	Upload Document

vii. Klik **'Upload Document'** untuk memuatnaik sijil kelayakan berkaitan seperti mesej paparan berikut.



The screenshot shows a modal window titled "UPLOAD DOCUMENT" with a close button (X) in the top right corner. It contains a "Description" label followed by a text input field. Below the input field is a "Choose File" button and the text "No file chosen". At the bottom right of the modal, there are two buttons: "Close" and "SAVE".

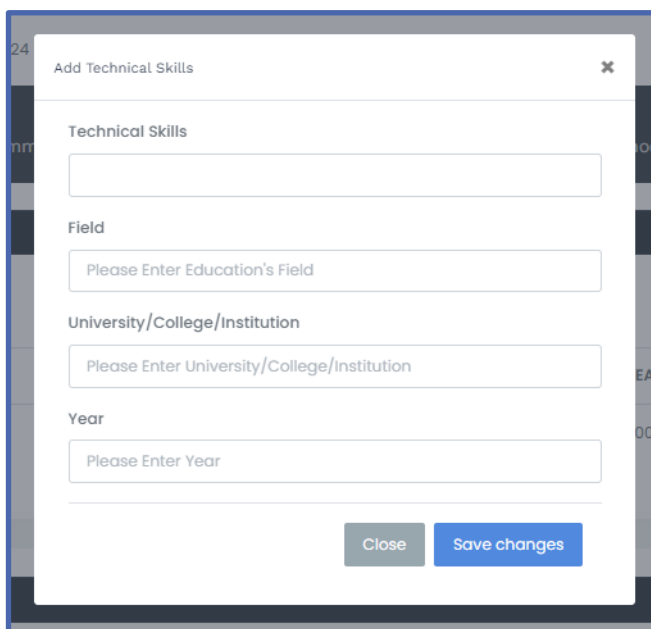
viii. Masukkan nama dokumen di ruangan dan klik **'Choose File'** untuk memilih fail yang hendak dimuatnaik.

ix. Klik **'Save'** untuk menyimpan fail.

x. Ulangi Langkah yang sama untuk memuatnaik dokumen yang lain.

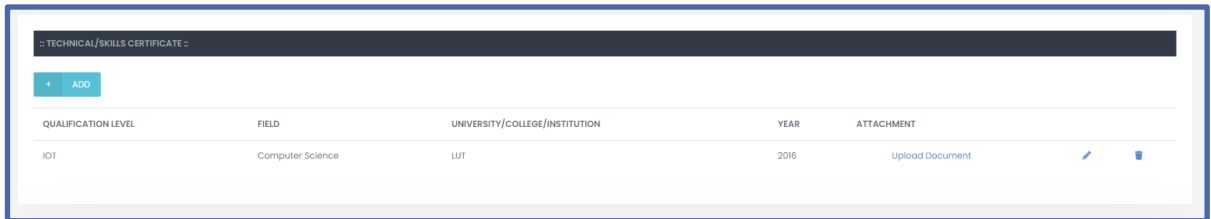
#### **Bagi Technical/Skills Certificate:**



i. Klik **'ADD'**. Mesej berikut akan dipaparkan.



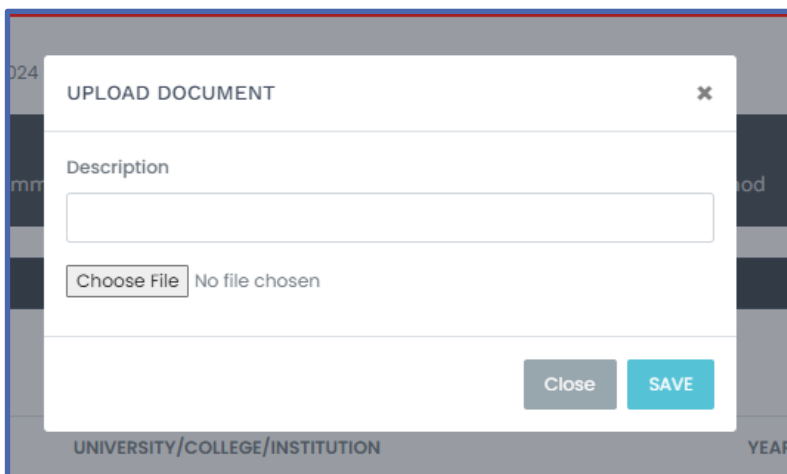
The screenshot shows a modal window titled "Add Technical Skills" with a close button (X) in the top right corner. It contains four input fields: "Technical Skills", "Field", "University/College/Institution", and "Year". Each input field has a placeholder text: "Please Enter Education's Field", "Please Enter University/College/Institution", and "Please Enter Year". At the bottom right of the modal, there are two buttons: "Close" and "Save changes".

- ii. Masukkan Kemahiran teknikal di ruangan **'Technical Skills'**.
- iii. Masukkan bidang kemahiran di ruangan **'Field'**.
- iv. Masukkan institusi pengajian di ruangan **'University/College/Institution'**.
- v. Masukkan tahun pengajian di ruangan **'Year'**.
- vi. Klik **'Save changes'** dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.



QUALIFICATION LEVEL	FIELD	UNIVERSITY/COLLEGE/INSTITUTION	YEAR	ATTACHMENT
IOT	Computer Science	LUT	2016	Upload Document  

- xi. Klik **'Upload Document'** untuk memuatnaik sijil kelayakan berkaitan seperti mesej paparan berikut.



**UPLOAD DOCUMENT** ✕

Description

Choose File No file chosen

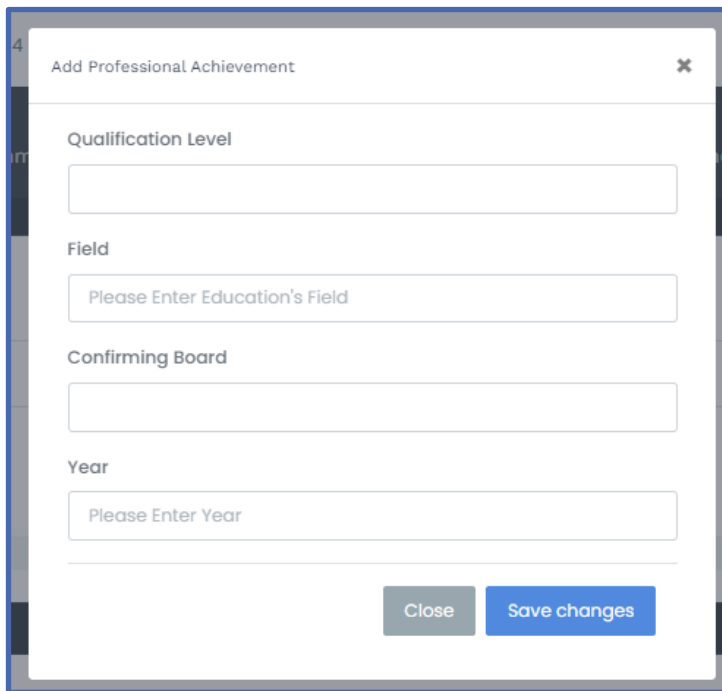
Close SAVE

UNIVERSITY/COLLEGE/INSTITUTION      YEAR

- xii. Masukkan nama dokumen di ruangan dan klik **'Choose File'** untuk memilih fail yang hendak dimuatnaik.
- xiii. Klik **'Save'** untuk menyimpan fail.
- xiv. Ulangi Langkah yang sama untuk memuatnaik dokumen yang lain.

**Bagi Professional Qualification:**

xv. Klik **'ADD'**. Mesej berikut akan dipaparkan.



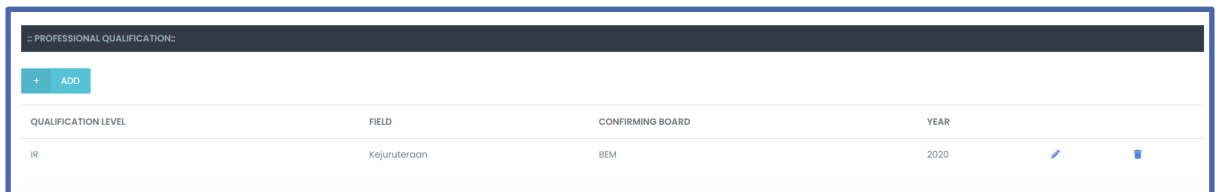
xvi. Masukkan peringkat kelayakan di ruangan **'Qualification Level'**.



xvii. Masukkan bidang pengajian di ruangan **'Field'**.

xviii. Masukkan Lembaga pengiktirafan di ruangan **'Confirming Board'**.

xix. Masukkan tahun pengiktirafan di ruangan **'Year'**.

xx. Klik **'Save changes'** dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.



QUALIFICATION LEVEL	FIELD	CONFIRMING BOARD	YEAR	
IR	Kejuruteraan	BEM	2020	 

Klik **'NEXT'** setelah selesai kesemua bahagian.

## 5.0 MAKLUMAT PENGALAMAN BEKERJA

### 5. Skrin Maklumat Pengalaman Bekerja

Professional Graduate Information [Your last login on 12-MAR-2024 11:31:56 PM]

HOME A: Profile B: Programme C: Education D: Work Experience E: Payment Method F: Acknowledgement [+ Logout]

WORK EXPERIENCE

Add Latest Work Experience

Employer's Name  
Please Enter Employer's Name

Employer's Address  
Please Enter Employer's Address

Telephone No.  
Please Enter Employer's Telephone No.

Fax No.  
Please Enter Employer's Fax No.

Email Address  
Please Enter Email Address

Recent Posts  
Please Enter Recent Posts

Position Grade  
Please Enter Position Grade

Field of Work  
Please Enter Field of Work

Range of Year  
Please Enter Range Year of Service

Type of Business (CONSULTANT/CONTRACTOR/DEVELOPER/OTHERS)  
Please Specify Here

Save Current Work

+ ADD PREVIOUS WORK

Previous Work Experience

POSITION	COMPANY	SCOPE/FIELD	YEAR
No Records!			

Next

- i. Masukkan nama majikan di ruangan **'Employer's Name'**
- ii. Masukkan Alamat majikan di ruangan **'Employer's Address'**
- iii. Masukkan No. Telefon di ruangan **'Telephone No.'**
- iv. Masukkan No. Faks di ruangan **'Fax No.'**
- v. Masukkan emel address di ruangan **'Email Address'**
- vi. Masukkan Jawatan terdahulu di ruangan **'Recent Posts'**
- vii. Masukkan Gred Jawatan di ruangan **'Position Grade'**
- viii. Masukkan Bidang Kerja di ruangan **'Field of Work'**
- ix. Masukkan Tempoh Tahun Bekerja di ruangan **'Range of Year'**
- x. Masukkan Bidang Perniagaan di ruangan **'Type of Business (CONSULTANT/CONTRACTOR/DEVELOPER/OTHERS)'**
- xi. Klik **'Save Current Work'**. Skrin berikut akan dipaparkan.

WORK EXPERIENCE

Current Work Experience

Employer's Name  
Bumih

Employer's Address  
Jalan Sebelang

Telephone No.  
0345

Fax No.  
0345

Email Address  
w@yuhoo.com

Recent Post  
IT Officer

Position Grade  
E3

Field of Work  
IT

Year of Service  
2003-2005

Type of Business (CONSULTANT/CONTRACTOR/DEVELOPER/OTHERS)  
Construction

Save Current Work

+ ADD PREVIOUS WORK

Previous Work Experience

POSITION	COMPANY	SCOPE/FIELD	YEAR
No Records!			

Next

Klik **'NEXT'** untuk ke skrin berikutnya.

## 6.0 MAKLUMAT METOD PEMBAYARAN

### 6. Skrin Metod Pembayaran

- i. Pilih metod pembayaran yuran di ruangan multiple choice **'Please select one or more than one'**.
- ii. Klik **'SAVE'** untuk ke skrin berikutnya.

## 7.0 MAKLUMAT PERAKUAN

### 7. Skrin Maklumat Perakuan

DOCUMENT CHECKLIST	STATUS	ACTION	FILE NAME
1) Process fee RUBAH PROSES	<input checked="" type="checkbox"/>	▲	Upload Document
2) One (1) passport size photo in soft copy form (Format: JPEG/PNG/Jar) Sila (1) gambar berukuran passport dalam bentuk softcopy (Format: jpeg/png/jar) - <b>Compulsory</b>	<input checked="" type="checkbox"/>	▲	Upload Picture
3) One (1) copy of the Identification Card Sila (1) salinan Kad Pengenalan - <b>Compulsory</b>	<input checked="" type="checkbox"/>	▲	Upload Document
4) One (1) copy of the Construction Personal Registration Card that is still valid (if available) Sila (1) salinan Kad Pendaftaran Personal Register yang masih sah (jika ada)	<input checked="" type="checkbox"/>	▲	Upload Document
5) One (1) copy of the Summary Report of the Project that has been handled by the applicant (if available) Sila (1) salinan Ringkasan Laporan Projek yang pernah ditangani oleh pemohon (jika ada)	<input checked="" type="checkbox"/>	▲	Upload Document
6) Resume - <b>Compulsory</b>	<input checked="" type="checkbox"/>	▲	Upload Document
7) Copies of academic and skill certificates (Please go to Section C to upload documents) Salinan naskh akademik dan kemahiran (Sila ke Bahagian C untuk memuat naik dokumen)	<input checked="" type="checkbox"/>	▲	Upload Document
8) Others Lain-lain	<input type="checkbox"/>	▲	Upload Document

**ACKNOWLEDGEMENT**

Saya dengan ini bertanggungjawab dan menandatangani bukannya maklumat yang diberikan di dalam borang permohonan ini dan segala dokumen yang diberikan benar-benar adalah benar. Saya juga memohon maaf jika saya membuat kesalahan dalam penyediaan borang ini. Sekiranya saya tidak setuju dengan maklumat yang diberikan dalam borang permohonan, saya akan membatalkan permohonan saya. Saya memahami bahawa jika saya membuat kesalahan atau pernyataan yang tidak benar, saya akan dikenakan tindakan undang-undang.

I hereby acknowledge and confirm that the information provided in this application form and all copies of the documents attached to it are true.  
I am aware that if I make a false certificate or statement in writing or otherwise, I may be prevented from registering with UNMAP or if the certificate has been issued, UNMAP may revoke the certificate.

Full Name

Email Address

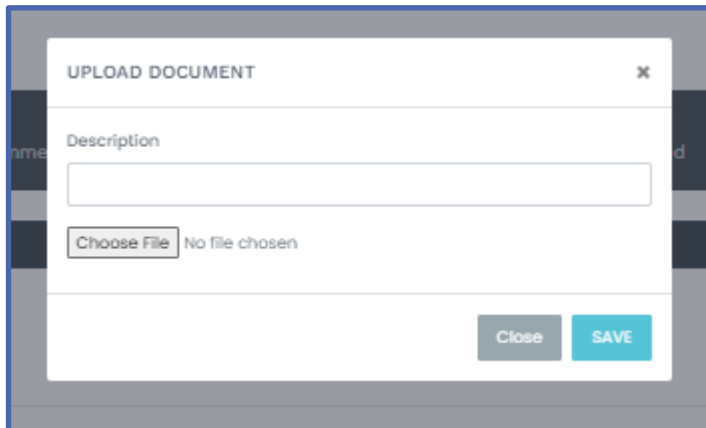
IC No

Date

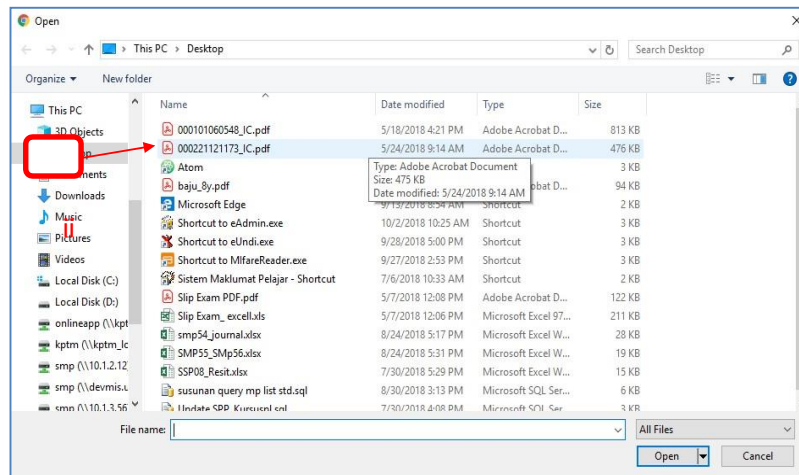
**Submit Application**

### Langkah-langkah untuk memuat naik dokumen (Bahagian Semakan a hingga h):

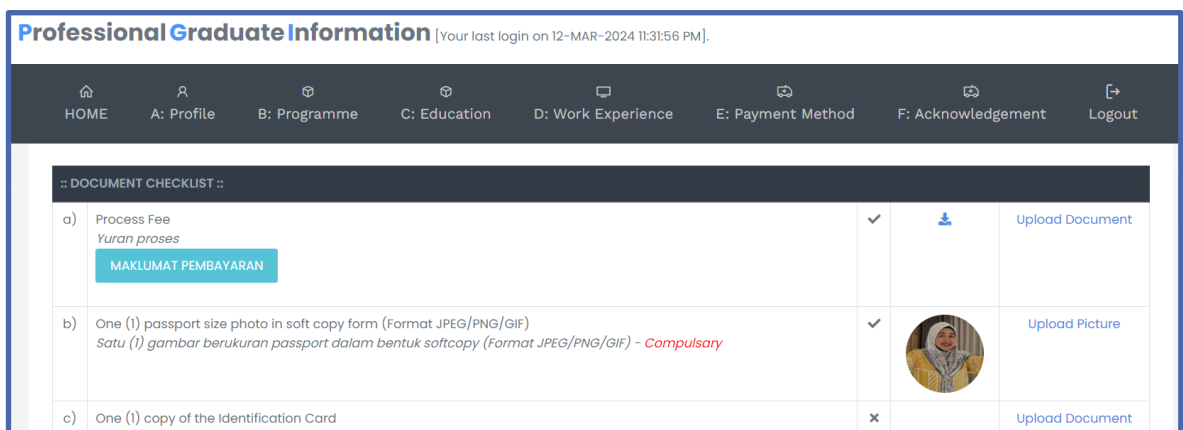
- i. Klik **'Upload Document'**. Mesej berikut akan dipaparkan.




- ii. Masukkan deskripsi fail di ruangan **'Description'**.  
 iii. Klik **'Choose File'** untuk memilih fail yang hendak dimuatnaik. Skrin berikut akan dipaparkan.



- iv. Klik **'Save'** untuk menyimpan fail.  
 v. Klik **'Save changes'** dan maklumat akan disimpan dan disenaraikan seperti paparan berikut.



- vi. Klik pada link symbol  untuk menyemak fail yang telah dimuat naik. Contoh: Salinan Kad pengenalan (seperti di bawah)

- vii. Ulangi proses untuk bahagian yang lain.



### Bahagian Perakuan Pemohon:

## 8. Skrin Maklumat Perakuan Pemohon

**:: ACKNOWLEDGEMENT ::**

Saya dengan ini sesungguhnya mengakui dan mengesahkan bahawa maklumat yang diberikan di dalam borang permohonan ini dan segala salinan dokumen yang disertakan bersamanya adalah benar.

Saya juga memahami bahawa jika saya membuat perakuan atau pernyataan palsu secara bertulis atau sebaliknya, saya boleh dihalang daripada mendaftar dengan UniMAP atau jika perakuan telah dikeluarkan, pihak UniMAP boleh menarik balik perakuan tersebut.

*I hereby acknowledge and confirm that the information provided in this application form and all copies of the documents attached to it are true.  
I also understand that if I make a false certificate or statement in writing or otherwise, I may be prevented from registering with UniMAP or if the certificate has been issued, UniMAP may revoke the certificate.*

Full Name

IC No

Date


[SUBMIT APPLICATION](#)

- i. Klik '**SUBMIT APPLICATION**'. Skrin berikut akan dipaparkan dan rekod permohonan telah disimpan.

**Professional Graduate Information** [your last login on 12-MAR-2024 11:31:56 PM]


HOME Logout

APPLICATION STATUS				
NO	PROGRAMME	APPLICANT SUBMIT STATUS	PDCE STATUS	
L	BHM303 - BACHELOR PROFESIONAL PENGURUSAN PERNIAGAAN	YES	IN PROCESS	+

- ii. Klik simbol  untuk proses cetakan seperti paparan berikut.



3/25/24, 8:14 AM apply3l.unimap.edu.my/EXEC/printApplication.jsp?e=27&oto=25




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MALAYSIA  
PERLIS**

**PUSAT PEMBANGUNAN PROFESIONAL DAN PEMBELAJARAN BERTERUSAN (PDCE)  
UNIVERSITI MALAYSIA PERLIS**  
TEL: 011- 2060 0025/010-846 4303 EMEL : pdce@unimap.edu.my

**BORANG PERMOHONAN PROGRAM PROFESIONAL Unimap**

---

**BAHAGIAN A: MAKLUMAT PEMOHON**



Nama Penuh : Eryssa Nur Iman  
 No. K/P : 123456789011  
 Jantina : PEREMPUAN  
 Agama : ISLAM  
 Taraf Perkahwinan : Bujang  
 Alamat : No. 2, Jalan Pari Baru 7,  
 : Taman Che Wan  
 : 30010 Ipoh  
 : PERAK MALAYSIA  
 No. Tel (P) : null  
 Program : RHMB03 - BACELOR PROFESIONAL PENGURUSAN PERNIAGAAN  
 Subject Description None

Tarikh Lahir : 08/06/2004  
 Warganegara : WARGANEGARA MALAYSIA  
 Alamat E-mel : norismiza@unimap.edu.my  
 Bangsa : MELAYU  
 Umur : 20  
 No. Tel (HP) : 011-1234567

**BAHAGIAN B : MAKLUMAT PENDIDIKAN PEMOHON**

Qualification Level	Field	University/College/Institution	Year
Diploma	Economy UKM		2012

**BAHAGIAN B2 : KELULUSAN SIJIL TEKNIKAL/KEMAHIRAN**

Qualification Level	Field	University/College/Institution	Year	Attachment
Computing	Information Technology	UITM	2013	

**BAHAGIAN C : MAKLUMAT PENCAPAIAN PROFESIONAL PEMOHON**

Qualification Level	Field	Confirming Board	Year
No Records!			

**BAHAGIAN D : MAKLUMAT PENGALAMAN KERJA PEMOHON**

Employer's Name  
Alaf Junjungan Sdn Bhd

Employer's Address  
Ipoh Perak

Telephone No.  
04-5566789

Fax No.  
04 - 6677890

Email Address  
null

Recent Post  
null

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