

How to Submit an Application on MUST Online Admissions System.

Scribe

1

Navigate to <https://admissions.must.ac.mw/>



2

The first step is to register your account. So on the top navigation bar click on Register.



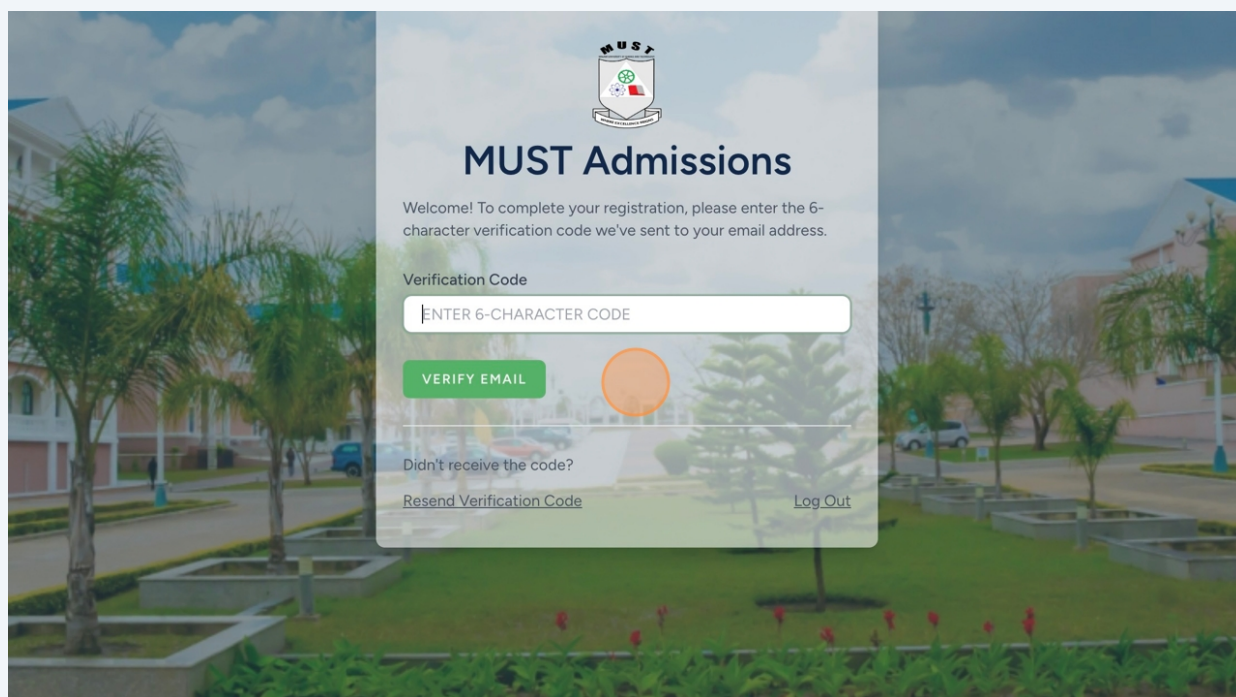
3

Fill in your registration details since all the fields are required here and then click on Register button.

The image shows the registration form on the MUST Admissions portal. The form is titled 'MUST Admissions' and includes the following fields: 'Name', 'Email', 'Password', and 'Confirm Password'. Each field has a corresponding input box. Below the 'Password' and 'Confirm Password' fields are eye icons to toggle visibility. A green 'REGISTER' button is positioned below the 'Confirm Password' field. Below the 'REGISTER' button is an 'Or' separator. Under the separator is a 'Continue with Google' button with the Google logo. At the bottom of the form, there is a link: 'Already have an account? [Login here](#)'. The background of the form is a blurred image of a campus with trees and buildings.

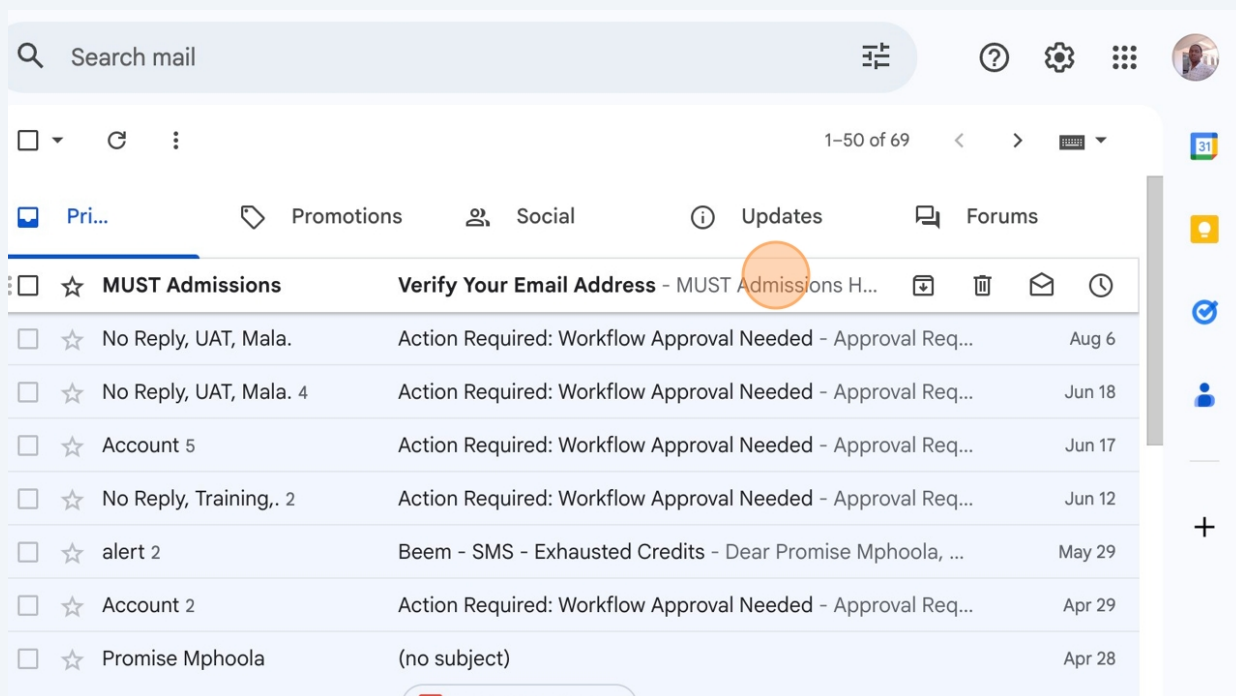
4

Once registration is successful, the system will send you a 6 character verification code to the email you used on the above registration step.



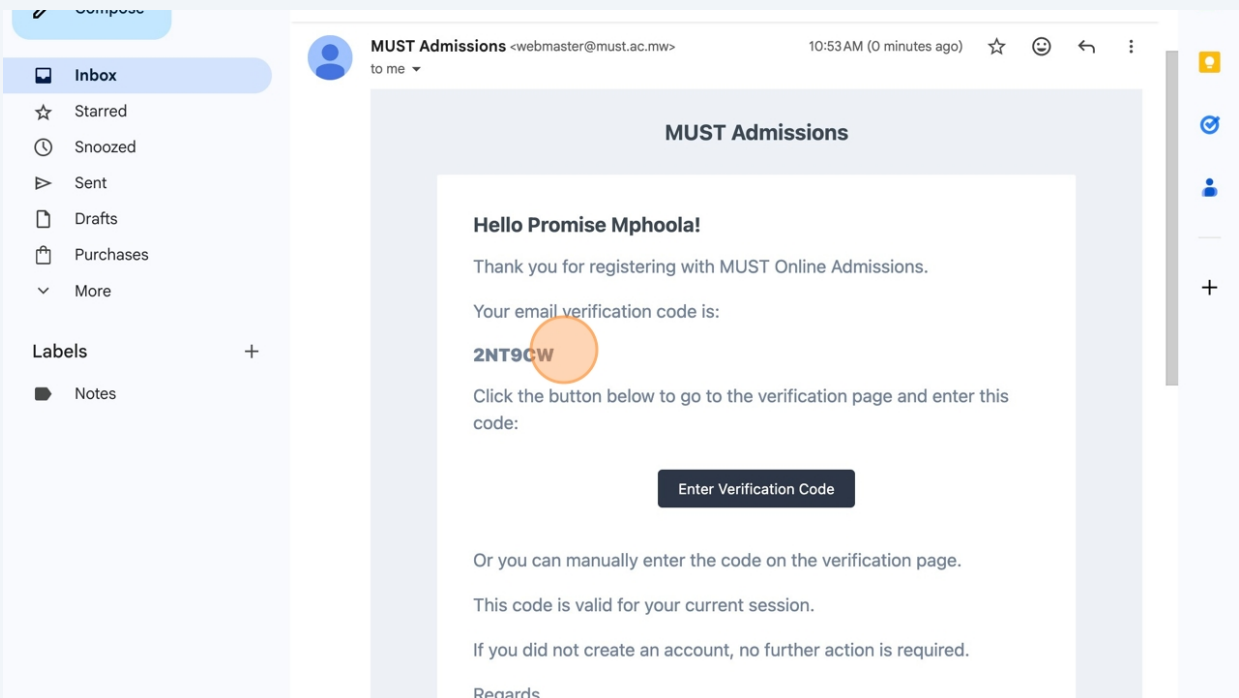
5

As you can see on this email inbox. We have the new email from MUST Admissions that contains the registration verification code.



6

Copy the code, so that we can use it on the registration verification page. If you had closed that page, you can click on the Enter Verification Code button right on your email inbox. It will take you on the page to enter the verification code.



7

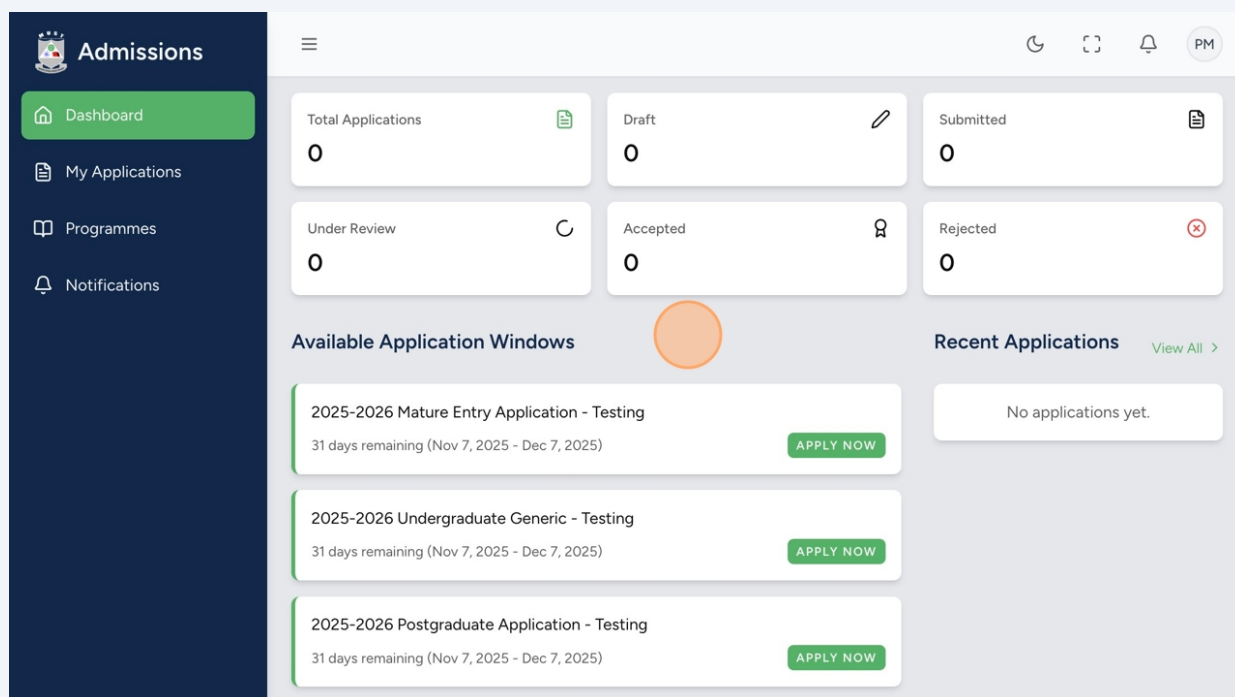
On here, paste the verification code and click on Verify Email button. If by some chance you did not receive the verification code, click on the Resend Verification Code link to get the new code in your email inbox.



8

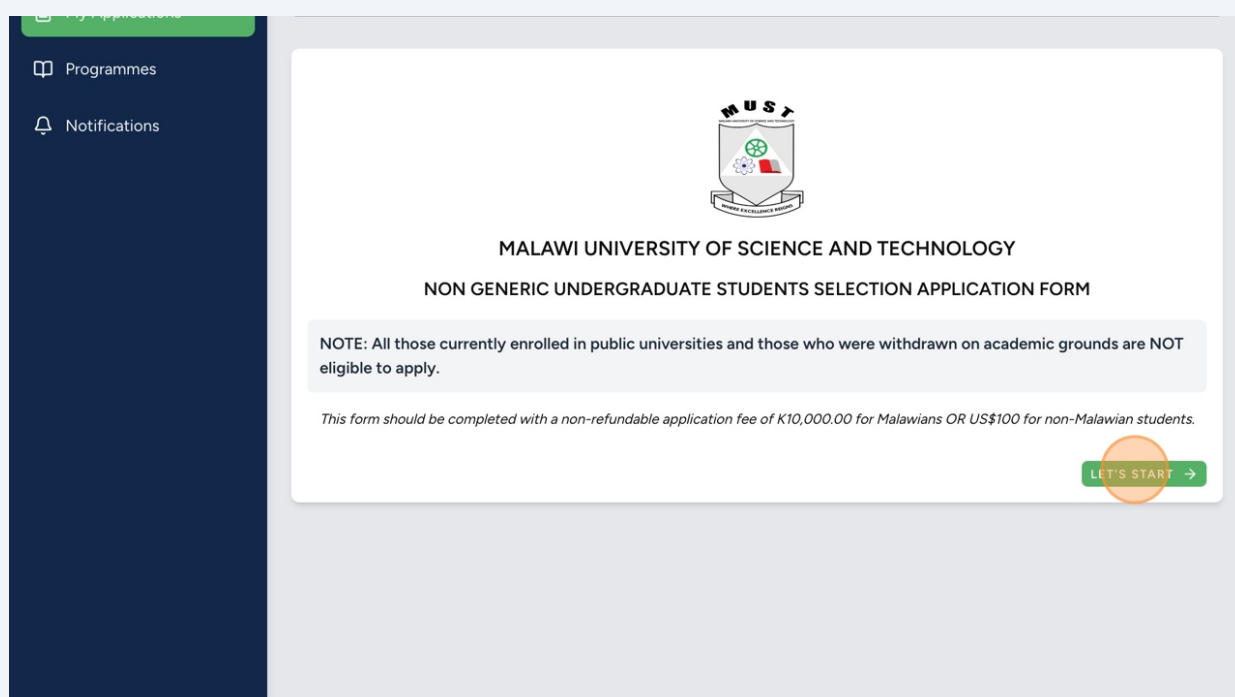
Congratulation for reaching this far. Here is your portal dashboard. When there are open application windows, you will see them here. In this diagram, we have three open application windows. For this demonstration, we are going to use 2025-2026 Undergraduate Generic - Testing form.

Note: That the steps are pretty match the same regardless of the application window you select.



9

Click "Let's start"



10 Click "Next"

My Applications

Programmes

Notifications

PERSONAL DETAILS

Title

Mr

×

▼

Surname

Mphoola

First Name(s)

Promise

Gender

Male

×

▼

Marital Status

Married

×

▼

Maiden Name (if applicable)

Date of Birth

01/01/2025

📅

Place of Birth (District/Town)

Goliath

Nationality

Malawi

×

▼

Country of Residence

Malawi

×

▼

Passport Sized Photo



Drag & drop a file here, or [browse](#)
(0 of 1 slots available)
Accepts: image/*

New Files

passport photo 2.png

(157.3 KB)

Remove

← PREVIOUS

SAVE DRAFT

NEXT →

11 Click "Next"

My Applications

Programmes

Notifications

CONTACT INFORMATION

Telephone

088123456789

Secondary Telephone (Optional)

088123456790

Email Address

promisemphoola23@gmail.com

Correspondence Address

Mr. Mphoola,
P.O. Box 5196,
Limbe, Blantyre

Permanent Address

☒ Same as correspondence address

Mr. Mphoola,
P.O. Box 5196,
Limbe, Blantyre

← PREVIOUS

SAVE DRAFT

NEXT →

12

On this page, you have to fill in the subjects you attended and scored best. Type to search and add the grade. Make sure to click on Add Subject button after filling in the details.

13

Click "Add School" to save the school details captured otherwise next button will not be activated.

14 Click "Next"

The screenshot shows a sidebar on the left with 'My Applications' highlighted, and 'Programmes' and 'Notifications' below it. The main form area is titled 'Add School'. It contains several input fields: 'Candidate No' (with placeholder 'Enter candidate number'), 'Center No' (with placeholder 'Enter center number'), and 'Center Name' (with placeholder 'Enter center name'). Below these are four more fields: 'From' (with placeholder 'Start date is required'), 'To' (with placeholder 'End date is required'), 'Year Results Obtained' (with placeholder 'Results year is required'), and 'Grade Achieved' (with placeholder 'Value is required' and example 'e.g. MSCE, IGCSE, A-Level').

Below the input fields is a section titled 'Individual Subject Grades (at least 6 subjects)'. It has a 'Subject' dropdown menu (currently showing 'Bible Knowledge') and a 'Grade (1-9)' input field (currently showing '2'). There is an 'ADD SUBJECT' button to the right.

Below that is a section titled 'Certificate/Notification of Results'. It features a large grey box with a green upload icon and the text: 'Drag & drop a file here, or [browse](#) (1 of 1 slots available) Accepts: .pdf, .jpg, .jpeg, .png'. There is an 'ADD SCHOOL' button below this section.

At the bottom of the form, there is a note: 'Please click on Add School button after filling in the details to save the School'. At the very bottom, there are three buttons: '← PREVIOUS', 'SAVE DRAFT', and 'NEXT →'. The 'NEXT' button is highlighted with an orange circle.

15 Click "Select an option"

The screenshot shows the 'Admissions' dashboard. The sidebar on the left has 'Admissions' at the top, followed by 'Dashboard', 'My Applications' (highlighted), 'Programmes', and 'Notifications'. The main content area is titled '2025-2026 Undergraduate Generic - Testing Process'. Below the title, it says 'Step 5 of 11: Programme Selection' and '40% Complete' with a progress bar.

The main form is titled 'PROGRAMME SELECTION'. It has three sections: 'First Choice Programme' with a dropdown menu (placeholder 'Select an option'), 'Second Choice Programme (Optional)' with a dropdown menu (currently showing 'Bachelor of Engineering in Biomedical Engineering (Hons)'), and 'Third Choice Programme (Optional)' with a dropdown menu (currently showing 'Bachelor of Science in Mathematical Sciences').

Below the dropdowns, there are three buttons: '← PREVIOUS', 'SAVE DRAFT', and 'NEXT →'. The 'NEXT' button is highlighted with an orange circle.

16

Click "Select an option" for the first choice you want. on the search input, type to search the program you are applying. do the same to fill all the 3 choices you have.

17

Click "Next"

18 Click "Next"

My Applications

Programmes

Notifications

SPECIAL REQUIREMENTS

Special Requirements or Disabilities (Optional)

Please give details of any physical or other disabilities which may require special arrangements or facilities.

Evidence of Special Requirement(Optional)

↑

Drag & drop a file here, or [browse](#)
(1 of 1 slots available)
Accepts: .pdf, .jpg, .jpeg, .png

← PREVIOUS

SAVE DRAFT

NEXT →

19 Click "Next"

My Applications

Programmes

Notifications

FINANCIAL SUPPORT

For self-sponsored students please attach a bank statement as proof of capacity to pay for yourself. Those being sponsored should also include a letter of commitment from sponsor.

Who will be paying for your fees?

Parents

Evidence of Financial Support

↑

Drag & drop a file here, or [browse](#)
(0 of 1 slots available)
Accepts: .pdf, .jpg, .jpeg, .png

New Files

Receipt-2.pdf
(80.2 KB)

Remove

← PREVIOUS

SAVE DRAFT

NEXT →

20 Click "Add Referee"

Referees

Please provide below the names, phone, email, positions and postal addresses of **two referees**. (At least one should be an **academic member of staff**)

Add Referee

Name: Mervin Namikungulu Phone: 088123456789

Email: mervin@example.com Position: M&E Specialist

Postal Address: P.O.Box 5196

☒ Academic member of staff

ADD REFEREE

Please click on Add Referee button after filling in the details to save the referee

← PREVIOUS SAVE DRAFT NEXT →

21 Click "Next"

Postal Address: 77 Oak Parkway

Harrison Flynn Remove

Phone: +1 (211) 865-8272 Email: codeso@example.com

Position: Fugiat veniam accus Academic Staff: Yes

Postal Address: 741 East First Parkway

Add Referee

Name: Phone:

Email: Position:

Postal Address:

☐ Academic member of staff

ADD REFEREE

Please click on Add Referee button after filling in the details to save the referee

← PREVIOUS SAVE DRAFT **NEXT** →

22 Click "Next"

The screenshot shows a web application interface for payment information. On the left is a dark blue sidebar with a 'My Applications' header and two menu items: 'Programmes' and 'Notifications'. The main content area has a light gray header with the text 'You may pay to any of the above accounts.' Below this is a white form titled 'Payment Information'. The form contains several input fields: 'Transaction Reference' with the value 'FT1729819NJKSH', 'Paid Through' with a dropdown menu showing 'FDH Bank', 'Amount' with the value '10000', and 'Currency' with a dropdown menu showing 'Malawian Kwacha (MWK)'. Below these fields is a 'Proof of Payment' section with a large gray area containing a green upload icon and the text 'Drag & drop a file here, or [browse](#) (0 of 1 slots available) Accepts: .pdf, .jpg, .jpeg, .png'. Below this is a 'New Files' section showing a file named 'Receipt-2.pdf' (80.2 KB) with a 'Remove' button. At the bottom of the form are three buttons: '← PREVIOUS', 'SAVE DRAFT', and 'NEXT →'. The 'NEXT' button is highlighted with an orange circle.

23 Click "Signature (Type your full name)"

The screenshot shows a web application interface for a declaration form. On the left is a dark blue sidebar with an 'Admissions' header and four menu items: 'Dashboard', 'My Applications' (highlighted in green), 'Programmes', and 'Notifications'. The main content area has a light gray header with the title '2025-2026 Undergraduate Generic - Testing Process'. Below the title is a progress bar showing 'Step 10 of 11: Declaration' and '90% Complete'. The main form is titled 'DECLARATION' and contains a text area with the text 'I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may result in the withdrawal of an offer or termination of registration.' Below this is a checkbox labeled 'I agree to the above declaration.' and a text input field labeled 'Signature (Type your full name)' with the placeholder text 'Enter your full name supplied on this form: Promise Mphoola'. At the bottom of the form are three buttons: '← PREVIOUS', 'SAVE DRAFT', and 'NEXT →'. The 'NEXT' button is highlighted with an orange circle.

24 Click "Next"

My Applications

Programmes

Notifications

DECLARATION

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may result in the withdrawal of an offer or termination of registration.

☒ I agree to the above declaration.

Signature (Type your full name)

Promise Mphoola

[< PREVIOUS](#) [SAVE DRAFT](#) [NEXT >](#)

25 Review Page

Admissions

Dashboard

My Applications

Programmes

Notifications

2025-2026 Undergraduate Generic - Testing Process

Step 11 of 11: Review & Submit 100% Complete

FINAL REVIEW

[View Full Size](#)

Title	Mr	Surname	Mphoola
First Name	Promise	Gender	Male
Marital Status	Married	Date of Birth	Dec 30, 2024
Place of Birth	Goliath	Nationality	Malawi
Country of Residence	Malawi		

Contact Information

26 Click "Submit Application"

My Applications

Programmes

Notifications

Email: 00000@exampro.com
Position: Fugiat veniam accus
Postal Address: 741 East First Parkway
Academic Staff: **Yes**

Proof of Payment

Transaction Reference FT1729819NJKSH	Paid Through FDH Bank
Amount 10000.00	Currency MWK

Proof of Payment File: [Receipt-2.pdf](#) (80.2 KB)

Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may result in the withdrawal of an offer or termination of registration.

Agreed: **Yes**
Signature: Promise Mphoola

Please review all information carefully before submitting. Once submitted, you may not be able to make changes.

[← PREVIOUS](#) [✓ SUBMIT APPLICATION](#)

27 When there are any error. There will appear on the bottom of this page.

My Applications

Programmes

Notifications

Proof of Payment

Transaction Reference FT1729819NJKSH	Paid Through FDH Bank
Amount 10000.00	Currency MWK

Proof of Payment File: [Receipt-2.pdf](#) (80.2 KB)

Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may result in the withdrawal of an offer or termination of registration.

Agreed: **Yes**
Signature: Promise Mphoola

Please review all information carefully before submitting. Once submitted, you may not be able to make changes.

Please fix the following errors:

- Programme Id: The programme id field is required. [Go to Step 5 →](#)

[← PREVIOUS](#) [✓ SUBMIT APPLICATION](#)

28 Click on the link of that field error to go to the page step where there is that error.

My Applications

Programmes

Notifications

Proof of Payment

Transaction Reference
FT1729819NJKSH

Amount
10000.00

Proof of Payment File: [Receipt-2.pdf](#) (80.2 KB)

Paid Through
FDH Bank

Currency
MWK

Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information may result in the withdrawal of an offer or termination of registration.

Agreed: **Yes**

Signature: Promise Mphoola

Please review all information carefully before submitting. Once submitted, you may not be able to make changes.

Please fix the following errors:

Programme Id: The programme id field is required. [Go to Step 5](#) →

← PREVIOUS

✓ SUBMIT APPLICATION

29 Congratulation! Application submitted successfully

My Applications

Programmes

Notifications

Postal Address: 946 Second Lane
Academic Staff: No

Lynn Kennedy

Phone: +1 (786) 302-9884
Email: goxukin@example.com
Position: Perspiciatis elit
Postal Address: 172 East Rocky First Court
Academic Staff: **Yes**

Hedley Stephenson

Phone: +1 (567) 683-4666
Email: wijumyky@example.com
Position: Velit est est tempo
Postal Address: 23 South Green Clarendon Court
Academic Staff: **Yes**

Postal Address: 23 South Green Clarendon Court
Academic Staff: **Yes**

Travis Wade

Phone: +1 (622) 714-7013
Email: mirarely@example.com
Position: Harum aut quo dolore
Postal Address: 946 Second Lane
Academic Staff: No

Proof of Payment

Transaction Reference
Fuga Assumenda est

Amount
811.00

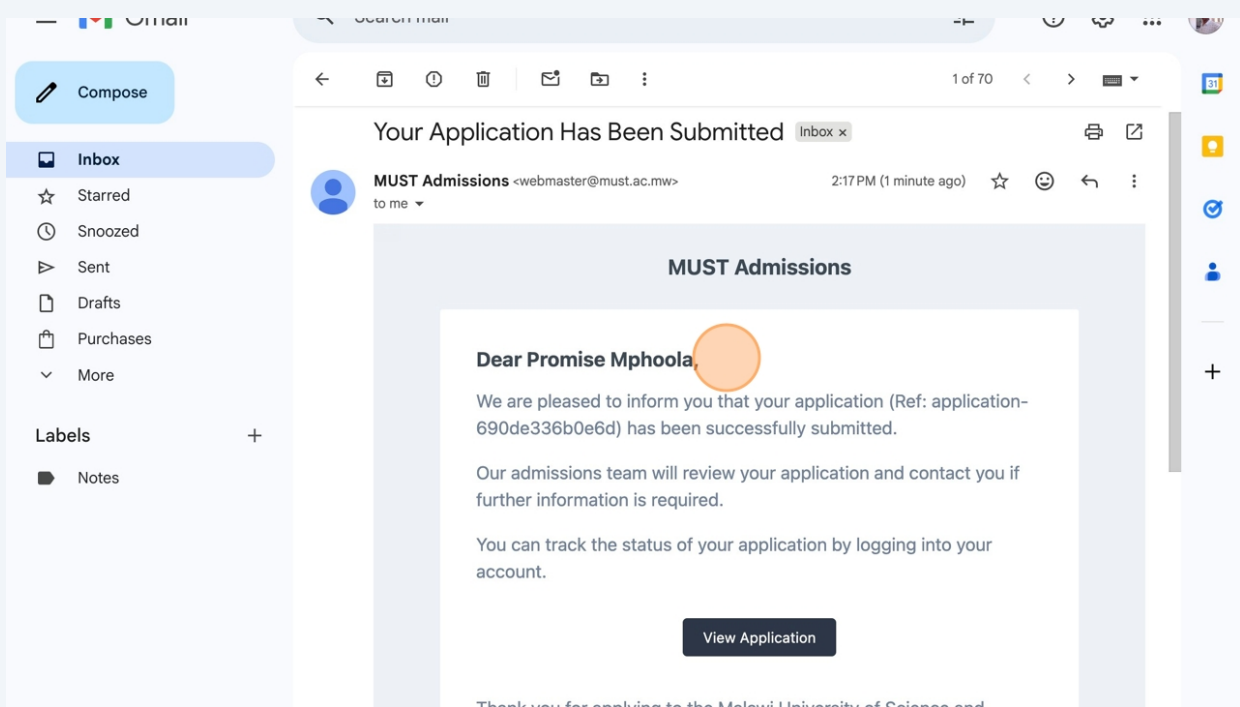
Proof of Payment File: [Receipt-2.pdf](#) (80.2 KB)

Paid Through
FDH Bank

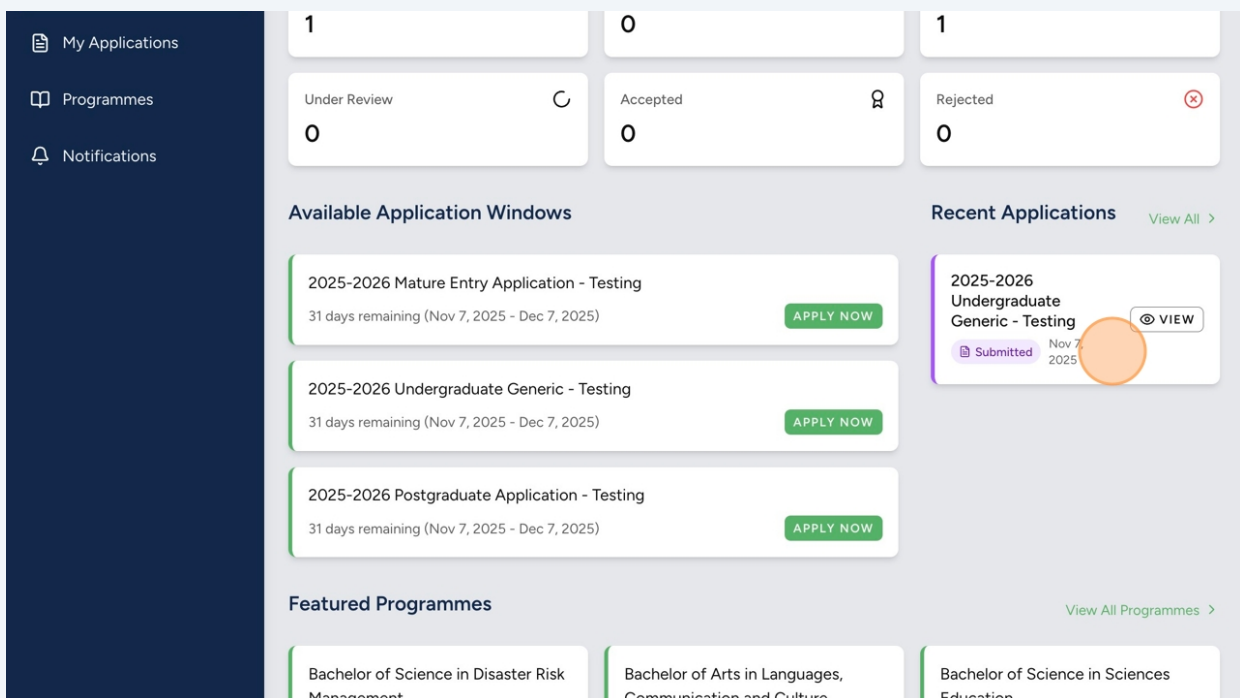
Currency
MWK

Application submitted successfully.

30 The system will also send you an email for the successful submission.



31 When you go back on the dashboard you will see your application in submitted state.



32

When you click on the application details above it will redirect you to the page to see the details you submitted. However at this point you cannot change anything.

 Admissions

[Dashboard](#)

[My Applications](#)

[Programmes](#)

[Notifications](#)

Application Details

Submitted

Back

[View Full Size](#)

Title

Mr

First Name

Promise

Marital Status

Married

Place of Birth

Goliath

Country of Residence

Malawi

Surname

Mphoola

Gender

Male

Date of Birth

Dec 28, 2024

Nationality

Malawi

Contact Information

Telephone

088123456789

Secondary Telephone

088123456790

Email

promisemphoola23@gmail.com

Correspondence Address

Mr. Mphoola,

Permanent Address

Mr. Mphoola,