

## **Instruction to Applicant: How to fill the Online Application Form**

### **Create a login name**

- To send a fresh application form, you should choose a **Login Name** and a **Password** each. Make sure that your **Confirm Password** is same as your password. Then click on the LOGIN button to proceed.
- Please remember your Login and Password. In case you forget your login and password, you will have to submit a fresh application again.
- To modify an existing application, you can go on the link below  
<http://apply.mie.mu/student/modify.php>

### **Steps:**

#### **1. Personal Information**

- After login, you must enter all your personal Information. All fields which have an asterisk (\*) are compulsory to fill.

#### **2. Title of Programme**

- Select the course that you want to apply and select the subject area if applicable.

#### **3. SC/GCE Results**

- Input the three best attempts for each certificate and their years and months of examination. Group together all subjects taken at one sitting.

#### **4. HSC Advanced Results**

- List all subjects already taken in exactly the same order as presented in certificate. Give the three best attempts for each certificate and their years and months of examination. Group together all subjects taken at one sitting.
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#### **5. Programmes at MIE**

- Give all relevant information about previous and present programmes followed/following at the Mauritius Institute of Education.

## 6. Other Qualifications

- Input complete details for other qualification.

## 7. Employment Details

- Give all your employment's details

## 8. Other details

- Provide details for two referees.

## 9. View Application Form

- Check if all the information you have entered is correct and accurate.
- Any modifications must be made before clicking on the button '**Form Verification Completed**' which is found at the end of the page View Application Form.
- Note that after validation, you will **not** be able to make any changes in the form and will **ONLY** be allowed to view and print the declaration form.

Your application will be completed only after you have filled in the online application, printed and signed the declaration form and submitted it to the office of the Registrar, Mauritius Institute of Education, Réduit,

The declaration form can either be sent by **registered post** to the following address: **Office of the Registrar, 7th floor, Mauritius Institute of Education, Réduit** or can be deposited in person at the MIE.

Applicants are also strongly advised to retain the Mauritius Post Ltd postage receipt as evidence of their application.