

NAVIGATE THE STUDENT PORTAL

The portal gives the students the ability to search for courses, upload their documents and enter their profile details.

Note: Students are not able to use the portal to lodge applications directly with the Institutions. This is done by Edu city Staffs.

On logging in, the student is presented with complete profile page.

Note: Complete your profile before applying for your courses.

1. Complete Profile

To complete the student profile:

- Click on **Profile**. Select **Personal Info**.

Complete Your Profile
To Successfully start applying to your dream course, complete your profile

- Personal Info** (Fill your Personal info, with contact addresses) - **Fill Now**
- Education** (Fill your Personal info, with contact addresses) - **Fill Now**
- Documents** (Fill your Personal info, with contact addresses) - **Upload**
- Study Gaps** (Fill your Personal info, with contact addresses) - **Provide Now**


Navigation: Dashboard, **Profile** (dropdown), Applications, Rewards, Reminders, Favourites

Profile dropdown menu:
Personal Info (highlighted)
Education
Language
Visa Details
Documents
Study Gaps
Payment Info

Applications section: Please search...
You have not applied for any course yet!
Select a course from **discover page** and **apply** for it.

User: **Vijay Thapa**
Copy Referral Code

- Enter Your **Personal Details** , **Contact Details** and Click on **Update**

Upload New

First Name	Last Name
<input type="text"/>	<input type="text"/>
Phone	Date Of Birth
<input type="text"/>	<input type="text" value="18-12-2022"/>
Gender	
<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	
Contact Details	
Address	Suburb
<input type="text"/>	<input type="text"/>
City / State	Country
<input type="text"/>	<input type="text" value="Australia"/>
Post Code	Home No.
<input type="text"/>	<input type="text"/>
Emergency Contact	
Name	Relationship
<input type="text"/>	<input type="text"/>
Address	Suburb
<input type="text"/>	<input type="text"/>
City / State	Country
<input type="text"/>	<input type="text"/>
Post Code	Home No.
<input type="text"/>	<input type="text"/>
Phone	
<input type="text"/>	


2. Education

Enter the details of your academics here. By selecting the **Upload File** button, you can upload your academic transcript result.

The screenshot shows a user interface for entering education details. On the left is a sidebar with navigation options: Personal Info, Education (highlighted with a green box), Language, Visa Details, Documents, Study Gaps, Payment Info, and Referred. The main form area is titled 'Include all the relevant education information' and contains the following fields and controls:

- Qualification / Program Level:** A drop-down menu with 'Master's Degree' selected. A green circle highlights the drop-down arrow, with a green arrow pointing to the text 'Drop-down Menu'.
- Institution's Name:** A text input field.
- Program / Course:** A text input field.
- Country:** A drop-down menu with 'Nepal' selected.
- Outcome:** Three radio buttons labeled 'Pass' (selected), 'Failed', and 'Ongoing'.
- Start Date:** A date input field with '06-01-2013' entered.
- End Date:** A date input field with '06-01-2017' entered.
- Upload:** A section containing an 'Upload File' button (highlighted with a green box), a 'Delete' button with a trash icon, and an 'Update' button.
- Add Education:** A large green plus sign icon with the text 'Add Education' below it.

Note:

- Click **Add Education** to enter your remaining academic details.
- Click on () icon to delete your file.
- Choose the appropriate qualification type from the drop-down menu.

3. Language

Enter your English Proficiency Test results here. By selecting the [Upload File](#) button, you can upload your English proficiency test results.

- Personal Info
- Education
- Language**
- Visa Details
- Documents
- Study Gaps
- Payment Info
- Referred

Test Type
PTE

Test Date
06-01-2023

Exp. Date
06-01-2023

Overall Band

Test Reference Number

Listening

Speaking

Writing

Reading

Upload

pte.pdf X

Upload File

Delete

Update

+
Add language Proficiency

Note:

If you want to add any other test results, you can add them by clicking on [Add Language Proficiency](#).

4. Visa Details

Enter your Passport and visa details here. By selecting the [Upload File](#) button, upload your passport copy and visa copy.

Note: You have to upload your health insurance document and enter the insurance expiry date from document section.

- Personal Info
- Education
- Language
- Visa Details**
- Documents
- Study Gaps
- Payment Info
- Referred

Passport Details

Passport Number	Country Of Issue
<input type="text"/>	Australia
Issue Date	Expiry Date
06-01-2023	05-01-2033
Nationality	Citizenship Number / National ID No.
Australia	<input type="text"/>
Current Location	
Australia	

Visa Details

Visa Type	Place Of Issue
Student Visa	Australia
Visa Issue Date	Visa Expiry Date
03-07-2023	31-07-2025
Visa Number	
88956353	

Upload

visa.pdf X

[Upload File](#)

[Update](#) [Cancel](#)

5. Documents


An enhanced list of documents that are necessary will be shown when you view the documents on your profile section. All the documents needed by the institutions for the initial stage are included in this, which is displayed in the **Mandatory** section. Also, note that offshore student can upload their visa copy later in the process.

The section for **Optional** and **Other** documents is located below . Any other documents that will be needed later in the process, you can upload from there.

Document Type	Status	Action
Passport	Not Available	Upload File
English Test Result	pte.pdf	Download
Education: Masters	Document Not Available	Upload File
Education: Intermediate	Document Not Available	Upload File
Visa Copy	Not Available	Upload File

Optional

National ID Card

 Upload File


Health Insurance Copy

 Upload File

Relationship Certificate


 Upload File

Resume

 Upload File


Sources of Income

Bank Statement / Balance certificate, Loan Papers


 Upload File

Financials

Payslips, Business Docs, Govt Certified sources

 Upload File

No objection certificate (NOC)

 Upload File

Bank Certificate / Balance Certificate

 Upload File

Other Documents

 Upload File

Note:

When applying to colleges, you must upload copies of your passport, IELTS or PTE scores, and academic records. Later on, you can upload other documents required during the process. Come back to the document section and make the necessary changes if you need to upload or delete any documents

6. Study Gaps

You must explain why you took a gap year after finishing your studies if you do. Additionally, you can enter any employment experience you had throughout the time period here. You can upload your work experience from here as well. Click on the **upload file** to upload your work experience.

- Personal Info
- Education
- Language
- Visa Details
- Documents
- Study Gaps**
- Payment Info
- Referred

Reason For Study Gap Start Date

End Date

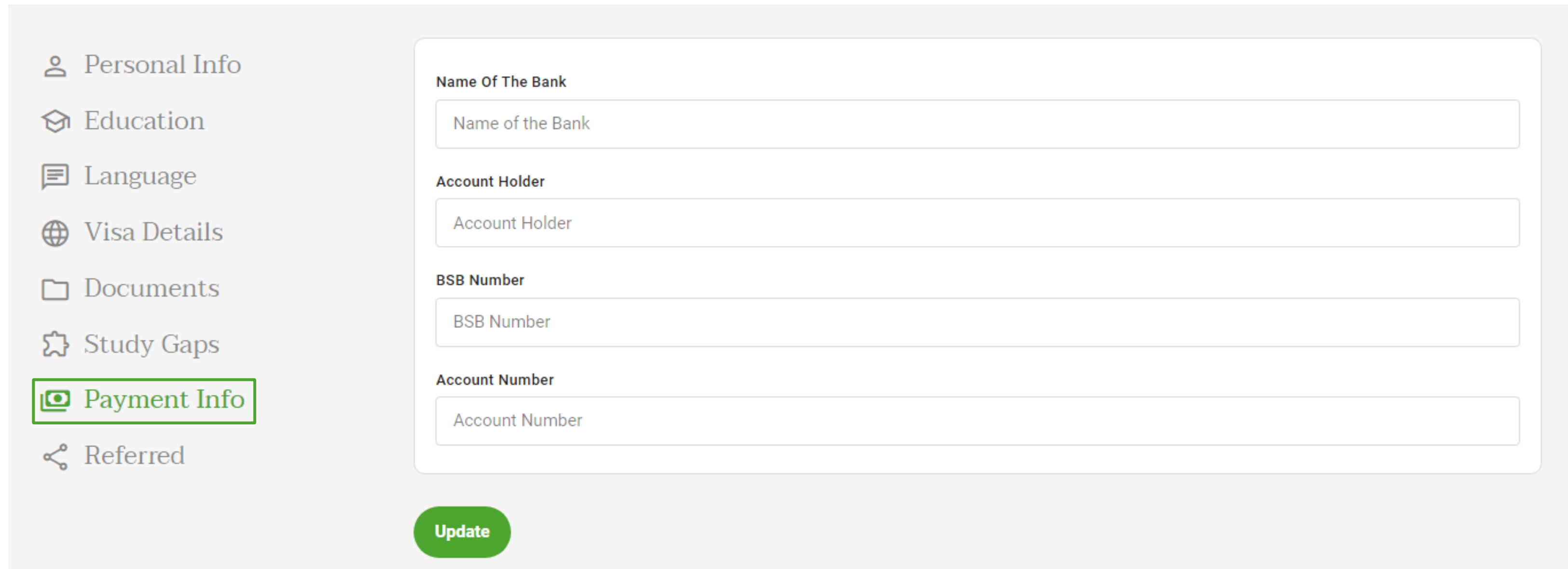
Study Gap Description

Do You Have Relevant Work Experience?

Yes No

7. Payment Info

Students are required to enter their bank details here. This is used for reward process.



The screenshot shows a user profile interface with a sidebar on the left and a main form area on the right. The sidebar contains several menu items: Personal Info, Education, Language, Visa Details, Documents, Study Gaps, Payment Info (highlighted with a green border), and Referred. The main form area is titled "Payment Info" and contains four input fields: "Name Of The Bank", "Account Holder", "BSB Number", and "Account Number". Each field has a placeholder text that matches the field name. Below the form is a green "Update" button.

Personal Info

Education

Language

Visa Details

Documents

Study Gaps

Payment Info

Referred

Name Of The Bank

Name of the Bank

Account Holder

Account Holder

BSB Number

BSB Number

Account Number

Account Number

Update

Note: When you want to change your account number you will receive a verification code in your email. Please enter the verification code to change your account number.

8. Referred

The list of users who created an account using the student's referral link or code can be viewed in this section.

- Personal Info
- Education
- Language
- Visa Details
- Documents
- Study Gaps
- Payment Info
- Referred**

Referred students

SN	Name	Email	Phone	Status
1	srijan Munankarmiii test	srijan@empov...ing.c	859	Not Enrolled
2	Samranta Gurung	:isi.x0@...al.com	01	Enrolled
3	Rupa Mahat	mehat...	845	Not Enrolled
4	Vijay Thapa	vijay...@...il.com	0066	Not Enrolled

Note: 1 sucessful referral is equivalent to \$200.

Note:

Enrolled: When the status changes to enrolled referrer are eligible to claim their reward. Go to reward section to claim your reward.

Not Enrolled: When the status remains Not Enrolled the referrer are not eligible to claim their reward.