



AGENTS - APPLY ONLINE
USER GUIDE
Middlesex Dubai



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OVERVIEW

This document contains step by step instructions on how to apply and manage applications on the Middlesex University Dubai website.

PREREQUISITES

This document assumes the following:

1. Agent has reset the password and is able to login to the website.

Note: If you did not receive an email to reset your password, please go to <http://www.mdx.ac.ae/forgot-password> and use your email address to retrieve your password.

2. All of the below mentioned steps occur post login.

ACCESSING APPLY ONLINE

Apply online is accessible via:

<http://www.mdx.ac.ae/mymdx>

APPLY ONLINE – NEW & EXISTING APPLICATIONS

After logging into the MDX website, please follow the below steps:

1. Click on My MDX on the header links.

The screenshot shows the Middlesex University Dubai website interface. The header includes the university logo, navigation links (Courses, Life at University, Prospective students, Business & Partnerships, Our Research, About Us, Contact us), and user options (Test, My MDX, Log out, Apply online | Online payment). A search bar is present below the navigation. The main content area shows the 'Application' page with a 'Start a new application' button circled in yellow. Below this is a table with the following data:

Id	Name	Course	Date created	Status	Date submitted	Actions
8387	Testing From agent	September 2016 BA (Honours) Business Management (Human Resources),52 Full-time	18 May 2016	Application submitted	19 May 2016	Upload documents

2. To start a new application, click on start a new application.

3. The application is broken down into 5 steps:

Note: All mandatory fields are marked by a star (*).

- a. Personal details.

Enter the personal details as displayed on the screen.

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enquiries@avionsoftware.com
avionsoftware.com

Middlesex University Dubai

Test | My MDX | Log out | Apply online | Online payment

Courses | Life at University | Prospective students | Business & Partnerships | Our Research | About Us | Contact us

Search mdx.ac.ae Course, News, Events, Staff...

Home > My MDX > Application > Personal details

Personal details

1 Personal details | 2 Programme selection | 3 Academic history | 4 Confirm & Submit | 5 Confirmation

0%

Step 1 - Personal details

Are you a resident of the UAE? * Yes No

Title *

First name *

Surname / Family name *

Email address *

Gender *

Date of birth *

Country of birth *

b. Programme selection

Enter the programme selection details as displayed on the screen.

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Programme selection



25%

Step 2 - Programme selection - 8387 - sdfsdf sdfsdf sdfsdf dfsdf

1st Preference

Intake month/year * 2016 September

Level * Undergraduate

Programme * BA (Honours) Business Management (Human Resources)

Course mode * Full-time

Year of entry * 1

Followed by course * BA (Honours) Accounting & Finance

2nd Preference (Optional)

Intake month/year 2016 September

Level Please select

Programme

Course mode

Year of entry

Cancel Save Save and Next

c. Academic history

Enter the academic history details as displayed on the screen.

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Personal details Programme selection **Academic history** Confirm & Submit Confirmation

50%

Step 3 - Academic history

English proficiency

Have you completed one of the following English proficiency test within the last two years? *

IELTS (Academic)
 TOEFL (IBT)
 PTE Academic (Pearson Test of English)
 Other

Upload official documents (Ex: Results, test booking confirmation.)

Select files...

Academic history

Qualification 1

University, College, School name: dsdfsdfsdfsdf

Degree, Diploma, Certificate, A-level, 10th Grade, 12th Grade, etc.: sdfsdf

Subjects: sdfsdf

Date started and date awarded: 06/05/2016 21/05/2016

Grade / Division / Class: A

[Add another qualification](#)

[Cancel](#) [Save](#) [Save and Next](#)

d. Confirm & submit

This page indicates that you are about to accept the terms and submit the application. After this point, the application will no longer be editable unless a contact has been made with the MDX Admissions team.

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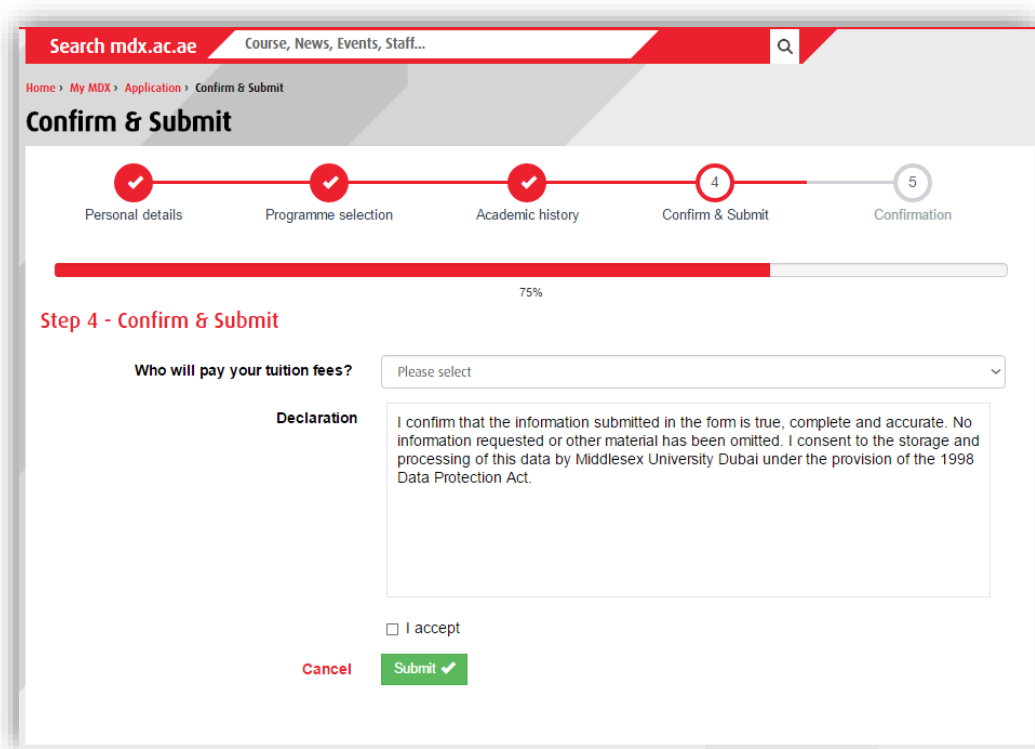
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e. Confirmation

This page confirms that the application has been submitted.

You can now upload any additional documents against this application.

You can also upload documents later by accessing <http://www.mdx.ac.ae/mymdx> and locating the application in the applications listing as shown below.

Note: Once an application has been submitted, it can no longer be edited. Only document uploads are allowed after submission.

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Home > My MDX > Application > Confirmation

Confirmation

100%

Application submitted successfully ✓

Application ID
3

Status
Application submitted

Thank you for successfully submitting your application
Your application is now under process
If you have any further questions about your application please contact us on:
Email: admissions@mdx.ac
Phone: +971 (0)4 3678100

Upload documents
If you have any additional documents to support your application, please proceed with uploading them by clicking the button below.

[Upload documents](#)

- Once an application has been assessed and an offer letter has been generated by the MDX Admissions team, an email notification will be sent to your email address.
- A link named Download offer letter will be made available in the list against the application.

Search mdx.ac.ae Course, News, Events, Staff...

Home > My MDX > Application

Application

[Start a new application](#)

Id	Name	Course	Date created	Status	Date submitted	Actions
9386	zzzzzzzzzzzz zzzzzzzzzzzz		19 May 2016	Not submitted		Edit
8387	sdfsd fsdfsdf sdfsdfs dfsdf	September 2016 BA (Honours) Business Management (Human Resources),52 Full-time	18 May 2016	Not submitted	19 May 2016	Edit
18	John Watson	January 2017 BA (Honours) Business Accounting,43	02 May 2016		11 May 2016	Upload documents
3	Isra Nasser	September 2016 Master of Business Administration (Marketing),16 Full-time	05 Apr 2016	Conditional Offer Letter	19 May 2016	Download letter Upload documents

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