

Steps for Online Registration Student Admission Airlangga University

Applies to registration of all program.

A. Register your Account

Before doing the online registration form, you are required have an account registration. This account will be used as a login to enter the the Online Registration System Airlangga University.

The steps are as follows::

1. Open online registration student Admission of Airlangga University website in :<http://pendaftaran.unair.ac.id>.
2. Click menu **Registration**
3. Fill your Name, Phone Number (suggest your mobile phone), Email and Password to login.
4. Click [**Registration**] button to submit your registration process, and you will be receive notification email to verification your account.
5. The registration account registration process is finished, you just simply do this process only once. Account registration is still not to usedbefore you perform verification on your email.
6. To verify, open your email inbox and make sure you get emails like this: Then click on the picture link as circled, then you can registration to login using your account.

Notes: Sometimes emails not getting to the Inbox, but to a folder Bulk / Spam, please check the folder when in the Inbox folder does not exist.

B. Fill the Registration Form and Upload Requirement Files

Steps online registration form are as follows:

1. Open registration web Airlangga University: <http://pendaftaran.unair.ac.id>
2. Login using your account registration by Email & Password already registered previously. Once logged in, the first view is a process flow registration must be taken of the applicant.
If you do not have an account follow the registration process "A. Registration Account"
3. First Step : Choose election program menu by clicking on **Registration -> Selection Program**
4. Select the **Selection Program**, then click **register**
5. Then select the **type of form / Major (IPA / IPS / IPC)**, after selected click **[Save]**. It will display on your registration form.
**On Selection Vocational, Transfer and Undergraduate program only*

6. Fill the form according to the data yourself, and make sure nothing is overlooked. After finished filled all form clicks **[save]**
7. After completing the registration form, then the next step is upload files requirements. To upload a file requirement click menu **Registration -> Upload File.**
8. Upload file requirements needed, pay attention to warnings about the terms of a file can be uploaded along with the stamp information that should be used to file a statement. Once uploaded all, then click the button **[Submit for verification].**
9. Fill form registration process and upload the file requirements have been completed. Wait for the results of verification by the admissions committee. Results of the verification will informed via email and sms to the number that has been loaded at the time fill registration form.
Or you can also check periodically on the menu **Verification -> Verification Results.**

Attention:

After the document is verified, you can not change the course selection although you could still make changes registration form.

C. Print Test Card

After pass the verification process, You can be able to print the test cards. to print a test card through the menu on the **registration page -> Verification**