

MCMC Scholarship Portal – Applicant User Guide

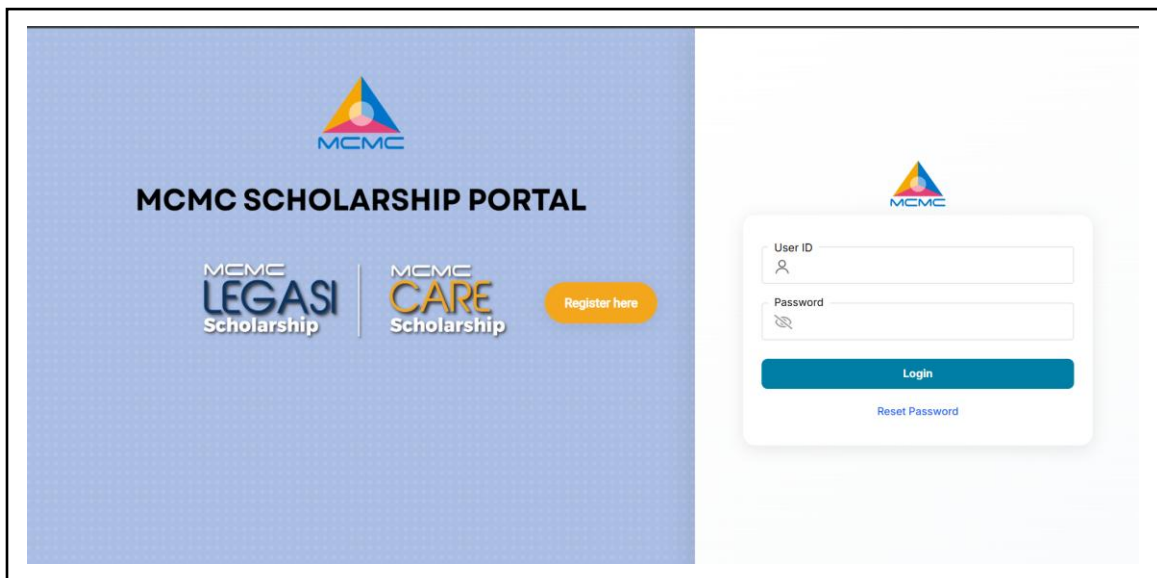
1. OVERVIEW

- This manual provides step-by-step guidance for applicants — from accessing the portal to completing and submitting the scholarship application.

2. ACCESSING THE SCHOLARSHIP PORTAL

- To begin your scholarship application:
 - Visit <https://www.mcmc.gov.my/en/home> and navigate to Academy > Scholarships
 - Click on the MCMC LEGASI or MCMC CARE button
 - Select Apply Now

You will then be redirected to the MCMC Scholarship Portal login page.




3. FIRST-TIME REGISTRATION

- If you are a new user, follow these steps to register.

3.1 Registration Process

1. On the login page, click “**Register here**”.
2. An **OTP Verification** window will appear.
3. Enter a valid **email address** (will be used for all future communication).
4. Click “**Get OTP**”.
5. A **4-digit OTP** will be sent to your email.
6. Enter the OTP and click “**Verify and Proceed**”.


OTP Verification




We will send you a one-time password to this Email address

Enter your email address

Get OTP



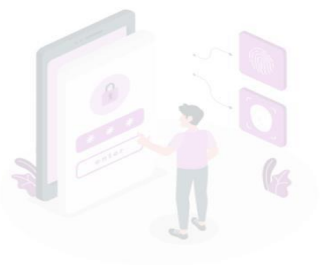
OTP Verification



Enter the OTP sent to **kadambali.aparna@gmail.com**
[Change Email address?](#)

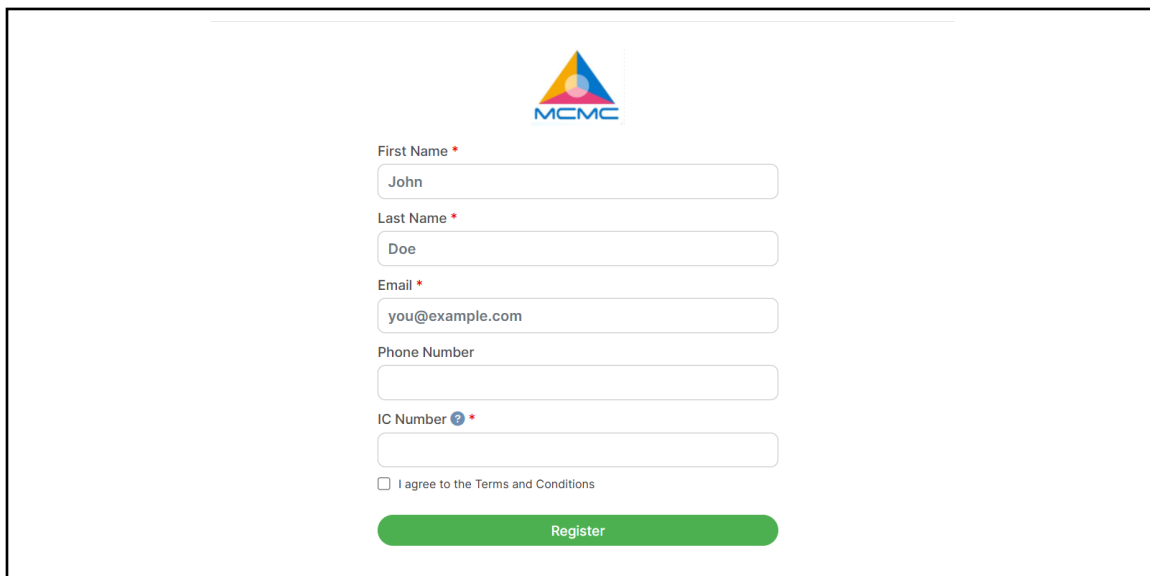
Resend OTP in : 47 seconds

Verify & Proceed



3.2 Complete Registration

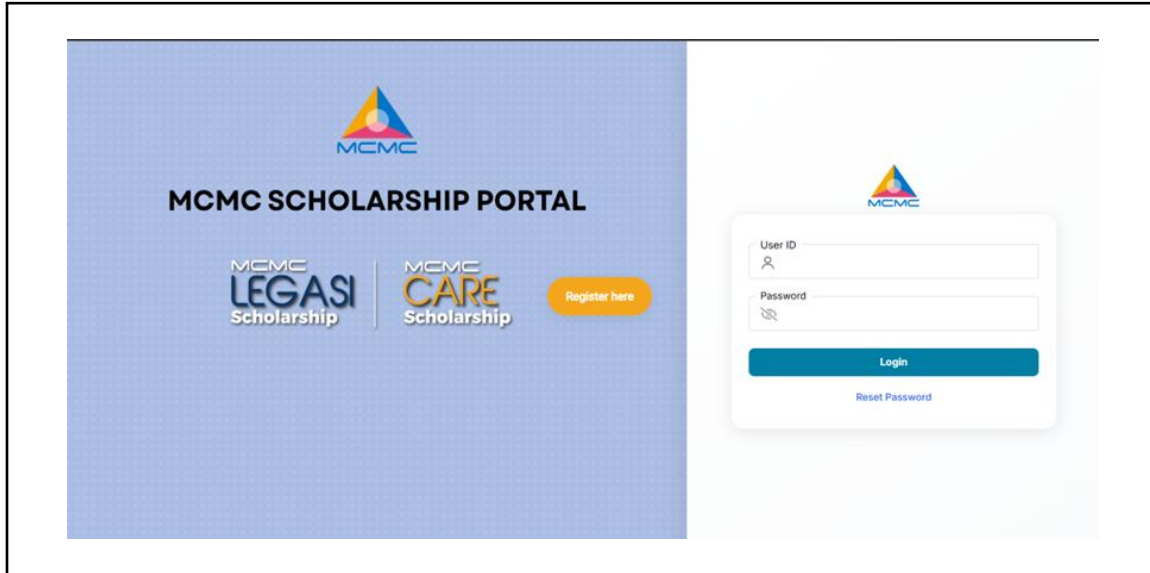
1. Fill in the following details:
 - First Name
 - Last Name
 - Email Address
 - Phone Number
 - IC number
2. Agree to the **Terms and Conditions**.
3. Click **“Register”**.
4. A confirmation message will appear.
5. Your login credentials will be sent to your registered email.



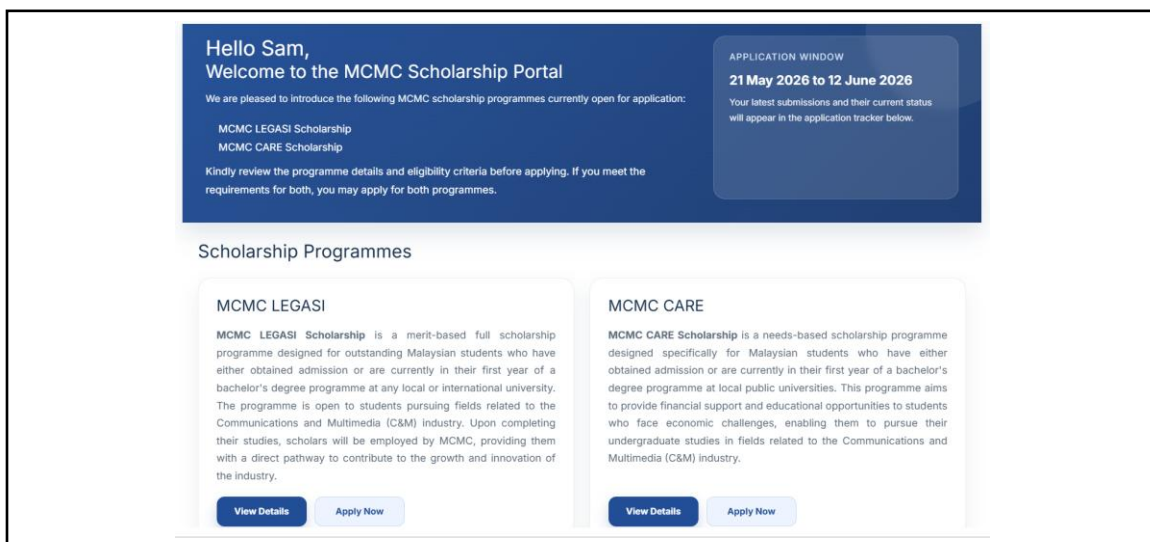
The screenshot shows a registration form for MCMC. At the top center is the MCMC logo, which consists of a colorful triangle above the letters 'MCMC'. Below the logo are five input fields: 'First Name' with the value 'John', 'Last Name' with the value 'Doe', 'Email' with the value 'you@example.com', 'Phone Number' (empty), and 'IC Number' (empty). Below the input fields is a checkbox labeled 'I agree to the Terms and Conditions', which is currently unchecked. At the bottom of the form is a green button with the text 'Register'.

4. LOGGING IN

- Visit <https://www.mcmc.gov.my/en/home> and navigate to Academy > Scholarships
- Click on the MCMC LEGASI or MCMC CARE button
- Select Apply Now
- Log in to the MCMC Scholarship Portal using the credentials sent to your email.



- After logging in, you will land on the **Applicant Dashboard**, where you can view the two available scholarships:
 1. **MCMC LEGASI**
 2. **MCMC CARE**
- Click **“View Details”** to access eligibility criteria, application guidelines, and program information.



5. SUBMITTING THE APPLICATION

5.1 Starting the Application

- Click **“Apply Now”** under your chosen scholarship category to begin the application process.

5.2 Application Structure

- The application consists of **seven steps**:

Step 1: Personal Details

- Full Name (as per IC)
- IC Number
- Age (auto-calculated)
- State of Birth (auto-calculated)
- Religion
- Race
- Gender
- Marital Status
- Working Status
- Email Address
- Contact Number
- Address (including city/town, state, country and postal code)
- Chronic Disease (if any)
- Disability (if any)

The screenshot shows a web form titled "Scholarship Application" with a progress indicator at the top showing seven steps. The first step, "Personal Details", is active. The form contains the following fields:

- Full Name (as per the IC) *
- IC Number *
- Age
- State of Birth
- Race *
- Contact Number *
- Religion *
- Marital Status *
- Gender * (Male, Female)
- Working Status * (Yes, No)
- Address - Line 1 *
- Address - Line 2
- Email Address *
- City / town *
- Postal Code *
- State *
- Country *
- Disability * (Yes, No)
- Chronic Disease * (Yes, No)

At the bottom left, there are "Cancel" and "Next" buttons.

Step 2: Family Details

- Parents' Status
- Combined Monthly Gross Income (in RM)
- No. of siblings excluding you
- No. of siblings excluding you under parents' care

Note: Please enter the total combined monthly gross income of both parents in Malaysian Ringgit (RM). Only numerical values are accepted

Father's Details:

- Full Name
- Highest Education Level
- Nationality
- Contact Number
- Address
- Working Status

Mother's Details:

- Full Name
- Highest Education Level
- Nationality
- Contact Number
- Address
- Working Status

The screenshot displays the 'Scholarship Application' form, specifically the 'Family Details' step. The form is titled 'Scholarship Application' and features a progress indicator at the top with six steps: Personal Details, Family Details (current step), University/College, Education Details, Co-Curricular Activities, Documents Upload, and Declaration. The 'Family Details' section includes the following fields:

- Parents' Details:**
 - Parents' Status * (dropdown menu)
 - Combined Monthly Gross Income ⓘ * (text input)
 - No of Siblings (excluding you) * (text input)
 - No. of siblings under parents' care (excluding yourself) * (text input)
- Parent details - Father:**
 - Full Name ⓘ * (text input)
 - Highest Education Level * (dropdown menu)
 - Nationality * (dropdown menu)
 - Contact Number * (text input)
 - Address Line 1 * (text input)
 - Address Line 2 (text input)
 - City / town * (text input)
 - Postal Code * (text input)
 - State * (dropdown menu)
 - Country * (text input)
 - Working Status * (dropdown menu)
- Parent Details - Mother:**
 - Full Name ⓘ * (text input)
 - Highest Education Level * (dropdown menu)
 - Nationality * (dropdown menu)

Step 3: University/College Information

- Area of Study
- University/College Name
- Course Name (e.g., Bachelor of Computer Science)
- University Address (Line 1 & 2)
- Status of Application
- Type of University

Note: Please fill in the full name of your Bachelor's degree course based on the university offer letter.

The screenshot shows a web application interface for a scholarship application. At the top, there is a breadcrumb trail: Home > Scholarship Application. Below this is a progress indicator with seven steps: 1. Personal Details, 2. Family Details, 3. University/College (highlighted in blue), 4. Educational Details, 5. Co-Curricular Activities, 6. Documents Upload, and 7. Declaration. The main content area is titled "University/College" and contains the following fields: "Area of Study" (dropdown), "University/College Name" (dropdown), "Course Name" (text input), "University Address - Line 1" (text input), "University Address - Line 2" (text input), "Status of Application" (dropdown), and "Type of University" (radio buttons for Local and Global). At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

Step 4: Education Details

For each academic record:

- Academic Category
- Name of the Institution
- Full Certification/ Course Name
- Country of the Institution
- Start Date & End Date
- Academic Qualification (Malaysian Matriculation, IB, A-level, etc.)
- Type of Grading (Auto-populated based on Academic Qualification)
- Grade/Score/Points
- For multiple Grade/Percentage (wherever applicable), you can enter
 - Subject
 - Grade/Percentage
 - Use “Add Another” to include more entries

Note: Please provide information on your educational background starting from SPM or an equivalent qualification and above.

The screenshot shows the 'Education Details' section of a 'Scholarship Application' form. At the top, there is a progress bar with seven steps: Personal Details, Family Details, University/College, Educational Details (which is the current step), Co-Curricular Activities, Documents Upload, and Evaluation. Below the progress bar, the 'Education Details' section is titled and includes the instruction: 'Please provide information on your educational background starting from SPM or an equivalent qualification and above'. The form is labeled 'Academic Qualification #1' and contains several input fields: 'Academic Category' (dropdown menu), 'Name of the Institution' (text box), 'Full Certification/Course Name' (text box), 'Country of the Institution' (dropdown menu), 'Start Date' (text box), 'End Date' (text box), 'Academic Qualification' (dropdown menu), and 'Type of Grading' (dropdown menu). Below these fields, there is a 'Subject Grades' section with two tabs: 'SUBJECT' and 'GRADE / PERCENTAGE'. The 'SUBJECT' tab is selected, showing two rows of input fields for 'e.g. Mathen' with a trash icon next to each. At the bottom of this section is a '+ Add Another' button.

Step 5: Co-curricular Activities

For each activity:

- Category
- Position/Role (e.g., Captain, Member)
- Name of Activity
- Year
- Level of Representation (e.g., School, District, National)

Use “Add Another” to include multiple records.

The screenshot shows the 'Scholarship Application' interface. At the top, there is a progress bar with seven steps: Personal Details, Family Details, University/College, Education Details, Co-Curricular Activities (the current step), Documents Upload, and Declaration. Below the progress bar, the section is titled 'Co Curricular Activities' with the instruction 'Please list down your co-curricular activities from secondary school onwards'. Underneath, there is a 'List of activities' section containing a table with the following columns: CATEGORY, POSITION/ROLE, NAME OF ACTIVI..., YEAR, and LEVEL OF REPRE... The table has one row with a dropdown menu set to 'Sports/...', and empty input fields for the other columns. Below the table is a '+ Add Another' button. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

CATEGORY	POSITION/ROLE	NAME OF ACTIVI...	YEAR	LEVEL OF REPRE...
Sports/...				

Step 6: Document Uploads

Required documents:

- IC Copy (Certified True Copy)
- Passport-size Photo (recent, plain background)
- University Offer Letter
- Parent Payslip (Certified True Copy)
- Academic Certificates, Transcripts & Results (Certified True Copy)
- Co-Curricular Certificates

Note: If your parents are self-employed or currently not employed, please upload an Income Declaration Letter (Surat Akuan Pendapatan) that has been duly certified by a Government or Community Official.

Upload options:

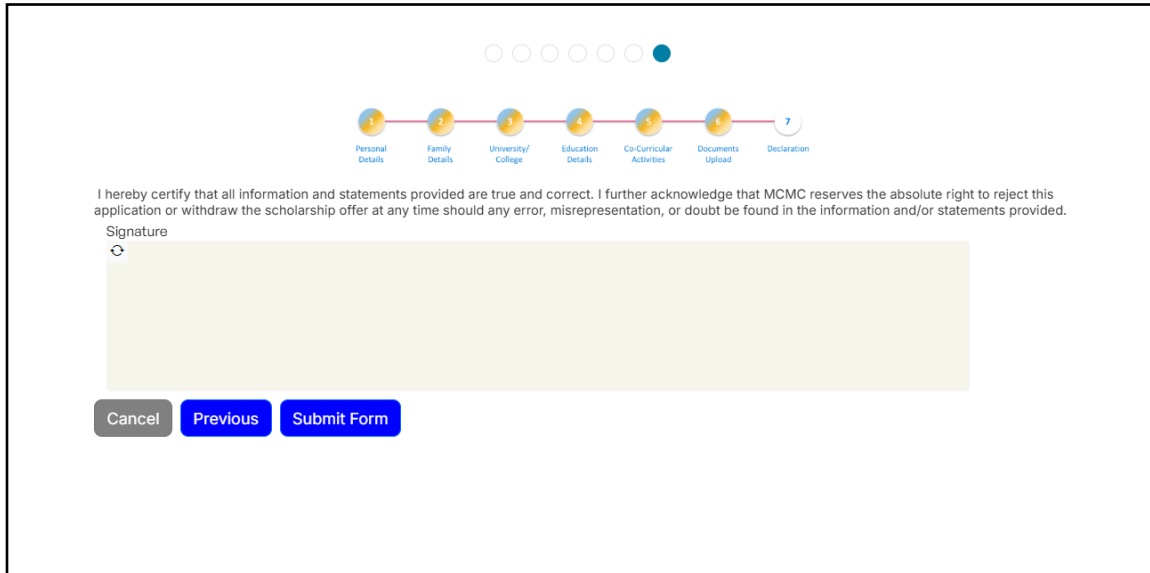
- Drag and drop files
- Or click “**Browse**” to select files from your device

The screenshot shows a web application interface for a 'Scholarship Application'. At the top, there is a progress bar with seven steps: Personal Details, Family Details, University/College, Education Details, Co-Curricular Activities, Documents Upload (which is the current step, indicated by a blue dot), and Declaration. Below the progress bar, a message reads: 'Please upload the Certified True Copy of the IC, Parent Payslip and Academic Certificate, Transcript & Semester Results copies.' There are six upload fields arranged in two columns. Each field has a dashed border, a blue upload icon, and the text 'Drop files to attach, or browse'. The fields are labeled: 'IC Copy *', 'Parent Payslip *', 'Passport Size Photo *', 'Academic Certificate, Transcript & Semester Results *', 'University Offer Letter *', and 'Co-Curricular Certificate *'. At the bottom left, there are three buttons: 'Cancel', 'Previous', and 'Next'.

Step 7: Declaration

- Agree to the declaration.
- Digitally sign and submit the application.

Note: You will receive an email confirmation once your application has been successfully submitted



I hereby certify that all information and statements provided are true and correct. I further acknowledge that MCMC reserves the absolute right to reject this application or withdraw the scholarship offer at any time should any error, misrepresentation, or doubt be found in the information and/or statements provided.

Signature

✍

Cancel Previous Submit Form

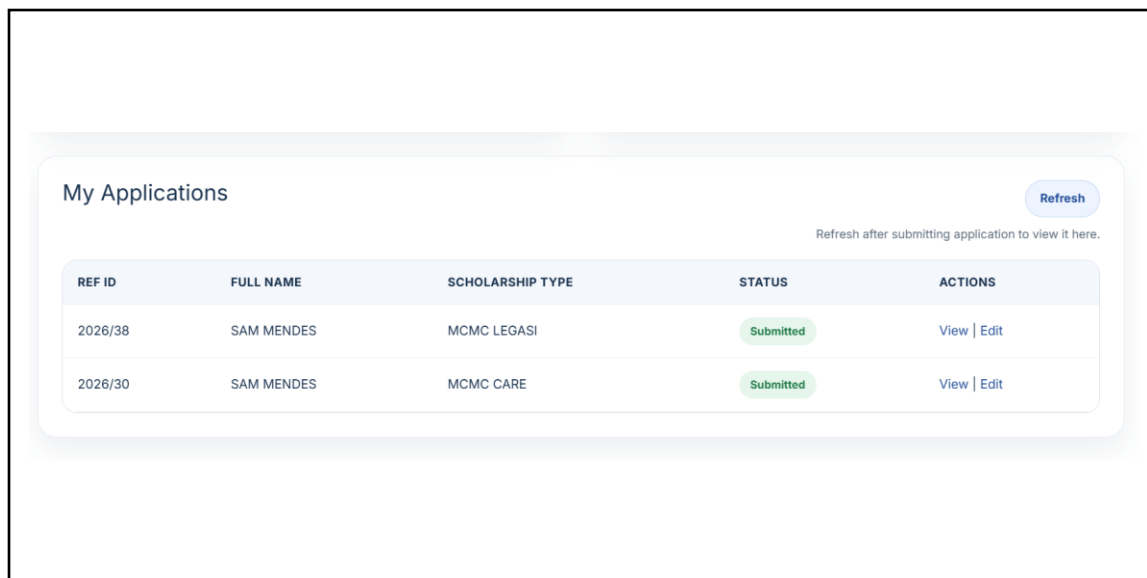
6. POST-SUBMISSION ACTIONS

6.1 Viewing Submitted Applications

After submission, applications appear on your dashboard with the following information:

- Application ID
- Scholarship Type (LEGASI / CARE)
- Status (e.g., Submitted)
- Actions: **Edit / View**

Note: You can edit your application until the submission deadline. After that, the form becomes read-only.



The screenshot displays a dashboard titled "My Applications". At the top right, there is a "Refresh" button and a note: "Refresh after submitting application to view it here." Below this is a table with the following columns: REF ID, FULL NAME, SCHOLARSHIP TYPE, STATUS, and ACTIONS. Two rows of data are shown, both with a "Submitted" status and "View | Edit" actions.

REF ID	FULL NAME	SCHOLARSHIP TYPE	STATUS	ACTIONS
2026/38	SAM MENDES	MCMC LEGASI	Submitted	View Edit
2026/30	SAM MENDES	MCMC CARE	Submitted	View Edit

6.2 Submission Guidelines

- Applicants may **only submit one application per scholarship category**.
- You may apply to both LEGASI and CARE, but only once per category.

7. ACCOUNT MANAGEMENT

7.1 Logging Out

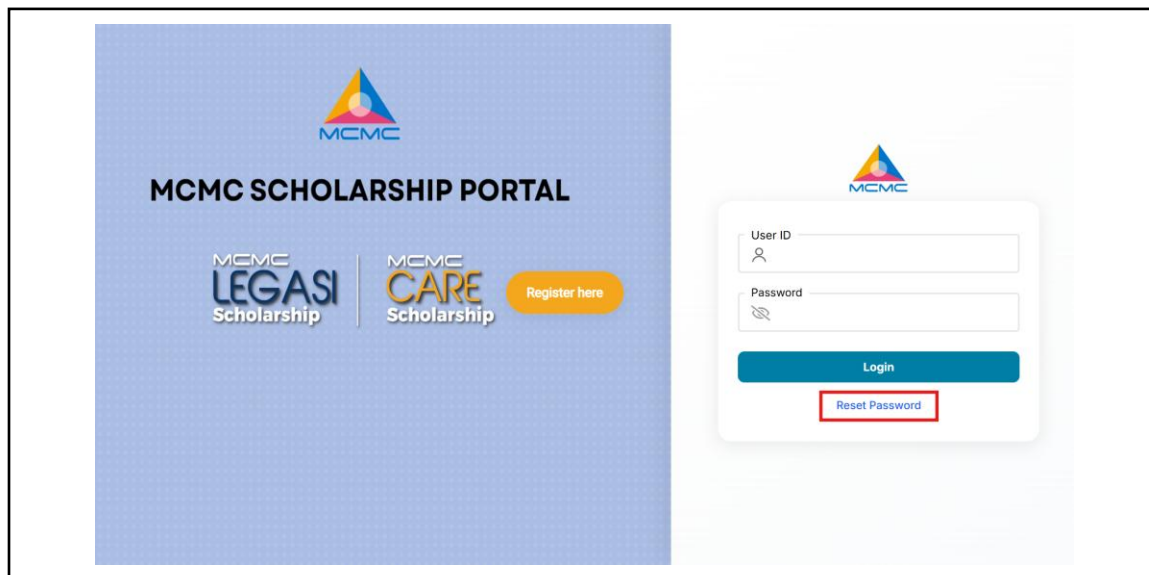
To log out:

- Click your profile icon (top-right corner).
- Select **“Logout”**.

7.2 Password Reset

To reset your password:

- On the login page, click **“Reset Password”** and follow the prompts.



8. SUPPORT

- For technical issues or general inquiries, email to scholarship@mcmc.gov.my and include the following information in your email:
 - Customer Name: [applicant’s Name]
 - Phone Number: [applicant’s Mobile Number]
 - Email ID: [applicant’s Email Address]
 - Organization: MCMC
 - Category: System
 - Subcategory: Other problem
 - Impact: 3
 - Urgency: 3
 - Description: [Brief description of the issue]