



**ONLINE REGISTRATION MANUAL
GERMAN-MALAYSIAN INSTITUTE**



Step 1: Login Online Registration

1. Please click this URL for registration: <https://gmi.vialing.com/oa/login>

Note: Please use the email and password that you registered during the online application process.



Picture 1

GMI
German-Malaysian
Institute
Online Application

Email

Password

For first time login, please use IC/Passport as password

Log in

Remember me [Forgot password?](#)

Don't have an account?

Register

Step 2: Acceptance

1. After the applicant has submitted an Online Application, staff will receive the application via staff portal and process the application to Eligible or Not Eligible. If the application is eligible, the applicant shall view the screen as below.

GMI

Application

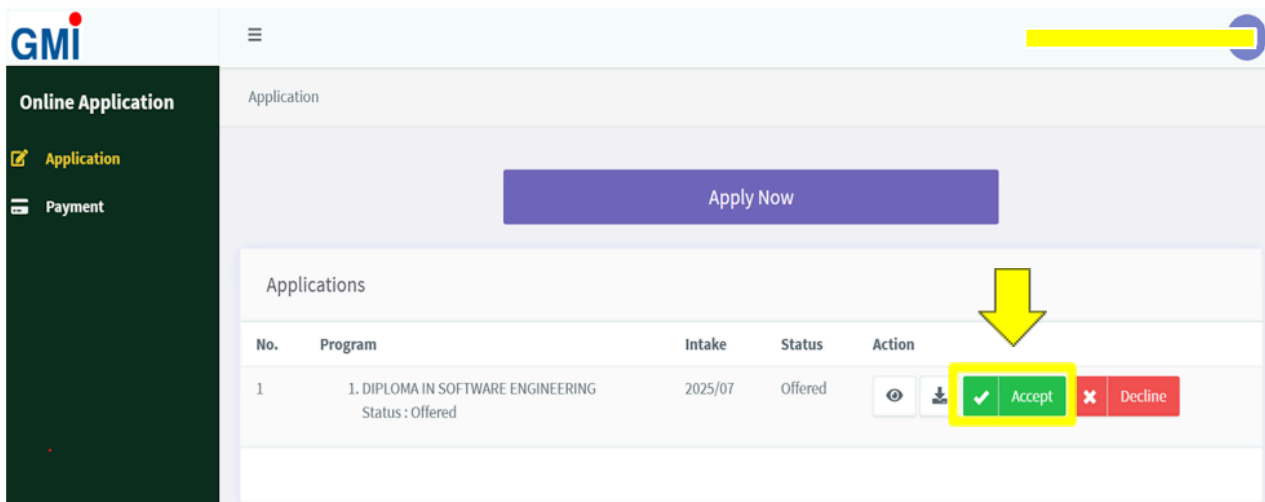
Apply Now

Applications

No.	Program	Intake	Status	Action
1	1. DIPLOMA IN SOFTWARE ENGINEERING Status : Offered	2025/07	Offered	Accept Decline

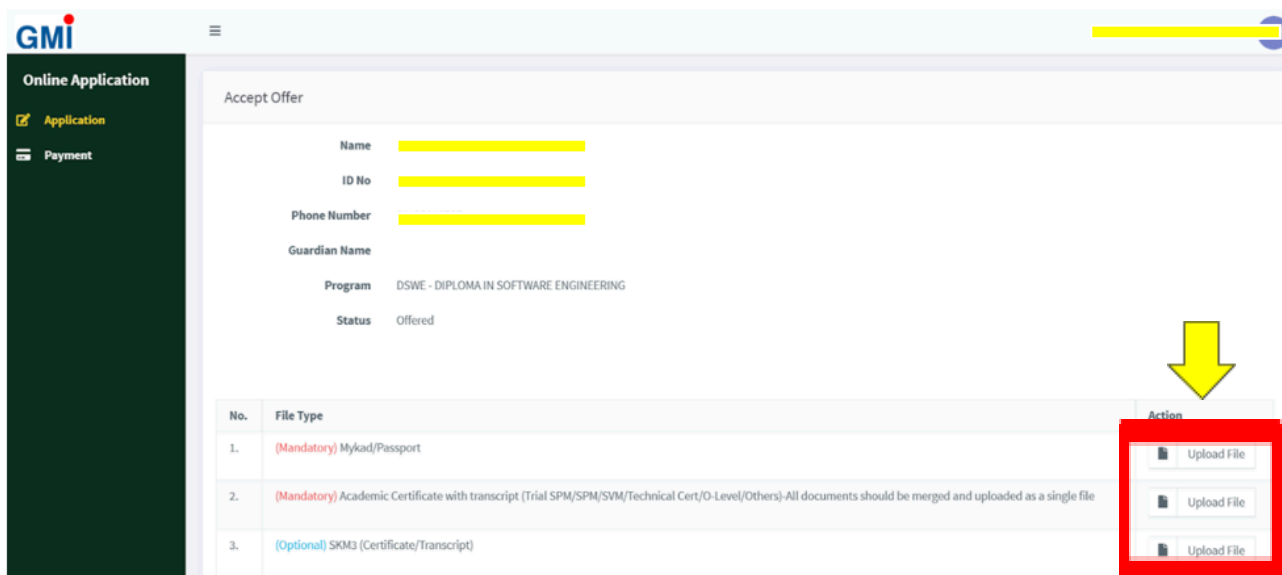
Picture 2

2. Click Accept button to accept the offer.



Picture 3

3. Click Upload File to upload the required files.

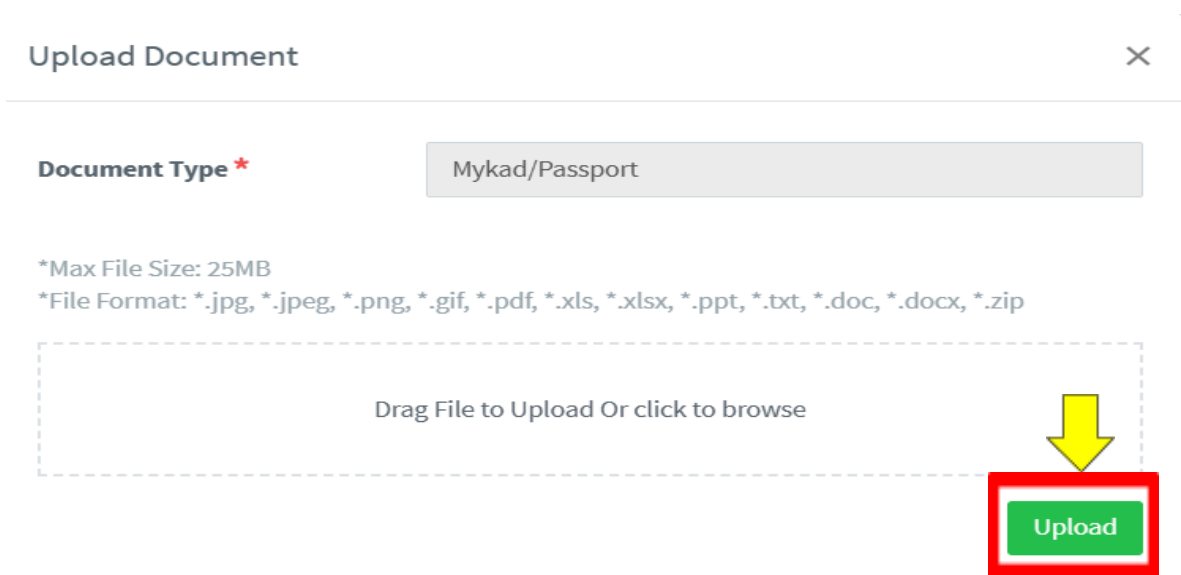


Picture 4

Note: Document to be uploaded

DOCUMENT TYPE	LOCAL STUDENT	INTERNATIONAL STUDENT
1. MyKad/Passport	√	√
2. Academic Certificate with transcript (SPM/SVM/Technical Cert/O-Level/Others)-All documents should be merged and uploaded as a single file	√	√
3. SKM3 Certificate (optional)	√	
4. High School Certificate/O-Level or equivalent		√
5. TOEFL or IELTS Certificate/English Proficiency Test Results		√

- A popup/ dialog box will appear to assist with the upload of the required files. Once you have completed the file upload, kindly click the **upload button**.



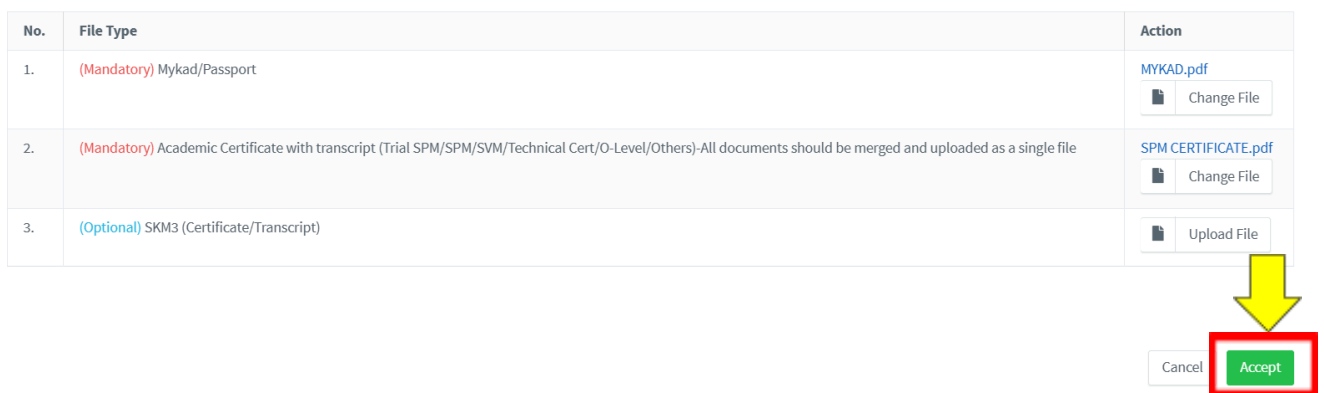
Picture 5

- Below is how the file will be attached after the file is uploaded. Applicants can click on **Change File** to reupload any file.

No.	File Type	Action
1.	(Mandatory) Mykad/Passport	MYKAD.pdf Change File
2.	(Mandatory) Academic Certificate with transcript (Trial SPM/SPM/SVM/Technical Cert/O-Level/Others)-All documents should be merged and uploaded as a single file	SPM CERTIFICATE.pdf Change File
3.	(Optional) SKM3 (Certificate/Transcript)	Upload File

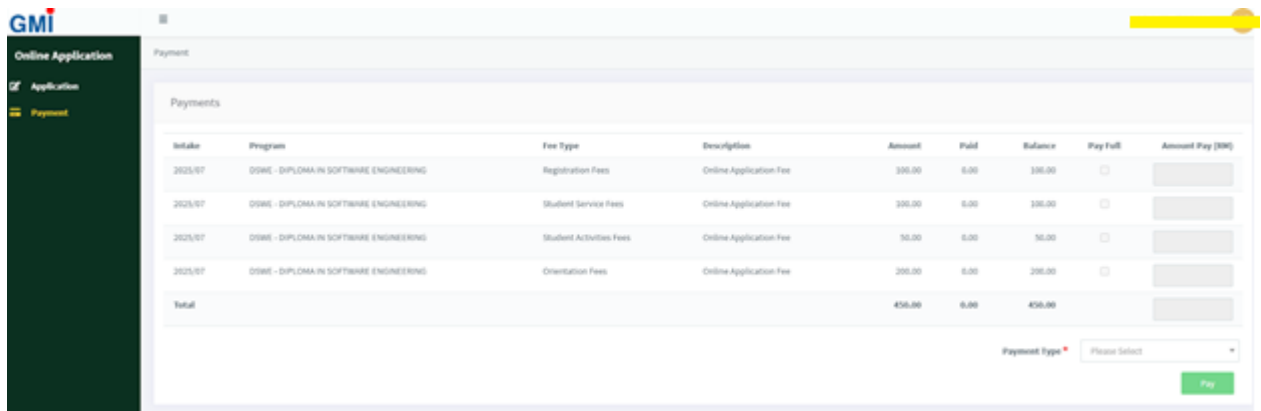
Picture 6

- Click the Accept button. Upon click Accept: Applicant successfully accepted the offer.



Step 2: Payment

1. Click on the **Payment module** (left side menu)



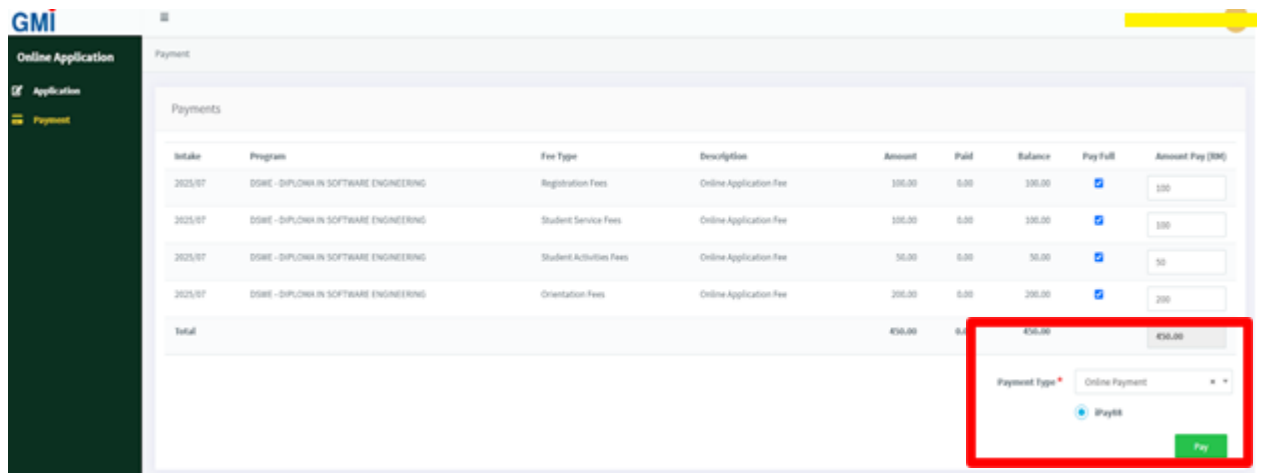
Picture 7

2. Enter your payment amount in the amount field. System will pop up an alert message if the applicant pays less than the minimum payable amount.

PROGRAM	LOCAL (RM)	INTERNATIONAL (RM)
DIPLOMA	450.00	1,100.00
GUFP	1,350.00	1,350.00
GAPP	750.00	1,675.00

Picture 8

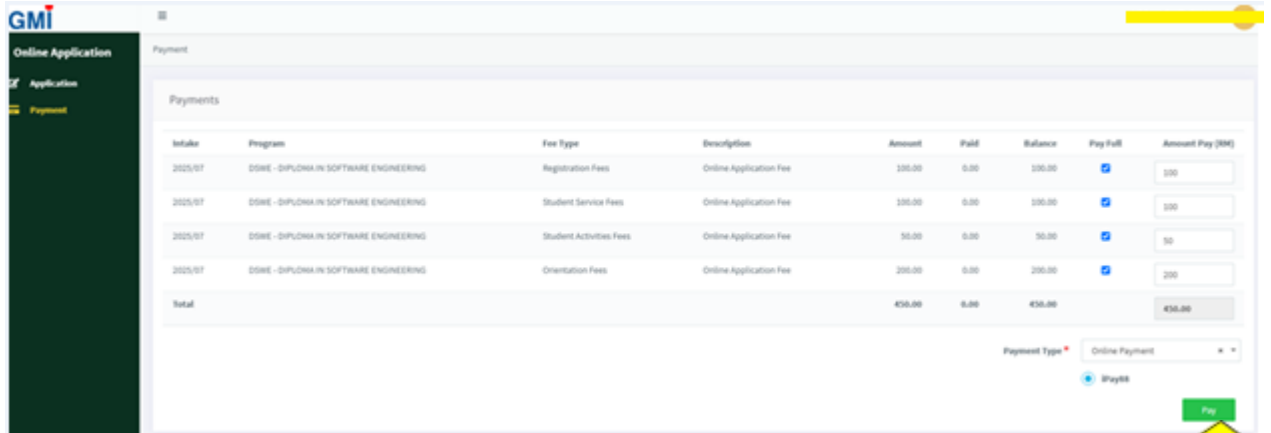
3. Select **Payment Type**.



Picture 9

4. Click Pay.

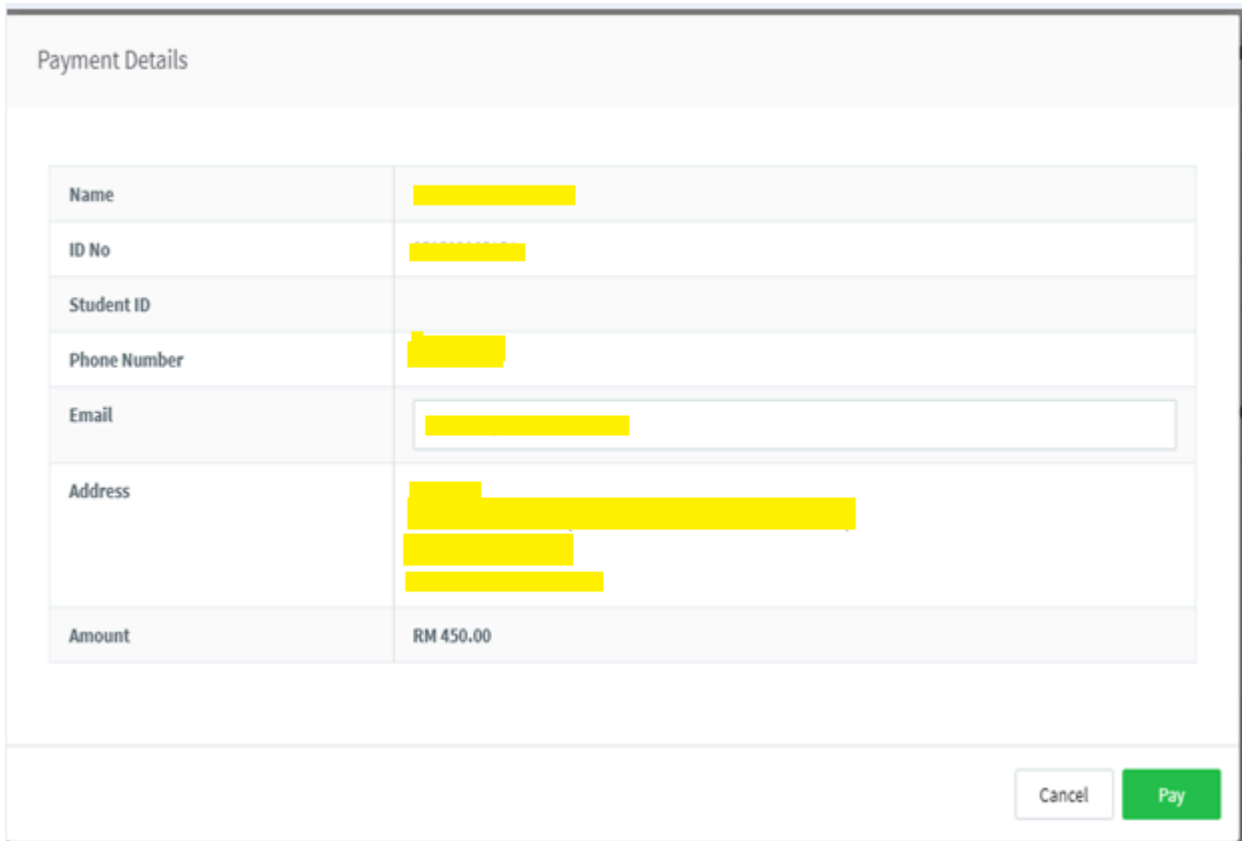
System will show payment details and total amount before proceeding.



Picture 10

a) Click **Pay**.

Upon that, the system will redirect to the payment gateway and proceed with the payment successfully.



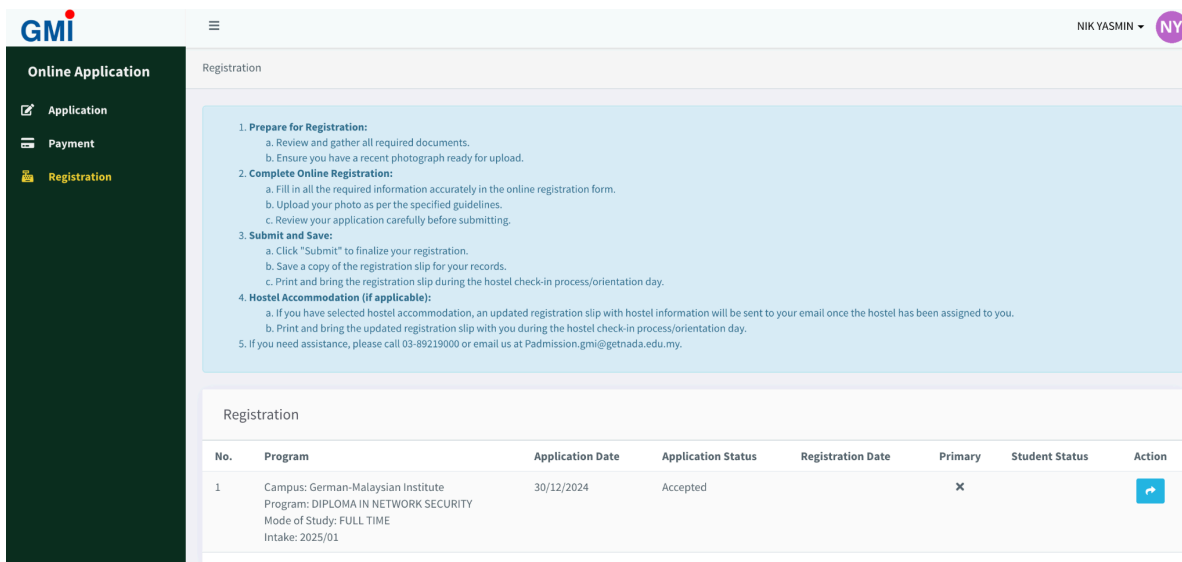
Picture 11

After payment is received, the system will return to the Payment screen and **Paid**.
The balance amount are updated after the student register.

Step 3: Perform Self Pre-Registration

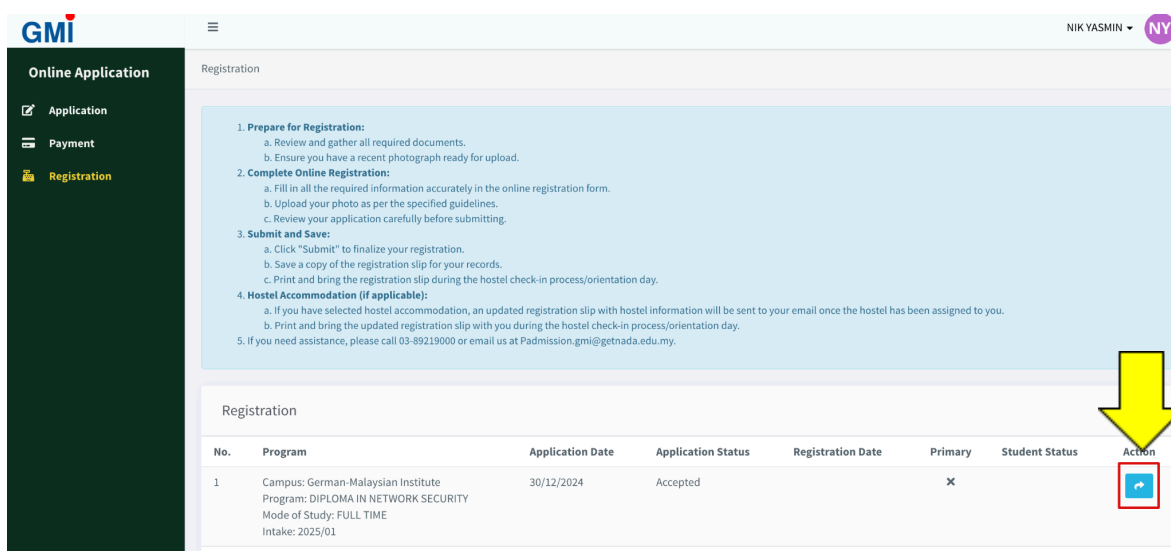
1. After the applicant has made payment, they can proceed to perform self-registration.

Click on the **Registration module** (left side menu)



Picture 13

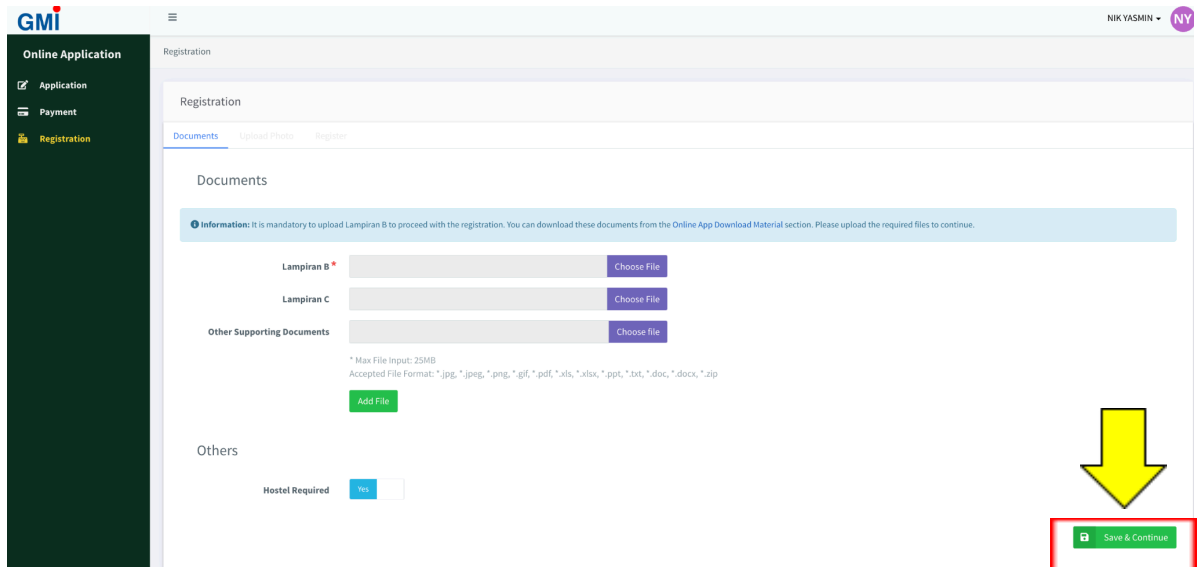
2. Click Register button on Action tab



Picture 14

3. In the Document tab,

- Click **Choose File** to upload Lampiran B (**compulsory**)
- Enable** toggle Hostel Required if the applicant requires accommodation. The applicant will not be able to proceed to the next register tab if this tab is not completed.
- Once you have completed the file upload, kindly click **Save & Continue** to proceed to the next tab, Upload Photo.



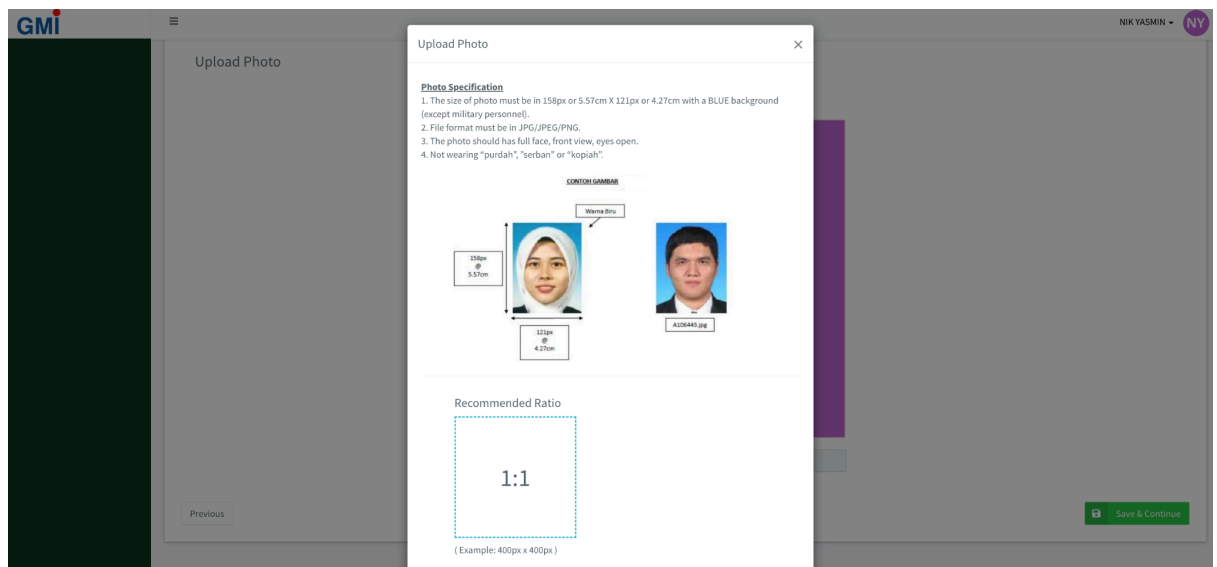
Picture 15

4. In the Upload **Photo** tab, the system will capture the same photo from an online application, if any. The photo will be used as a **Student ID Card**.

a) Simply click **Upload** to re-upload a new one.

The applicant will not be able to proceed to the next register tab if this tab is not completed.

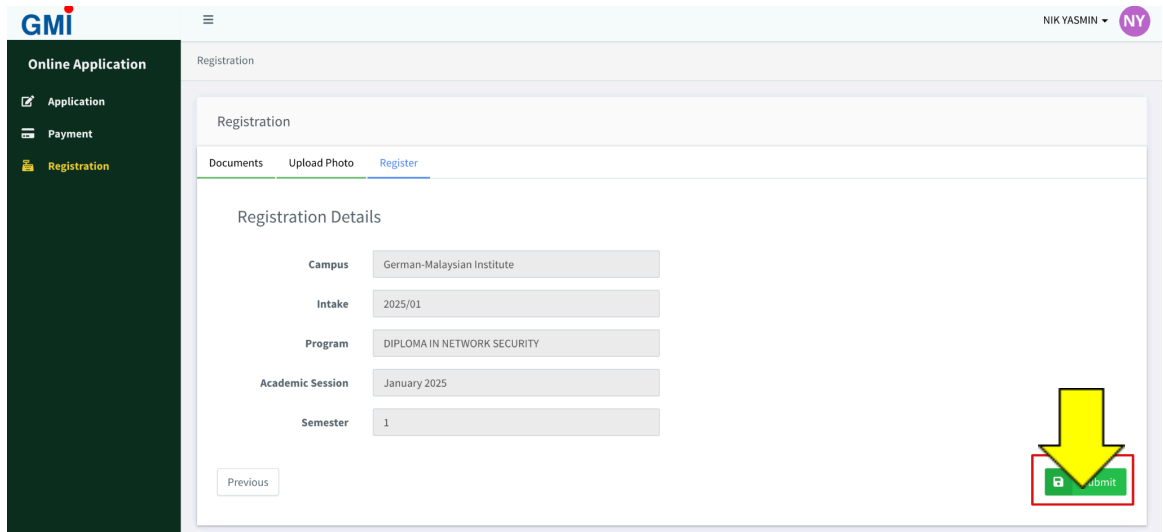
b) Once you have completed the photo upload, kindly click **Save & Continue** to proceed to the next tab, Register.



Picture 16

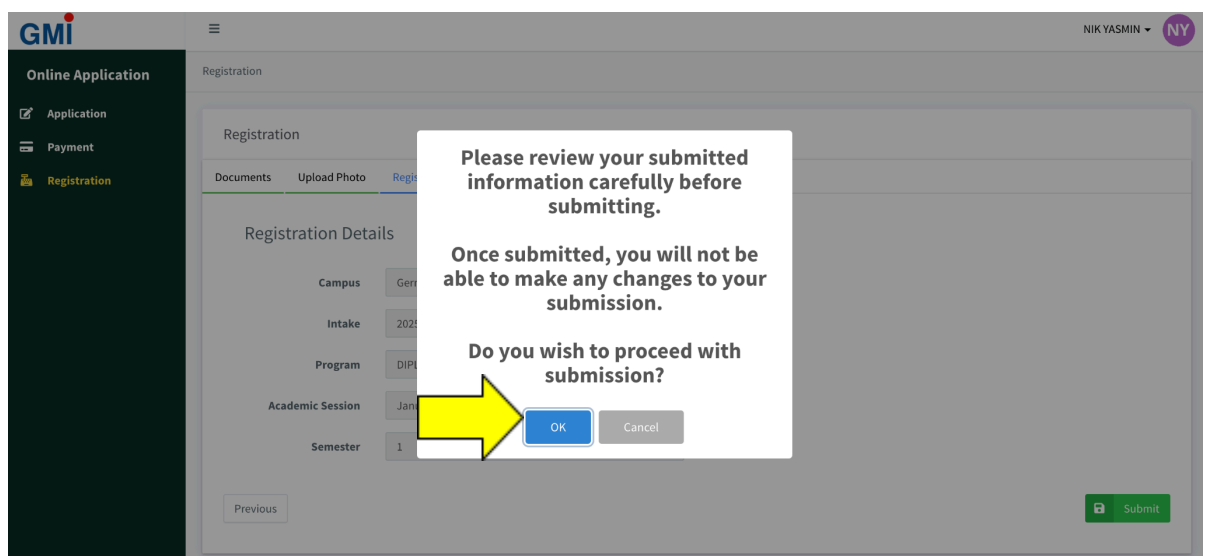
5. In the Register tab, the system will capture (default information) student registration details such as campus name, intake, program name, academic session and semester.

a) Click **Submit** to complete the self pre-registration. Please ensure all your information is correct.



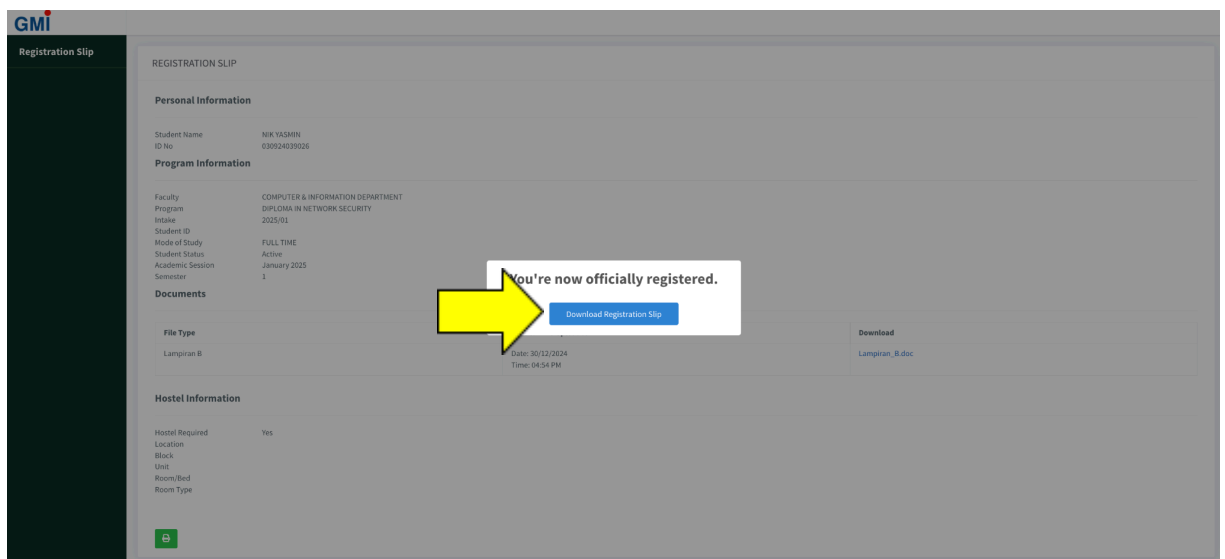
Picture 17

6. System will show a confirmation alert message. Click OK. Upon that, the system will redirect applicants to the Registration Slip.



Picture 18

7. Click **Download Registration Slip** to view Registration Slip.



Picture 19

8. The applicant will receive an automated notification email regarding their registration and online orientation.

9. Please bring along your registration slip during hostel registration.

Please ensure all the steps outlined above are followed to complete the self-registration, payment, and pre-hostel registration process.

All the best.

Thank you.