

# **CAAM and EASA Examination Registration Guidelines**

**Approved Examination Centre  
UniKL MIAT**

Version: 4th May 2023

**Table 1: Exam Registration for CAAM Module (Repeat candidate)**

Version: 4th May 2023

		<b>Current Student (Dip/ Degree)</b>	<b>Alumni (Dip/ Degree)</b>	<b>External Candidate</b>	
Registration process	1-Required documents	a) Result slip (refer to the module application checklist)	a) Semester result transcript	a) Verification Letter from the company b) SPM Result (must credit in English) c) Registration form (download at <a href="http://uniklmiataec.com">http://uniklmiataec.com</a> )	
		b) Certified True Copy of SPM Results (evidence of a credit English) or equivalent. c) Registration form (download at <a href="http://uniklmiataec.com">http://uniklmiataec.com</a> ) d) Certified True Copy of NRIC(MyKad);			
	2-Approval			a) Once approved by Quality Assurance Manager (QAM) UniKL MIAT (email to: <a href="mailto:mdanuar@unikl.edu.my">mdanuar@unikl.edu.my</a> )	
	3- Booking and Payment	a) Make the exam booking at <a href="http://uniklmiataec.com">http://uniklmiataec.com</a> (google form)		b) Once you receive the "confirmation booking" status, please proceed with the payment.	
		c) Get the official receipt from the Finance unit (bring a copy of the registration form)		d) Submit the registration form and required documents, including the official payment receipt	
		e) email all the documents to <a href="mailto:examcentremiat@gmail.com">examcentremiat@gmail.com</a>			
4-Confirmation	Received successful registration notification from AEC				
	if you do NOT receive any notification after submitting all the documents, please email <a href="mailto:sitinurhuda.nm@unikl.edu.my">sitinurhuda.nm@unikl.edu.my</a>		if you do NOT receive any notification after submitting all the documents, please email <a href="mailto:sitinurhuda.nm@unikl.edu.my">sitinurhuda.nm@unikl.edu.my</a>		
Requirements to sit for the examination	a) Credit for English subject (SPM)		a) Credit for English subject (SPM) b) Working experience in ATO 147/ MRO/ Airline/ex-air force.		
Fee per exam paper	Please refer to the table of professional examination fees and charges. You may request this by emailing to <a href="mailto:sitinurhuda.nm@unikl.edu.my">sitinurhuda.nm@unikl.edu.my</a>				
Examination schedule	<a href="https://uniklmiataec.com/examination-schedule/">https://uniklmiataec.com/examination-schedule/</a>				
Registration period	<a href="https://uniklmiataec.com/examination-schedule/">https://uniklmiataec.com/examination-schedule/</a>				



**Table 3: Exam Registration for EASA Module**

Version: 4th May 2023

		<b>Current Student (Dip/ Degree) and Alumni</b>	<b>External Candidate</b>
Registration process	1-Required documents	<ol style="list-style-type: none"> <li>1. <u>Registration form for MIAT students</u> (Download at <a href="http://uniklmiataec.com/registration/EASA">http://uniklmiataec.com/registration/EASA</a>)</li> <li>2. Certified True Copy of NRIC(MyKad); For International candidates: Certified True Copy of Passport</li> <li>3. Previous failed result slip (for repeat paper)</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Registration form for external candidates</u> (Download at <a href="http://uniklmiataec.com/registration/EASA">http://uniklmiataec.com/registration/EASA</a>)</li> <li>2. Certified True Copy of NRIC(MyKad). For International candidates: Certified True Copy of Passport</li> <li>3. Previous failed result slip (for repeat paper)</li> </ol>
	3- Booking and Payment	<ol style="list-style-type: none"> <li>1. Check the EASA exam schedule at <a href="https://uniklmiataec.com/examination-schedule/">https://uniklmiataec.com/examination-schedule/</a></li> <li>2. Submit the registration form and required documents to <a href="mailto:easa.examregistration@unikl.edu.my">easa.examregistration@unikl.edu.my</a> for verification.</li> <li>3. Once you receive the "confirmation booking" status, please proceed with the payment.</li> <li>4. Bring a copy of the registration form and proof of payment to the Finance unit counter and get the official receipt.</li> <li>5. Email the registration form and required documents, including the official payment receipt, to <a href="mailto:easa.examregistration@unikl.edu.my">easa.examregistration@unikl.edu.my</a></li> </ol>	
	4-Confirmation	<ol style="list-style-type: none"> <li>6. Received successful registration notification from AEC and EASA examination ID (during 1<sup>st</sup> registration only) if you do NOT receive any notification after submitting all the documents, please email <a href="mailto:easa.examregistration@unikl.edu.my">easa.examregistration@unikl.edu.my</a></li> </ol>	
Fee per exam paper	Please refer to the table of professional examination fees and charges. You may request this by emailing to <a href="mailto:sitinurhuda.nm@unikl.edu.my">sitinurhuda.nm@unikl.edu.my</a>		
Examination schedule	<a href="https://uniklmiataec.com/examination-schedule/">https://uniklmiataec.com/examination-schedule/</a>		
Registration period	Make sure to submit all registration documents within the registration period only! Refer to <a href="https://uniklmiataec.com/examination-schedule/">https://uniklmiataec.com/examination-schedule/</a> for the registration period for each examination		
Examination venue	Please be alert on the examination venue, whether in the Subang campus or the Sepang campus		