<u>Procedures for Registration and Tution Fees Payment</u>

1. Enter the system of registration through AASTMT home page, where the students enter the registration number and PIN code, so there will be a list of tasks that will be available to the student "MENU" (Registration – Printing unofficial transcript - Printing registration guidance card – Printing fees voucher if occurred).

2. After selecting online registration, there will be courses that are needed to be selected then to be registered within the schedule.

3. After completing registration, you must print a registration guidance card and tuition fees voucher for the preselected registered courses.

4. In the case of temporary registration, the student should complete the tuition fees payment process <u>within 120 hours</u> at one of the specified bank branches (Bank … - Branch, …), then the student's registration will be activated automatically (final registration), <u>otherwise the student's registration will be considered "Null" (not activated), where the student should "Re-register" again.</u>

5. In the case of any modification on the selected schedule, the student must repeat the steps (1, 2, 3), as he must pay any new tuition fees that may occurred.

<u>N.B:</u>

You can follow the following link (http://aast.edu/reg_media/reg-final.html) to watch the video of the new system of the registration process.