REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS

IMPORTANT (Please read carefully before proceeding to registration):

1. Details of registration week are as follows:

   **Date**: Please refer to your offer letter  
   **Time**: 8.30 a.m. - 4.30 p.m.  
   **Venue**: Academic Complex A (Near Mosque of UPM)

2. Late registration:
   - Degree programmes without thesis - permitted up to two (2) weeks after the commencement of a semester, subject to approval from the dean of the School of Graduate Studies.
   - Degree programmes with thesis - permitted up to the seventh week of a semester subject to written approval from the dean of the School of Graduate Studies.

For late registration, please email your REPLY SLIP OF ADMISSION to sgs_admission.upm.edu.my.

3. During registration week, registration of all new students will be carried out at Academic Complex A. After this period, all transactions should be done at the respective business offices, as detailed below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Office/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Visa and Passport Verification</td>
<td>School of Graduate Studies 2</td>
</tr>
<tr>
<td>Step 2</td>
<td>Health verification</td>
<td>University Health Centre</td>
</tr>
<tr>
<td>Step 3</td>
<td>Cash payment</td>
<td>Any CIMB Bank</td>
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<td></td>
<td>Endorsement of payment or payment by credit/debit card</td>
<td>Bursar Office at School of Graduate Studies 2</td>
</tr>
<tr>
<td>Step 4</td>
<td>Completion of registration as a new student</td>
<td>Counter 2 at School of Graduate Studies 1</td>
</tr>
</tbody>
</table>

4. Please ensure that you have had your health examination done in your own country, and have completed the enclosed Health Examination Report (RME/IPT International) form. Also enclosed are the ‘Terms and Regulations for Health-related Disorders for International Students Entrance’ which contain conditions that prohibit registration at Malaysia’s institutes of higher learning, and the Health Examination Guidelines.

5. Before registering during the registration week, candidates must pay the full basic fee. Candidates paying fees by cash are required to do so at any CIMB Bank branch, and to bring the receipt during registration. Payment by credit card can only be made at the registration counter. For more information, please refer to the enclosed ‘Methods of Payment’.

6. Please be noted that all the information given in the application form is deemed true. If there is any false declaration for gaining entry to UPM, the university reserves the right to withdraw this offer at any
REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS

Therefore, make sure to bring all the original admission required documents (Academic, Health & English Language Requirements) during the registration process.

7. Please refer to Appendix 1 for a step-by-step guide to the registration process during the registration week.

### Appendix 1:

<table>
<thead>
<tr>
<th>FLOW</th>
<th>INSTRUCTION</th>
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</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Visa &amp; Pass Counter</td>
<td>✓ Proceed to the visa &amp; pass counter for Visa verification and new student registration.</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Health Verification Counter</td>
<td>✓ Submit the completed Health Examination Report (RME/IPT International) for verification and get an endorsement for the Medical Examination Report [PU/BR02/GS-04f (PK-2)].</td>
</tr>
</tbody>
</table>
| **Step 3:** Checklist Counter | ✓ Furnish the following documents during registration:  
  - Original offer of admission letter and a copy of the letter.  
  - Original degree certificate, academic transcript and senate letter (if applicable).  
  - Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.  
  - Two (2) passport-sized photographs with BLUE background  
  - Your international passport and a copy of the page with your photo and personal details.  
  - Original TOELF/IELTS result and a copy of the result.  
  - A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).  
  - Application for Matric Card form (PU/S/BR02/GS-03). |
| **Step 4:** Bursar Counter | ✓ Provide the Bursar Counter with a copy of the bank-in slip or the original scholarship/financial assistance offer letter.                     |
| **Step 5:** Registration Counter | ✓ Proceed to the registration counter with all verified documents as detailed above  
  ✓ Receive a registration slip to enable login to the student portal  
  ✓ Registration process completed. |

*Note: New students are advised to refer directly to their respective faculties/institutes to obtain programme information and schedules.*