Name: 
Faculty/Institute: 
Programme:  
  ☐ PhD  ☐ Master  ☐ Non Graduating  ☐ Modular  ☐ ICP

<table>
<thead>
<tr>
<th>FLOW</th>
<th>INSTRUCTION</th>
<th>SIGNATURE &amp; STAMP</th>
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<tbody>
<tr>
<td>Step 1: Visa &amp; Pass Counter</td>
<td>✓ Proceed to the visa &amp; pass counter for Visa verification (only international candidates).</td>
<td></td>
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<tr>
<td>Step 2: Health Verification Counter</td>
<td>✓ Submit the completed Health Examination Report <em>(RME/IPT International) / (RME/IPT Local)</em> for verification and get an endorsement for the Medical Examination Report [PU/BR02/GS-04f (PK-2)].</td>
<td></td>
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</tbody>
</table>
| Step 3: Checklist Counter | ✓ Furnish the following documents at checklist counter:  
  1. Offer of admission letter.  
  2. Original and a copy of degree certificate and academic transcript or senate letter and academic transcript.  
  3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.  
  4. Two (2) passport-sized photographs with **BLUE** background and SOFTCOPY of it.  
  5. I.C or International passport and a copy of the page with your photo and personal details.  
  6. Original and a copy of TOELF/IELTS result or TEP registration receipt or ELS offer letter. *(FOR INTERNATIONAL ONLY)*  
  7. A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).  
|  | Registration status: PROVISIONAL *(TEP/MASTER OR BACHELOR’S CERTIFICATE)*  
  FULL *(CONTINUE)* |  |
| Step 4: Bursar Counter | ☐ Sponsored by: ________________________________  
  Duration: ________________________________  
  ☐ Self-Financed  
  Receipt No.: ________________________________  
  Amount: ________________________________  
  Note: No cash payment will be received at the counter. |  |
| 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. |  |

Registration status:  
- **PROVISIONAL (TEP/MASTER OR BACHELOR’S CERTIFICATE)**  
- **FULL (CONTINUE)**

**TO BE COMPLETED BY STUDENT**

I acknowledge that I am officially student of Universiti Putra Malaysia and understand anything I need to do next.

__Signature__  
__Date__

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**NO. SEMAKAN :** 03  
**NO. ISU :** 02  
**TARIKH KUATKUASA :** 15.01.2016