	SCHOOL OF GRADUATE STUDIES
	REGISTRATION GUIDELINES FOR NEW INTERNATIONAL POSTGRADUATE STUDENTS

IMPORTANT (Please read carefully before proceeding to registration):

1. Details of registration week are as follows:

Date : **28 – 30 August 2017, 4 – 8 September 2017**
 * Except Saturday, Sunday and public holiday
Time : **8.30 am – 4.30 pm**
 *Lunch hour : 1.00 p.m – 2.00 p.m
Venue : **Complex Academic A**

2. Please refer to [Registration Checklist](#) for a step-by-step guide to the registration process during the registration week.

3. Please ensure that you have carried out health examination at University Health Centre or any other government or private hospitals/clinics in Malaysia or your country must use the attached [Health Examination Report \(RME/IPT International\) form](#). Only candidates who free from 'Terms and Regulation for Health-related Disorders for International Students Entrance' and endorsed by University Health Centre will be allowed to register.

4. 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](#)'

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

6. Late registration is only allowed for a valid reason. If you are going to register late, please email Ms. Rahmawati Umar at rahwati@upm.edu.my, informing her of the reason for your being late, and the date you expect to be at UPM. The following are deadlines for late registration:

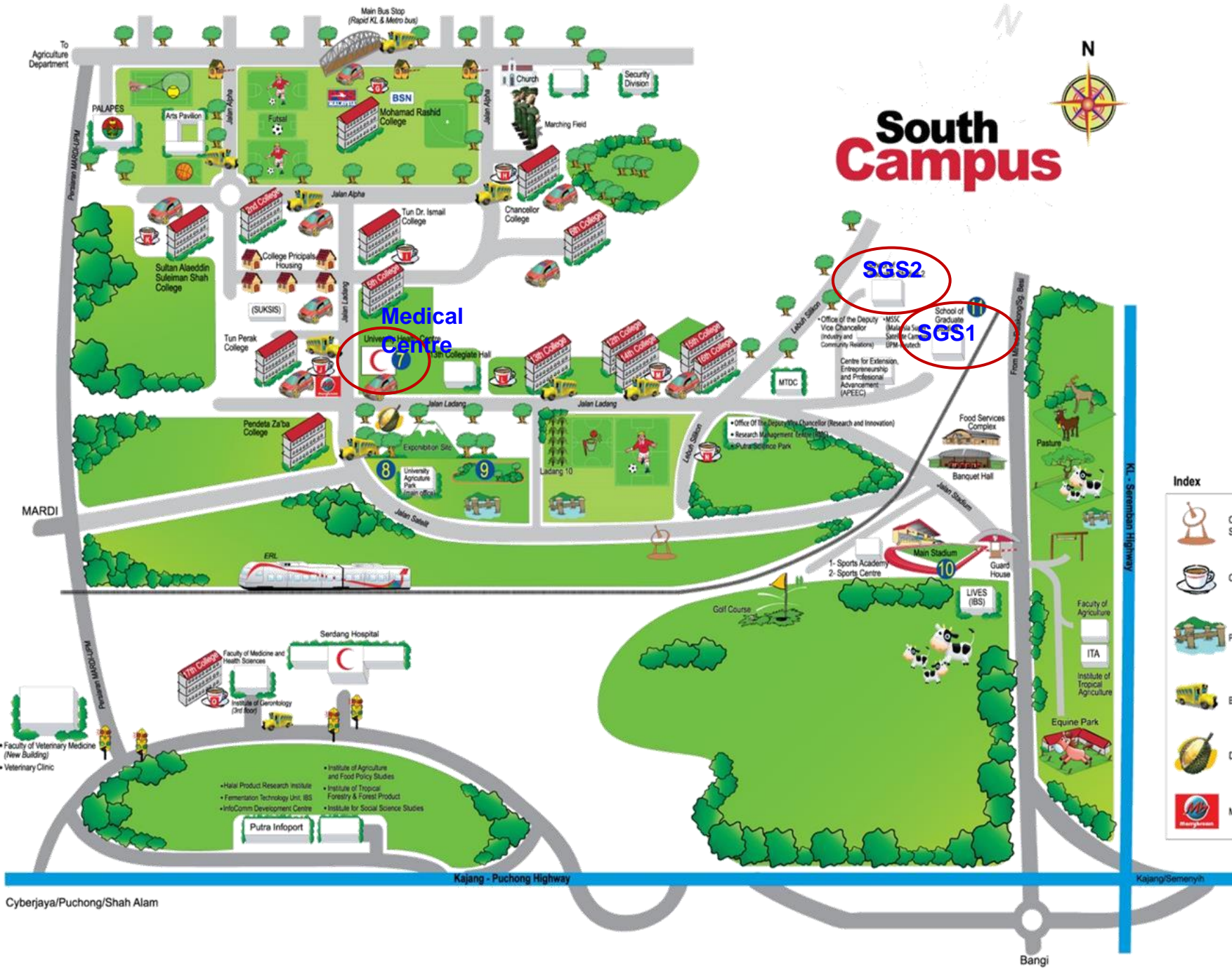
- **Programmes by coursework: Up to 2 weeks after the beginning of the semester**
- **Programmes by research : Up to 7 weeks after the beginning of the semester**

7. **For late registration**, all transactions should be done at the respective business offices, as detailed below:

Step 1	Visa and Passport Verification	Putra International Centre (PIC) http://www.intl.upm.edu.my
Step 2	Health Verification	University Health Centre (http://www.pku.upm.edu.my)
Step 3	Documents verification	School of Graduate Studies 1
Step 4	Cash Payment	Any CIMB Bank Branch
	Endorsement of cash payment/ payment by credit/debit card/Scholarship	Bursar Counter at School of Graduate Studies 2
Step 5	Completion of registration as a new postgraduate student	School of Graduate Studies 1

Google map Complex Academic A: <http://bit.ly/ComplexAcademic>





South Campus



Index

	Communication Satellite Station		Guard House
	Cafeteria		Car Park
	Pond		Traffic Light
	Bus Stop		Bridge
	Durian Orchard		Dragon Fruit
	Marrybrown Restaurant		

Cyberjaya/Puchong/Shah Alam

Bangi