STEP 1	**CHOOSING A PROGRAMME**

A. The first step is to choose the programme aligned to your career plans and educational background. You can browse through the programmes at this following links:

Programmes by coursework (Master only):
http://www.sgs.upm.edu.my/program_pengajian/programme_by_coursework-4574

Programmes by research Master/PhD):
http://www.sgs.upm.edu.my/program_pengajian/programme_by_research_phd_master-4568

B. Read the academic requirements to make sure that you have the right qualifications. You are advised to look at the faculty's website for more details on your programme and research themes. Admission are very competitive and you should make sure have achieved, or achieve, at least the minimum grade before apply.

C. For international candidate, you need to read the English Language requirement and meet that requirement before coming to UPM to register. It is mean that you still can submit the application without attaching the English language proficiency result.

D. UPM has two type of offer letter and table below will explain the type of offer according to the candidate situation:

Academic Requirement	English Language Requirement	Type of Offer
Graduated Bachelor/Master's degree with good standing result	Not meet the required score	Provisional
Final year student of Bachelor/Master's degree with good standing current result	Not meet the required score	Provisional
Final year student of Bachelor/Master's degree with good standing current result	Meet the required score	Provisional
Graduated Bachelor/Master's degree with good standing result	Meet the required score	Full

STEP 2	**BEFORE YOU APPLY**

A. Check the tuition fee and financial assistance available in the website. The tuition fee subject to change from time to time without any prior notice. You should check the latest tuition fee at least a month before the commencement of the semester.

B. The university, supervisor, lecturer and programme coordinator are not responsible for securing financial support for your study.
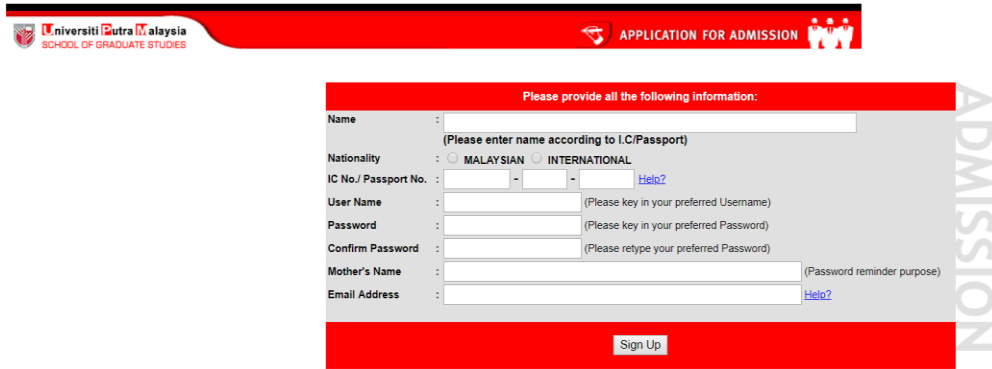
C. Read through all information of this Application Guide and programme page to make sure you send all the right documents and information when you apply.

D. Application is open throughout the year but check the deadlines for each semester intake and plan your time to submit your application well in advance.

Intakes	Closing Date	Registration Date
First Semester (Every September)	30 June	End of August
Second Semester (Every February)	30 November	End of January

STEP 3	**APPLYING TO YOUR PROGRAMME**
	A. Once you have selected your programme, you must apply via online together with the relevant documents.
	B. If you have sign-up previously, start at C of this step and use your existing username and password to login into **SGS Portal**. Otherwise, **SIGN-UP** for SGS Postgraduate Application to create an account and generate a username and password. Please keep and remember your username and password.
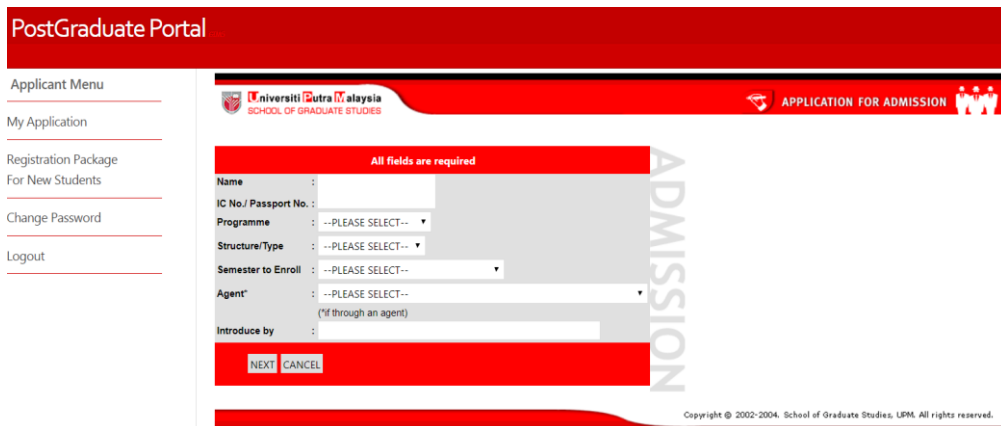
C. Then go to SGS portal login interface by clicking button "**LOGIN to portal**".

D. Once you have successfully login into SGS Portal, please click link **Apply New Application**. You need to enter programme, structure/type, semester you want to enrol and agent who recruited you. Then, click button **NEXT**.
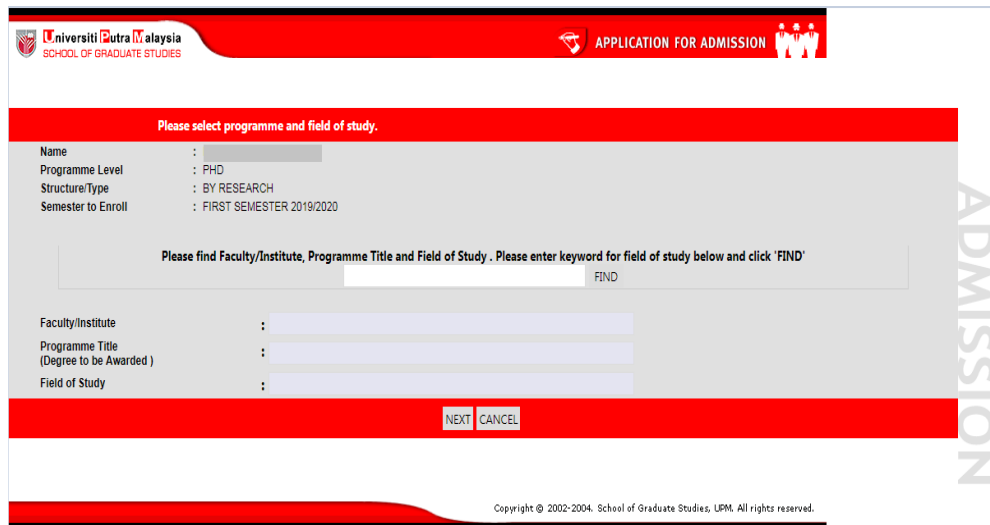
E. Next, find Faculty/Institute and field of study. Enter keyword of the field of study you want to apply and then click button **FIND**. Once you have found the field of study, click on it and then click button **NEXT**.

F. Next find your potential advisor if already identified. Click button **FIND** and search the advisor. Once you have found his/her name, click on it. **NOTE:** If you have not identified your advisor yet, just leave it blank. However, you are strongly advised to identify and communicate with your potential advisor in order to speed-up your application process.

G. Summary of the programme selected will be shown. If you are satisfied and wish to apply for the programme, click button **NEXT**. Enter all required information to complete your application until you reach certification section.

H. In the Certification section, upload, review or change the uploaded document, then pay the application fee and click **SUBMIT** button to submit the application.

> **Malaysian candidate: RM60.00**
> **International candidate: USD60**
>
> **METHOD OF PAYMENT**
>
> Applicants are required to make payment of the processing fee through UPM Payment Gateway. Please refer to this link for STEP-BY-STEP GUIDE: **http://bit.ly/paytoPG**
>   The transaction history must be uploaded into the applicant portal (iGIMS).
>
> **Note: For best results, please use Chrome browser.**

I. Read through the Submission of Supporting Documents for Admission and the Documentation Requirements to avoid any difficulties on uploading document and do not upload unnecessary document. Otherwise, your application may be delayed and given 'incompleted' status.

J. Make sure each section is marked with **COMPLETED** status.

K. Save your summary of application in pdf format for your own reference.

SUPPORTING DOCUMENTS:

No.	PhD Applicants	Master Applicants
1.	Passport-sized photograph	Passport-sized photograph
2.	Referee's Details **2 REFEREES** **The referees must be your previous supervisor or academic advisor or your current employer. Key-in their details into the system and no referral letter is required to attach or send to UPM.**	Referee's Details **2 REFEREES** **The referees must be your previous supervisor or academic advisor or your current employer. Key-in their details into the system and no referral letter is required to attach or send to UPM.**
3.	Certificates of Bachelor Degree	Certificates of Bachelor Degree
4.	Transcript of Bachelor Degree	Transcript of Bachelor Degree **For final year students, please attach all semester results until the latest semester result in one pdf file.**
5.	Certificates of Master Degree	-
6.	Transcript of Master Degree **For final year students, please attach all semester results until the latest semester result in one pdf file.**	-
7.	Research Proposal	Research Proposal **(Master by research ONLY)**
8.	TOEFL/IELTS/CIEP **(International Candidates ONLY)** ***UPM will issue a provisional offer if the applicant meets the academic requirement, but the candidate must fulfill the English Language requirement before the registration.**	TOEFL/IELTS/CIEP **(International Candidates ONLY)** ***UPM will issue a provisional offer if the applicant meets the academic requirement, but the candidate must fulfill the English Language requirement before the registration.**
9.	Identity card (Passport/I.C)	Identity card (Passport/I.C)
10.	Letter of scholarship/sponsorship award (if any)	Letter of scholarship/sponsorship award (if any)
11.	Processing fee Receipt for 1 application- RM60 (Local) or USD60 (International) * Non-refundable processing fee	Processing fee Receipt for 1 application - RM60 (Local) or USD60 (International) * Non-refundable processing fee