

REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS

IMPORTANT (Please read carefully before proceeding to registration):

1. Details of registration week are as follows:

Date	:	10 – 12 February 2016 15 – 19 February 2016 * Except Saturday, Sunday and public holiday
Time	:	8.30 am – 4.30 pm *Lunch hour : 1.00 p.m – 2.00 p.m
Venue	:	<u>Academic Complex A</u> 

2. Late registration:

- Programme by coursework - permitted up to two (2) weeks after the commencement of a semester, subject to approval from the dean of the School of Graduate Studies.
- Programme by research - permitted up to the seventh week of a semester subject to a written approval from the dean of the School of Graduate Studies.

For late registration, please email your [REPLY SLIP OF ADMISSION](#) to masfirdaus@upm.edu.my and c.c to rahwati@upm.edu.my .

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

Step 1	Visa and Passport Verification	<u>International Division</u>
Step 2	Health Verification	<u>University Health Centre</u> <u>(http://www.pku.upm.edu.my)</u>
Step 3	Documents verification	<u>School of Graduate Studies 1</u>
Step 4	Cash Payment	Any CIMB Bank Branch
Step 5	Endorsement of cash payment/ payment by credit/debit card/Scholarship	Bursar Counter at School of Graduate Studies 2
Step 6	Completion of registration as a new postgraduate student	<u>School of Graduate Studies 1</u>



REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS

4. Please ensure that you have carried out health examination at University Health Centre or any other government hospitals/ clinics/ private in Malaysia or your country must use the attached Medical 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.
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 time. Therefore, make sure to bring all the original admission required documents (Academic, Health & English Language Requirements) during the registration process.
7. Please refer to [Registration Checklist](#) for a step-by-step guide to the registration process during the registration week.

REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS



Google map Complex Academic A: <http://www.upm.edu.my/lok/map/wm/3.0008666/101.7155993>

REGISTRATION GUIDELINE FOR INTERNATIONAL STUDENTS

