

CERTIFIED INTENSIVE ENGLISH PROGRAMME (CIEP)

The Certified Intensive English Programme (CIEP) is ideal for university – bound students who want to achieve the required English Proficiency for admission into UPM’s postgraduate courses in the shortest time possible. CIEP is a full – time programme with 96 hours of intensive English classes over the course over the course of 4 weeks (one session) for each level, from beginner to advanced (Level 101-109). Besides UPM, the CIEP certificate from **ELS Language Centres** is also recognized as an entry requirement by many universities and colleges worldwide in place of TOEFL and IELTS.

TO REGISTER FOR THIS PROGRAMME:

Step 1

Sit for the “Placement Test “at ELS Language Centres (UPM Branch) to determine your English proficiency and the CIEP level that you will enter. **The Placement Test is RM250 .00** and is to be paid at ELS Language Centres (UPM Branch).

If you agree to continue with the CIEP, proceed to Step 2.

Step 2

Proceed to make the payment for the CIEP (as listed to below) to UPM Education Sdn Bhd’s (UPM – ET) account at CIMB Bank (Refer to the page #2 for the bank details). Then, complete and return the application form for Non – Graduating Programme (NG) to the School of Graduate Studies (SGS).

Certified Intensive English Programme (CIEP) (16 Weeks / 4 Sessions)

No	Item	Total (RM)
1	CIEP Tuition Fees (4 Sessions)	10,200.00
2	Book & Materials	600.00
3	LTC & Resource Fee	600.00
Total		11,400.00

Note:

Students who are placed at Level 107,108 or 109 are required to pay 3 – session, 2 – session and 1 – session payment respectively.

**Additional Monthly Fee
(4 Weeks / 1 Session)**

No	Item	Total (RM)
1	CIEP Tuition Fees (1 Session)	2,550.00
2	Books & Materials	150.00
3	LTC & Resource Fee	150.00
Total		2,850.00

Note:

Additional monthly fee is applicable to those who have completed a minimum of 16 Weeks / 4 Sessions in the CIEP and still need to continue to the higher CIEP level(s).

Step 3

Present the original CIMB receipt of the CIEP payment to ELS Language Centres (UPM Branch) in order to start classes. Students are also required to pay other compulsory fees (NG programme, health insurance, student card and medical check- up) to the relevant UPM departments.

***All fees for NG and CIEP are subject to change.**

Step 4

Bring the documents below to **International Centre, Visa & Pass Division** for the processing of the student pass/visa and pay the visa processing fees:

- UPM Offer Letter
- Receipt of CIEP Payment
- ELS Placement Test Score Result
- ELS Acceptance Letter
- UPM Non - Graduating Programme fee
- Medical Report (Verified by UPM Health Centre)
- Receipt of Health Insurance fee.
- Cover Letter of Insurance.

Note:

A “**Provisional Admission**” status awarded to those who pass CIEP Level 107. Students will then be permitted to register for academic courses in UPM. However, in order to fulfill the UPM’s English Proficiency Requirement, students are still required to complete two (2) levels of CIEP (Level 108 and Level 109) within **ONE (1) year**, from the start of CIEP.

For any inquiries, please contact:

Ms Nabilah Kamarul Zaman

Executive

UPM Education & Training Sdn Bhd

Block D, UPM – MTDC Technology Centre

Universiti Putra Malaysia

43400 Serdang

Selangor Darul Ehsan

Office Number : +603-8959 3408

Email : nabilahkamarul.upmholdings@gmail.com

Ms Nor Baizura Mohd Arshad

Registrar

ELS Language Centre @UPM

Block A Putra 10.6

North Campus

Universiti Putra Malaysia

Selangor Darul Ehsan

Office Number : +603- 8938 1355

Email : baizura.arshad@els.edu.my

Note:

For Registration, Please go to CIMB Bank counter or use Cash Deposit Machine (CDM) to bank-in the payment:

Bank Detail : CIMB BANK BERHAD

Account Name : UPM Education & Training Sdn Bhd

Account Number : 8002167906

For record purposes and to facilitate the process of your application, please inform **Muhamad Hanif Bin Mohd Yusof** your current contact details (address, email, mobile number etc)