

## 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 programme at this following links:

Programmes by coursework (Master only):  
[http://www.sgs.upm.edu.my/program\\_pengajian/programme\\_by\\_coursework-4574](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](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 is very competitive, and you should make sure you have achieved, or achieved, at least the minimum grade before applying.

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
Graduated Bachelor/Master’s degree with good standing result	Meet the required score	Full
Final year students of Bachelor/Master’s degree with good standing result	Not meet the required score	Provisional
Final year students of 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.
- E. Prepare softcopy of the following required documents:

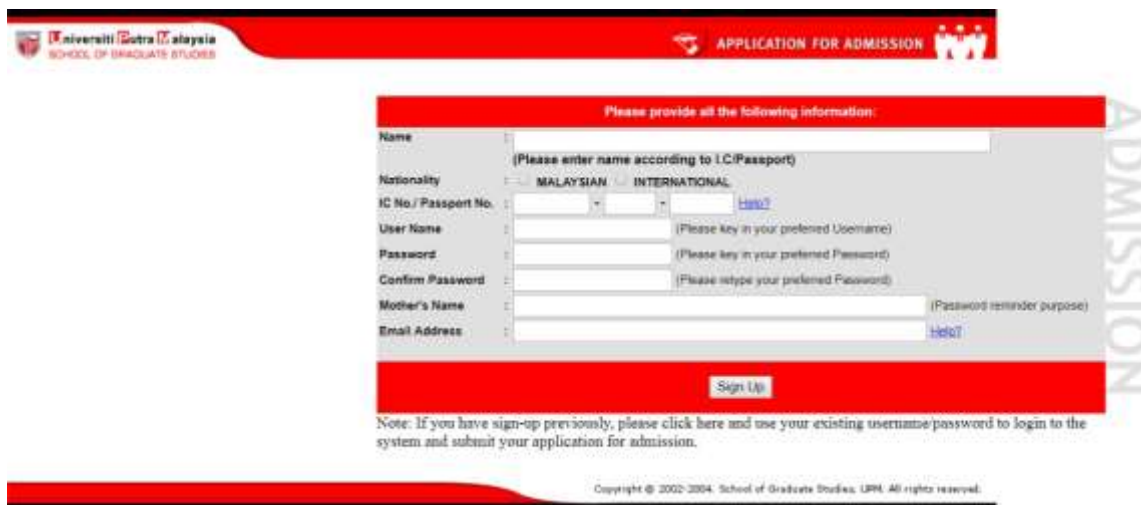
## SOFTCOPY OF SUPPORTING DOCUMENTS TO BE UPLOADED

NO.	Application for PhD	Application for Master
1.	Photo (Passport-sized)	Photo (Passport-sized)
2.	Certified copy of Identity Documentation: Passport: International I/C: Local	Certified copy of Identity Documentation: Passport: International I/C: Local
3.	Letter of Scholarship/Sponsoring award (if any) Or  Pay slip/bank statement for at least 6 months	Letter of Scholarship/Sponsoring award (if any) Or  Pay slip/bank statement for at least 6 months
4.	Research Proposal	Research Proposal (For Master by Research only)
5.	Certified copy of bachelor's degree	Certified copy of bachelor's degree/Senate Letter/Completion Letter/Enrollment letter for a final year student
6.	Certified copy of Transcript of bachelor's degree	Certified copy of Transcript of bachelor's degree/ Every semester's result for a final year student
7.	Certified copy of master's degree/Senate Letter/Completion Letter/ Enrollment letter for a final year student	-
8.	Certified copy of Transcript of master's degree/Every semester's result for a final year student	-
9.	TOEFL/IELTS/MUET/CIEP/PTE (International only) - International can submit the application for admission without attaching the English Language Proficiency Score Test. The applicant can prepare for it before registration as a new student. - For more details on the English Language requirement, please refer to <a href="http://bit.ly/EnglishRequirementPG">http://bit.ly/EnglishRequirementPG</a>	TOEFL/IELTS/MUET/CIEP/PTE (International only) - International can submit the application for admission without attaching the English Language Proficiency Score Test. The applicant can prepare for it before registration as a new student. - For more details on the English Language requirement, please refer to <a href="http://bit.ly/EnglishRequirementPG">http://bit.ly/EnglishRequirementPG</a>
10.	Receipt of payment of processing fee *Non-refundable	Receipt of payment of processing fee *Non-refundable

- F. 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 'incomplete' status.

## 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](#)”.



SESSION	DEADLINE	SESSION	SESSION
FIRST SEMESTER (2014-2015)	31 JULY 2014	SECOND SEMESTER (2014-2015)	31 JULY 2015
FIRST SEMESTER (2015-2016)	31 JULY 2015	SECOND SEMESTER (2015-2016)	31 JULY 2016
FIRST SEMESTER (2016-2017)	31 JULY 2016	SECOND SEMESTER (2016-2017)	31 JULY 2017
FIRST SEMESTER (2017-2018)	31 JULY 2017	SECOND SEMESTER (2017-2018)	31 JULY 2018

- 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 enroll 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 and Submission of Application section, upload, review or change the uploaded document, then pay the application fee.

LOCAL	INTERNATIONAL
Amount: RM60 Method of Payment: <a href="http://bit.ly/paytoPG">http://bit.ly/paytoPG</a>	Amount: RM250 (USD60) Method of Payment: <a href="http://upmapplication.flywire.com">upmapplication.flywire.com</a>

Other Method of payment can be referred at the following links:

- [Online Payment through JomPAY/CimbClicks](#)
- [Direct Bank-in at CIMB Bank Branches Nationwide](#)

## ACCOUNT INFORMATION

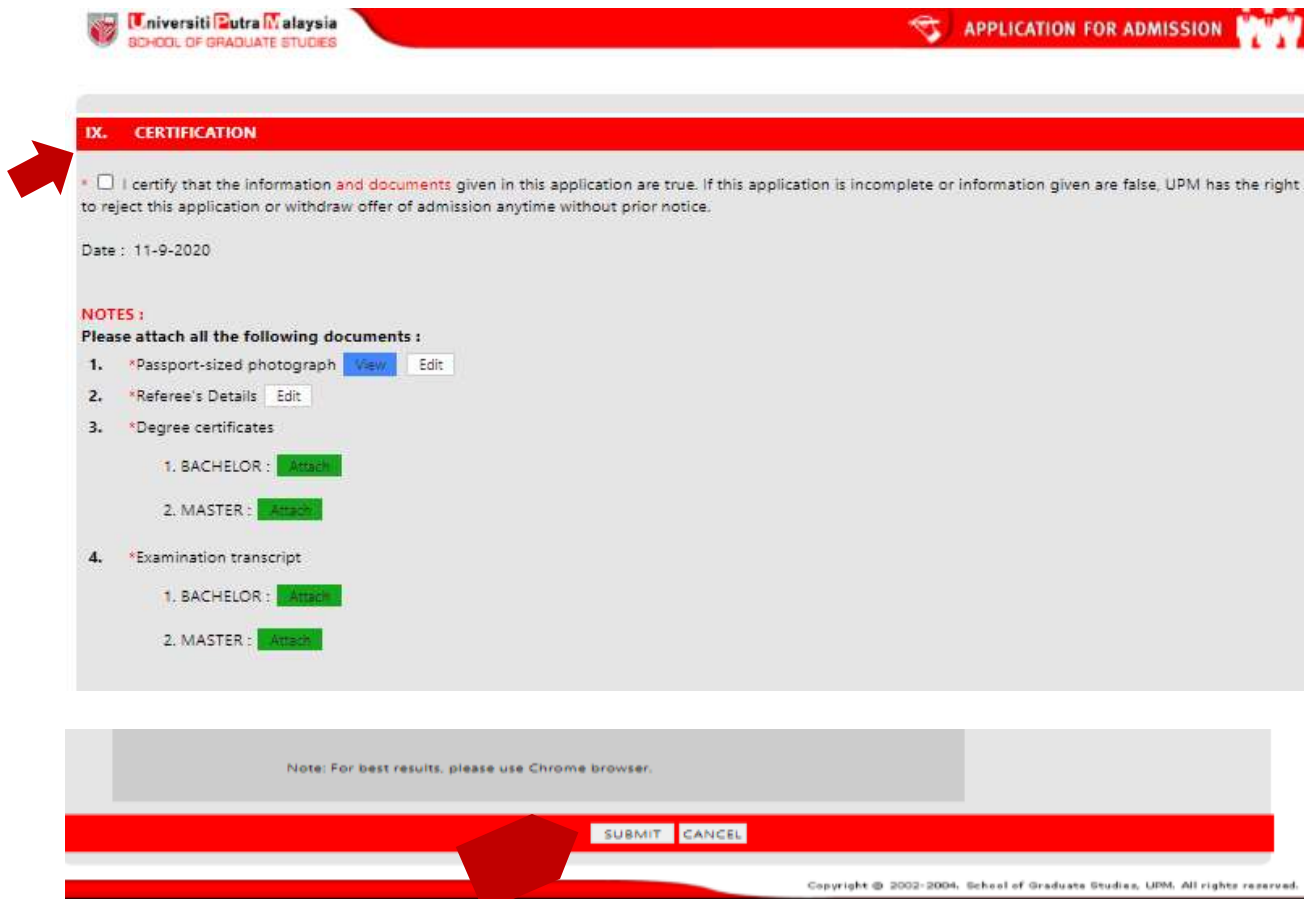
1. Bank Account No.	: 8002155042
2. Bank Name	: CIMB BANK BERHAD
3. Account Name	: U.P.M COLLECTION
4. Bank Branch	: UPM, SERDANG
5. Swift Code	: CIBBMYKL

I. You also are required to update the 2 referee details.

The referees must be your previous supervisor or academic advisor or current employer. Key-in their details info in the system. No referral letter needs to be attached or sent to UPM.

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

K. Click on the certification box and click **SUBMIT** button to submit the application.



**IX. CERTIFICATION**

I certify that the information and documents given in this application are true. If this application is incomplete or information given are false, UPM has the right to reject this application or withdraw offer of admission anytime without prior notice.

Date : 11-9-2020

**NOTES :**  
Please attach all the following documents :

- \*Passport-sized photograph [View](#) [Edit](#)
- \*Referee's Details [Edit](#)
- \*Degree certificates:
  1. BACHELOR : [Attach](#)
  2. MASTER : [Attach](#)
- \*Examination transcript:
  1. BACHELOR : [Attach](#)
  2. MASTER : [Attach](#)

Note: For best results, please use Chrome browser.

[SUBMIT](#) [CANCEL](#)

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



## STEP 4 AFTER SUBMISSION

A. There 5 types of application status that you should know.

Status	Explanation	Action need to be taken by applicant
NEW APPLICATION	Your documents are being vetted	You should check the status from time to time in the portal or email to <a href="mailto:pg_admission@upm.edu.my">pg_admission@upm.edu.my</a> if the status remains the same for more than a week.
INCOMPLETE	Your application is incomplete and need to upload additional documents or replace unnecessary/unclear documents.	Upload the required documents, certify and click on the Submit button for re-submission. Make sure the date of application updated to date you upload the new document.
INPROCESS	Your application is complete and has been sent to faculty for consideration process.	You should wait for at least 4 - 6 week for the latest status. You can follow up the status after 4 weeks the status is remain the same.
APPROVED OR APPROVED (PROVISIONAL)	Your application has been approved.  Provisional offer is given due to:  1. Not meeting the English Language Requirement; or  2. Not submitting the official certificate of bachelor/master's degree.	You can print the offer letter for references. You are also required to reply the offer whether accept, accept but would like to defer or reject the offer.  If your offer is a provisional offer, you should prepare the required documents before registration date.
NOT APPROVED	Your application has been not approved due to some reason.	You can check the reason of rejection by sending email to <a href="mailto:pg_admission@upm.edu.my">pg_admission@upm.edu.my</a> or faculty.