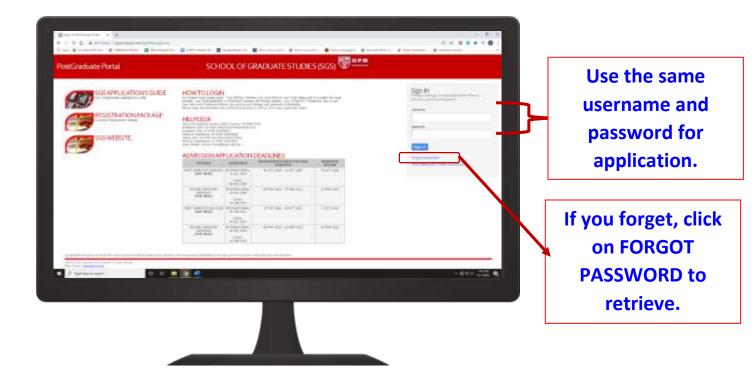
#### URL: http://sgsportal.upm.edu.my:8080/sgsportal/



Once you have logged in to the applicant portal, make sure you have accepted or deferred the semester enroll to **the current** semester.

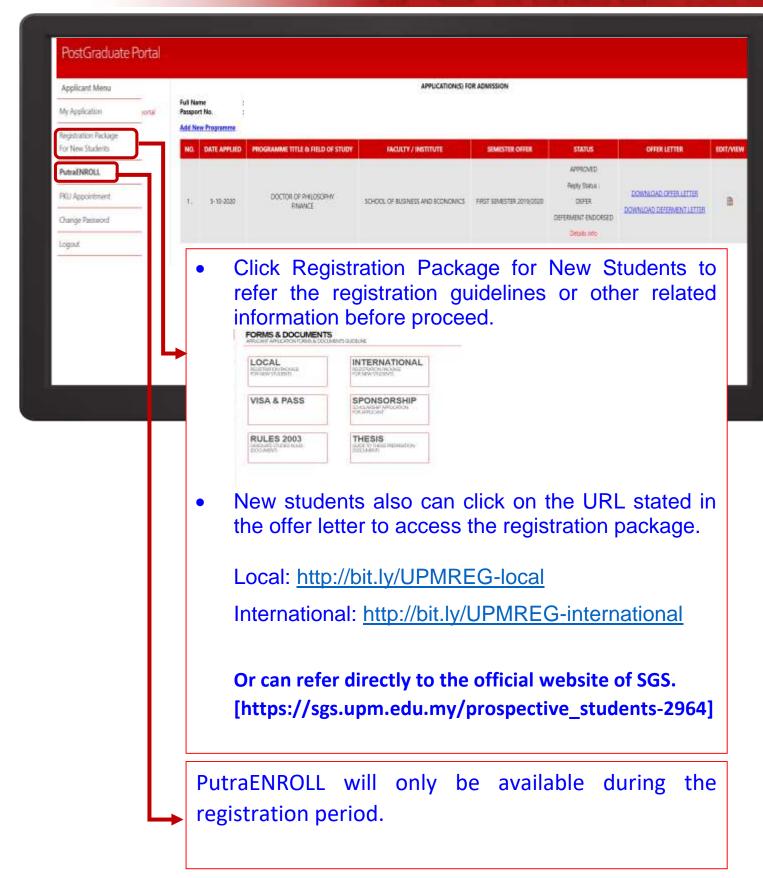
If you have missed the offer reply period or got a rejected status, please email to pg\_admission@upm.edu.my to rectify the status.

#### Sample:-

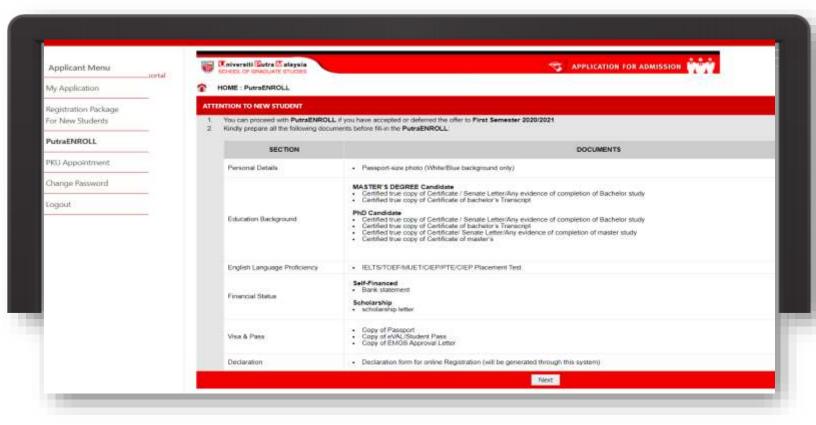
New Message	)		
To:	pg_admission@upm.edu.my		
Subject:	OFFER STATUS : PASSPORT NUMBER		
Dear Admission Team,			

## **PutraENROLL**





# **PutraENROLL**



- Click PutraENROLL to start the online registration.
- Before filling out the PutraENROLL, new students can refer to the homepage for document preparation.
- Prepare the document either in PDF, JPEG, or PNG format with size not more than 1MB for each document.
- If you have more than one page per document, please combine the document into one PDF file and its size must be not more than 1 MB.
- Do not name the file or document with any special character (!@#\$%^&\*:"",.). Name the file with the simplest name. For example, transcript, certificate, photo, EVAL, etc.

wrong: Ali's transcript, Transcript\_Ali correct: Transcript

• The file name must be in Malay or English Language only.

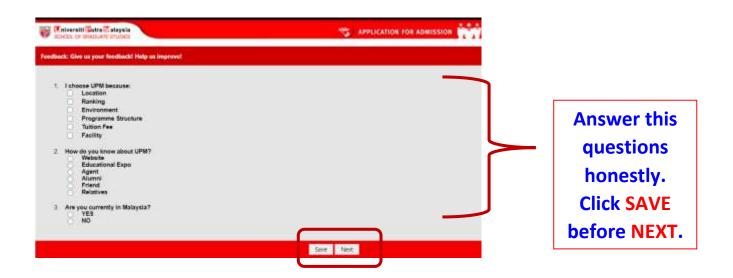
# **PutraENROLL**

- New students must complete 9 sections for local and 11 sections for international.
- Information shown in the PutraENROLL is the same information during the application submission.

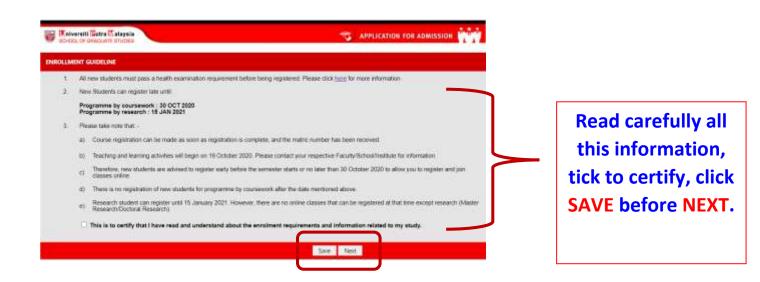
ROLE	SECTION	STATUS	Comment
-	Home: PutraENROLL	-	
-	Pre-Registration Survey	-	
-	Pre-Registration Guideline	-	
School of Graduate Studies	Personal Information	Completed	
School of Graduate Studies	Next Of Kin	Completed	
School of Graduate Studies	Education Background	Completed	
School of Graduate Studies	English Proficiency	Completed	
Bursar	Financial Support	Completed	
International Centre	Visa And Passport	Completed	
University Health Centre	Health Declaration	Completed	
School of Graduate Studies	Pre-Registration Declaration	Completed	
Bursar	Fees Payment (check this section from time to time)	Completed	
-	Uploaded Documents	-	

 Please update each information or retain the same information if there are no changes and don't forget to click on SAVE button to save before click on NEXT.

#### **FEEDBACK**

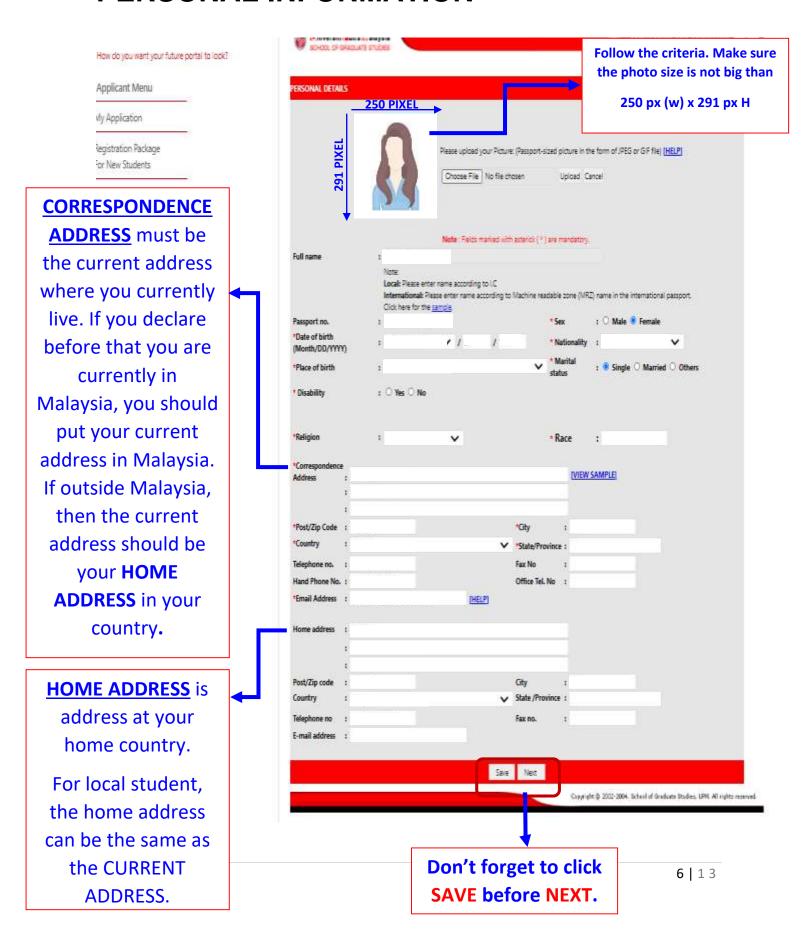


# PRE-REGISTRATION GUIDELINES

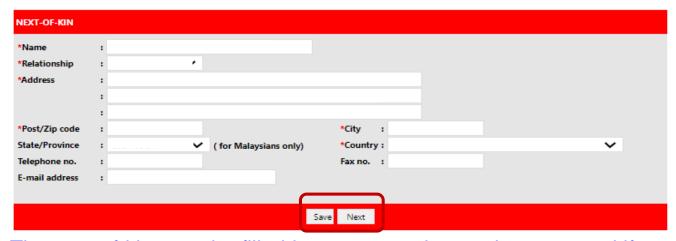




## PERSONAL INFORMATION



#### **NEXT-OF-KIN**



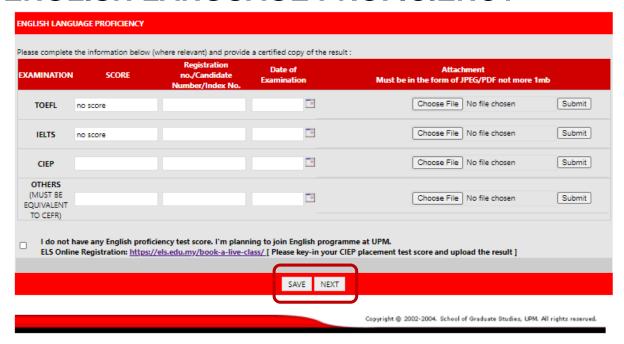
- The next-of-kin must be filled-in someone who can be contacted if anything happens to the student or related to your study.
- Don't forget to click SAVE before NEXT.

## **EDUCATIONAL BACKGROUND**



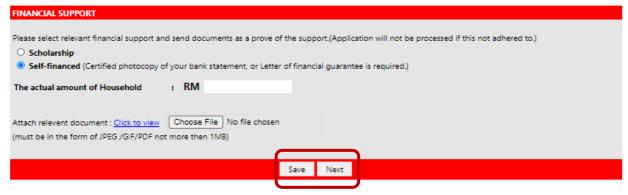
- Please make sure all information is filled.
- For PhD, make sure you add education background at Master and Bachelor level.
- For Master, make sure you add education background at Bachelor level.
- For those who are still not received the official certificate of bachelor/master, please upload a SENATE/COMPLETION LETTER.
- Don't forget to click SAVE before NEXT.

# **ENGLISH LANGUAGE PROFICIENCY**



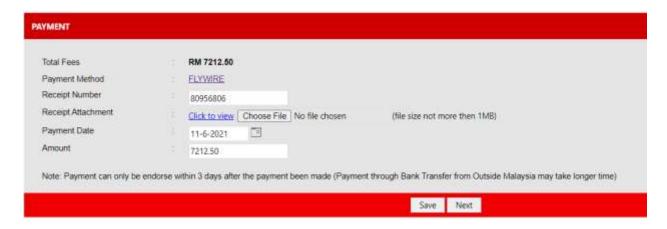
- This section is for new international students only.
- For those who have graduated from an <u>exempted country</u> can just skip this section and leave it incomplete.
- For those who have only achieved the minimum score or those who need to register a bridging English Language programme, please register PIE1 or PIE2 or Placement Test before complete this section.

## FINANCIAL SUPPORT



- Attach the relevant documents to the type of financial support.
- Don't forget to click SAVE before NEXT.

## **PAYMENT OF TUITION FEE**



#### **Programme by Coursework**

Tuition fee for programme by coursework can be divided into two types of fee which
is basic fee and credit fee. The basic fee will be displayed in PutraENROLL and
must be paid to complete the registration process. While the credit fee must be
paid no later than the end of the fourteenth week of semester after course
registration. Please refer to SGS website for the tuition fee and method of payment.

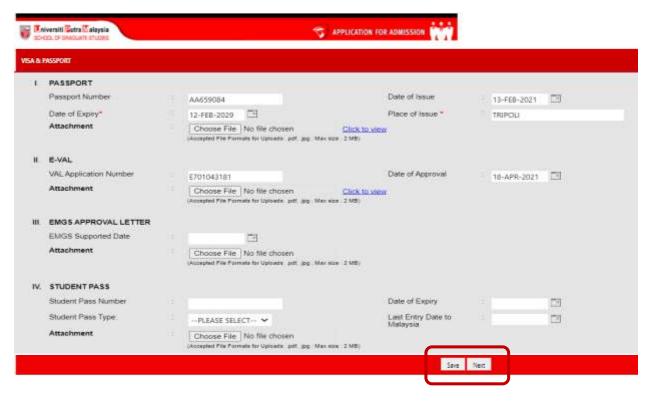
#### **Programme by Research**

• Tuition fee for programme by research will be displayed in full amount for the first semester in PutraENROLL. It must be paid to complete the registration process.

#### For further information or request an official invoice of tuition fee, please contact:

bursar.student\_pg@upm.edu.my

## **VISA & PASSPORT**



Compulsory attachment for: -

#### **INSIDE MALAYSIA**

Passport (Data page only in PDF or JPEG)

E-VAL (First page only in JPEG)

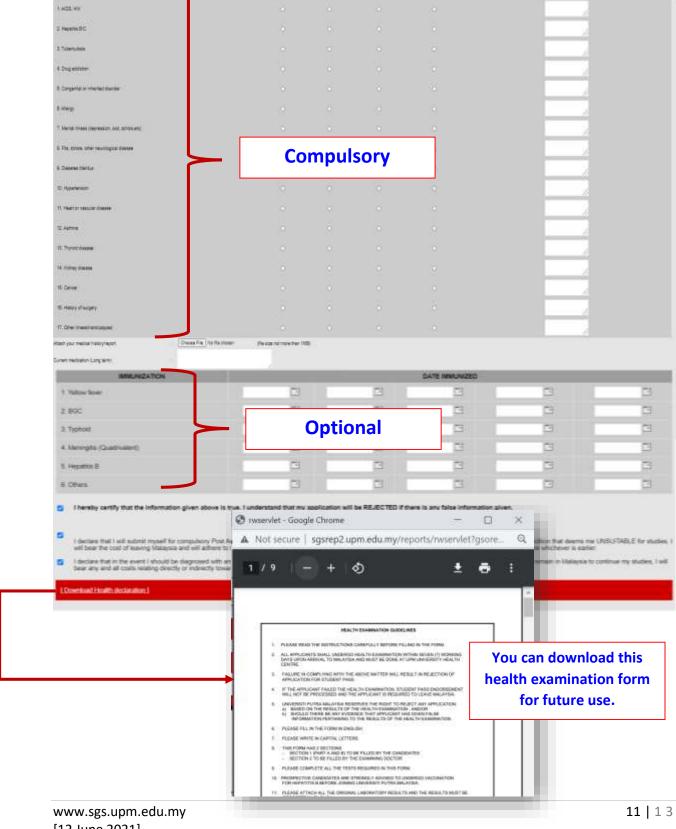
Student Pass or other pass (1 page only in PDF or JPEG)

#### **OUTSIDE MALAYSIA/PROGRESSION**

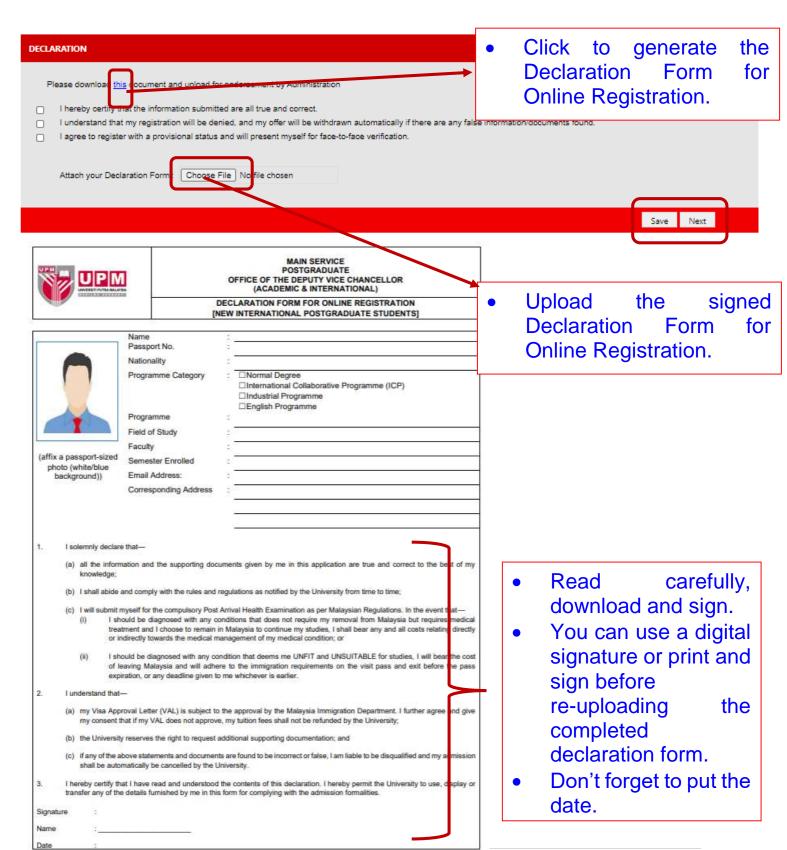
Passport (Data page only in PDF or JPEG)

**EMGS** Approval Letter

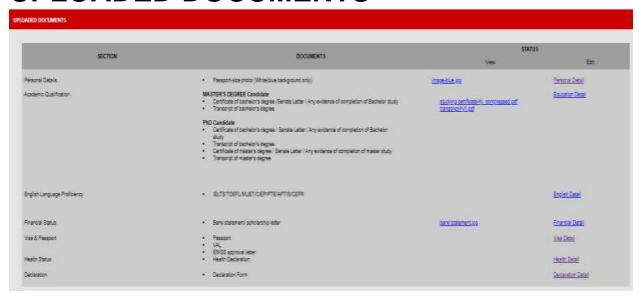
# **HEALTH DECLARATION**



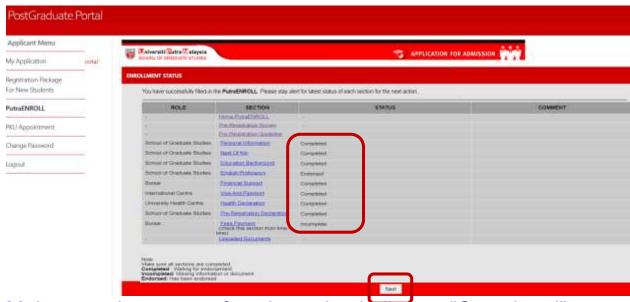
## PRE-REGISTRATION DECLARATION



# **UPLOADED DOCUMENTS**



- You can find all the attached documents in this section click on Edit section to edit.
- Click PutraENROLL to go back to the homepage.



- Make sure the status of each section indicates "Completed".
- You can still edit as long as the section has not been endorsed.
   Just click on the section you want to edit bur do not click the Next button below.
- At this stage, you can logout and wait for endorsement. UPM will check and endorse all documents and information within a week.