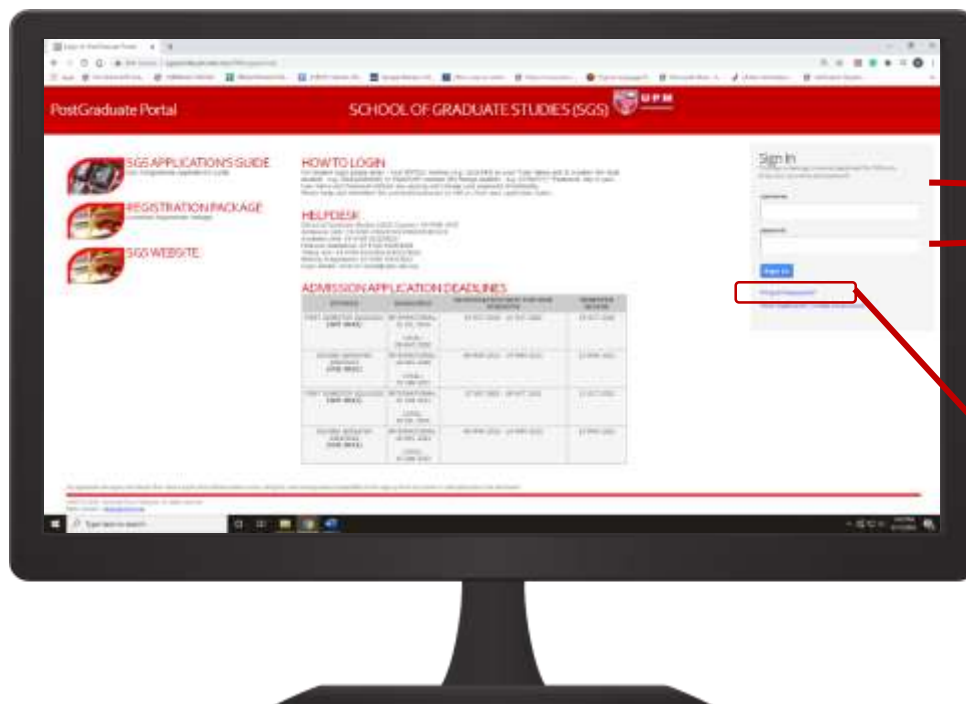


URL: <http://sgsportal.upm.edu.my:8080/sgsportal/>



Use the same
username and
password for
application.

If you forget, click
on **FORGOT
PASSWORD** to
retrieve.

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

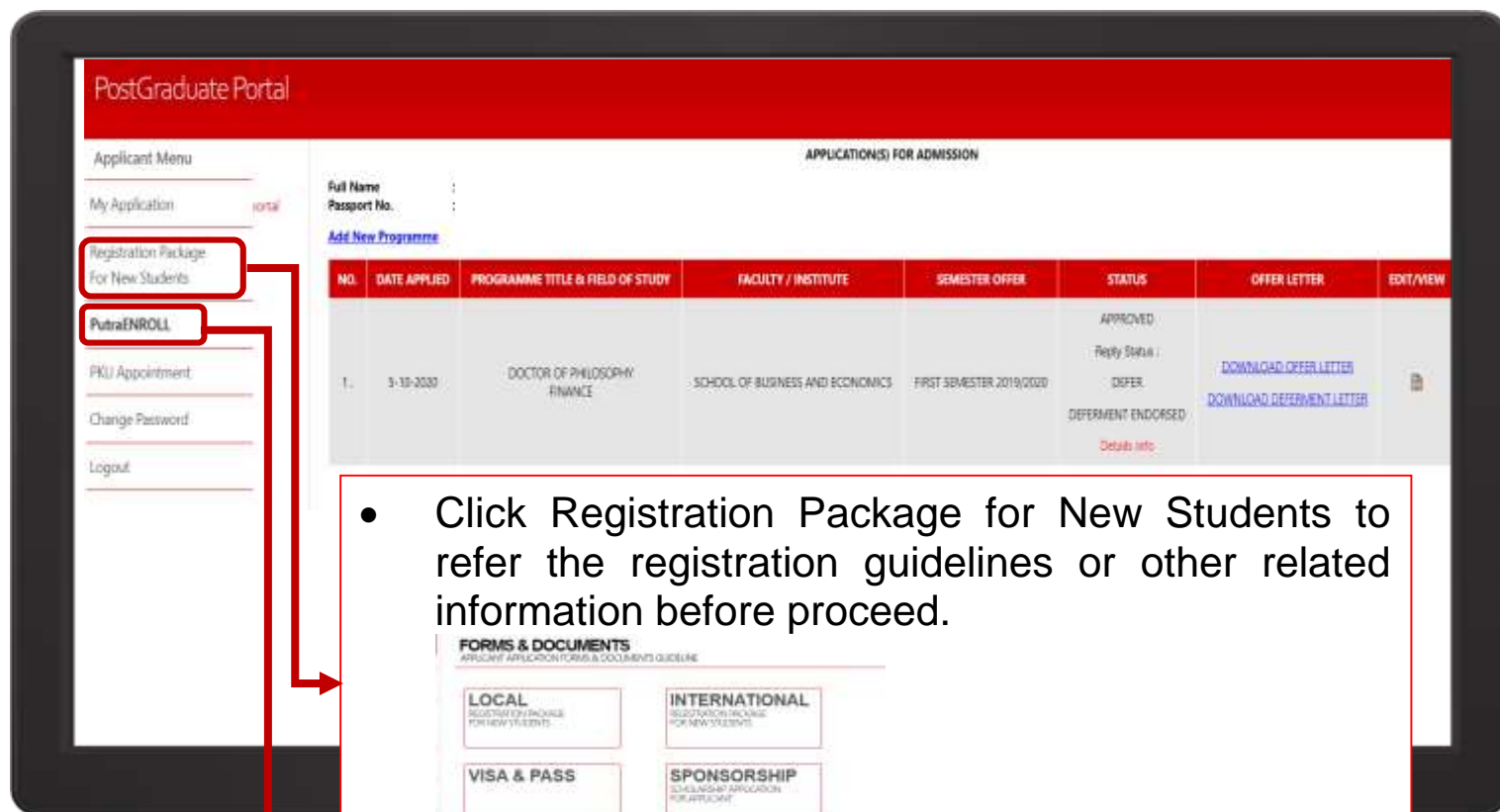
If you have missed the offer reply period or got a rejected status, please email to pg_admission@upm.edu.my to rectify the status.

Sample: -

New Message

To : pg_admission@upm.edu.my
Subject: OFFER STATUS : **PASSPORT NUMBER/IC**

Dear Admission Team,



- Click Registration Package for New Students to refer the registration guidelines or other related information before proceed.



- New students also can click on the URL stated in the offer letter to access the registration package.

PutraENROLL will only be available during the registration period.

The screenshot shows the PutraENROLL application interface. On the left is an 'Applicant Menu' with links: My Application, Registration Package For New Students, PutraENROLL, PKU Appointment, Change Password, and Logout. The main content area is titled 'HOME - PutraENROLL' and 'APPLICATION FOR ADMISSION'. It includes an 'ATTENTION TO NEW STUDENT' section with two instructions: 1. Proceed with PutraENROLL if you have accepted or deferred the offer to First Semester 2020/2021. 2. Prepare the following documents before filling in the PutraENROLL. Below this is a table listing required documents for each section of the application.

SECTION	DOCUMENTS
Personal Details	<ul style="list-style-type: none"> Passport-size photo (White/Blue background only)
Education Background	<p>MASTER'S DEGREE Candidate</p> <ul style="list-style-type: none"> Certified true copy of Certificate / Senate Letter/Any evidence of completion of Bachelor study Certified true copy of Certificate of bachelor's Transcript <p>PhD Candidate</p> <ul style="list-style-type: none"> Certified true copy of Certificate / Senate Letter/Any evidence of completion of Bachelor study Certified true copy of Certificate of bachelor's Transcript Certified true copy of Certificate/ Senate Letter/Any evidence of completion of master study Certified true copy of Certificate of master's
English Language Proficiency	<ul style="list-style-type: none"> IELTS/TOEFL/MUET/IGEP/PT/IGEP Placement Test
Financial Status	<p>Self-Financed</p> <ul style="list-style-type: none"> Bank statement <p>Scholarship</p> <ul style="list-style-type: none"> Scholarship letter
Visa & Pass	<ul style="list-style-type: none"> Copy of Passport Copy of eVAL/Student Pass Copy of EMGS Approval Letter
Declaration	<ul style="list-style-type: none"> Declaration form for online Registration (will be generated through this system)

A 'Next' button is located at the bottom right of the table.

- 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.
 X: Ali's transcript, Transcript_Ali
 ✓: Transcript
- The file name must be in Malay or English Language only.
- All copies of the supporting documents must be certified by a professional body.

- 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** button.

FEEDBACK

The screenshot shows the 'APPLICATION FOR ADMISSION' page with a 'Feedback' section. The feedback form contains three questions:

- I choose UPM because:
 - ☐ Location
 - ☐ Ranking
 - ☐ Environment
 - ☐ Programme Structure
 - ☐ Tuition Fee
 - ☐ Facility
- How do you know about UPM?
 - ☐ Website
 - ☐ Educational Expo
 - ☐ Agent
 - ☐ Alumni
 - ☐ Friend
 - ☐ Relatives
- Are you currently in Malaysia?
 - ☐ YES
 - ☐ NO

At the bottom of the form, there are 'Save' and 'Next' buttons, which are highlighted with a red box.

Answer this
questions
honestly.
Click **SAVE**
before **NEXT**.

PRE-REGISTRATION GUIDELINES

The screenshot shows the 'APPLICATION FOR ADMISSION' page with an 'ENROLLMENT GUIDELINE' section. The guidelines include:

- All new students must pass a health examination requirement before being registered. Please click [here](#) for more information.
- New Students can register late until:
Programme by coursework : 30 OCT 2020
Programme by research : 15 JAN 2021
- Please take note that :
 - Course registration can be made as soon as registration is complete, and the matric number has been received.
 - Teaching and learning activities will begin on 18 October 2020. Please contact your respective Faculty/School/Institute for information.
 - Therefore, new students are advised to register early before the semester starts or no later than 30 October 2020 to allow you to register and join classes online.
 - There is no registration of new students for programme by coursework after the date mentioned above.
 - Research student can register until 15 January 2021. However, there are no online classes that can be registered at that time except research (Master Research/Doctoral Research).

At the bottom of the form, there is a checkbox: ☐ This is to certify that I have read and understand about the enrolment requirements and information related to my study. Below this checkbox, there are 'Save' and 'Next' buttons, which are highlighted with a red box.

Read carefully all
this information,
tick to certify, click
SAVE before **NEXT**.

PERSONAL INFORMATION

How do you want your future portal to look?

Applicant Menu

My Application

Registration Package
for New Students

CORRESPONDENCE

ADDRESS must be the current address where you currently live. If you declare before that you are currently in Malaysia, you should put your current address in Malaysia. If outside Malaysia, then the current address should be your **HOME ADDRESS** in your country.

HOME ADDRESS is address at your home country.

For local student, the home address can be the same as the **CURRENT ADDRESS**.

The screenshot shows the 'PERSONAL DETAILS' form. A red box at the top right contains the instruction: 'Follow the criteria. Make sure the photo size is not big than 250 px (w) x 291 px H'. Blue arrows point from this box to a photo placeholder labeled '250 PIXEL' (width) and '291 PIXEL' (height). Another blue arrow points from the 'CORRESPONDENCE ADDRESS' text block to the 'Correspondence Address' field. A third blue arrow points from the 'HOME ADDRESS' text block to the 'Home address' field. At the bottom, a red box contains the instruction: 'Don't forget to click SAVE before NEXT.', with blue arrows pointing to the 'Save' and 'Next' buttons. The form includes fields for: Full name, Passport no., Date of birth (Month/DD/YYYY), Place of birth, Disability (Yes/No), Religion, Race, Sex (Male/Female), Nationality, Marital status (Single/Married/Others), Correspondence Address (with a 'VIEW SAMPLE' link), Post/Zip Code, City, Country, State/Province, Telephone no., Hand Phone No., Email Address (with a 'HELP' link), Home address, and a second set of fields for Post/Zip code, City, Country, State/Province, Telephone no., and Fax no. A note states: 'Note: Fields marked with asterisk (*) are mandatory.' The footer reads: 'Copyright © 2002-2004, School of Graduate Studies, UPM. All rights reserved.'

Don't forget to click
SAVE before **NEXT**.

NEXT-OF-KIN

NEXT-OF-KIN

*Name :

*Relationship :

*Address :

:

:

*Post/Zip code : *City :

State/Province : (for Malaysians only) *Country :

Telephone no. : Fax no. :

E-mail address :

- 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** button before **NEXT** button.

EDUCATIONAL BACKGROUND

EDUCATIONAL BACKGROUND

Please enter latest qualification at the top. Click 'Add' button to add. [\[View Sample\]](#)

IMPORTANT INFORMATION:

No	Name of University/College	Degree awarded		Year(YYYY)		Specialization	Country	Achievement (CGPA/Percentage)	Attachment		Edit	Delete
		Title	Type	Admission	Graduation				Transcript	Degree		
1.									Click Here to Attach Transcript	Click Here to Attach Degree	(Edit)	(Delete)
2.									Click Here to Attach Transcript	Click Here to Attach Degree	(Edit)	(Delete)

- 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** button before **NEXT** button.

ENGLISH LANGUAGE PROFICIENCY

ENGLISH LANGUAGE PROFICIENCY

Please complete the information below (where relevant) and provide a certified copy of the result :

EXAMINATION	SCORE	Registration no./Candidate Number/Index No.	Date of Examination	Attachment Must be in the form of JPEG/PDF not more 1mb
TOEFL	no score			<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>
IELTS	no score			<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>
CIEP				<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>
OTHERS (MUST BE EQUIVALENT TO CEFR)				<input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>

☐ I do not have any English proficiency test score. I'm planning to join English programme at UPM.
ELS Online Registration: <https://els.edu.my/book-a-live-class/> [Please key-in your CIEP placement test score and upload the result]

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- This section is for new international students only.
- For those who have graduated from an [exempted country](#) 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

FINANCIAL SUPPORT

Please select relevant financial support and send documents as a prove of the support.(Application will not be processed if this not adhered to.)

☐ Scholarship
☒ Self-financed (Certified photocopy of your bank statement, or Letter of financial guarantee is required.)

The actual amount of Household : RM

Attach relevant document : [Click to view](#) No file chosen
(must be in the form of JPEG /GIF/PDF not more then 1MB)

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

PAYMENT OF TUITION FEE

PAYMENT

Total Fees	:	RM 7212.50
Payment Method	:	FLYWIRE
Receipt Number	:	80956806
Receipt Attachment	:	Click to view <input type="button" value="Choose File"/> No file chosen (file size not more than 1MB)
Payment Date	:	11-6-2021 <input type="button" value="Calendar"/>
Amount	:	7212.50

Note: Payment can only be endorse within 3 days after the payment been made (Payment through Bank Transfer from Outside Malaysia may take longer time)

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 before the examination week. Please refer to SGS website for the tuition fee and method of payment.

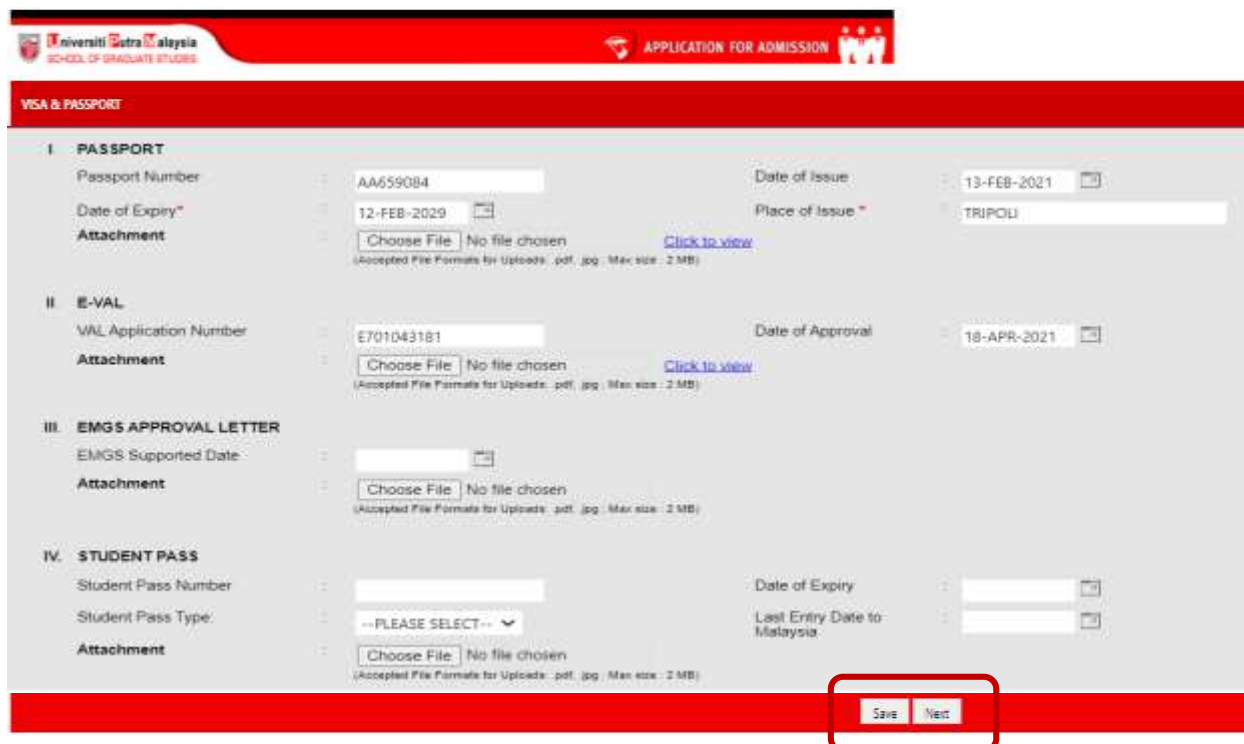
Programme by Research

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

For further inquiry or to request an official invoice of tuition fee, please contact:

- bursar.student_pg@upm.edu.my

VISA & PASSPORT



VISA & PASSPORT

I. PASSPORT

Passport Number: AA659084

Date of Issue: 13-FEB-2021

Date of Expiry: 12-FEB-2029

Place of Issue: TRIPOLI

Attachment: Choose File No file chosen [Click to view](#)
(Accepted File Formats for Uploads: .pdf, .jpg; Max size: 2 MB)

II. E-VAL

VAL Application Number: E701043181

Date of Approval: 18-APR-2021

Attachment: Choose File No file chosen [Click to view](#)
(Accepted File Formats for Uploads: .pdf, .jpg; Max size: 2 MB)

III. EMGS APPROVAL LETTER

EMGS Supported Date:

Attachment: Choose File No file chosen [Click to view](#)
(Accepted File Formats for Uploads: .pdf, .jpg; Max size: 2 MB)

IV. STUDENT PASS

Student Pass Number:

Date of Expiry:

Student Pass Type: --PLEASE SELECT--

Last Entry Date to Malaysia:

Attachment: Choose File No file chosen [Click to view](#)
(Accepted File Formats for Uploads: .pdf, .jpg; Max size: 2 MB)

Save Next

Compulsory attachment for: -

INSIDE MALAYSIA/ PROGRESSION
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

For further inquiry, please contact:

- visapass@upm.edu.my

HEALTH DECLARATION

Compulsory

Optional

[Download Health declaration](#)

You can download this health examination form for future use.

Medical check-up can be done after register.

HEALTH EXAMINATION GUIDELINES

- PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM.
- ALL APPLICANTS SHALL UNDERGO HEALTH EXAMINATION WITHIN SEVEN (7) WORKING DAYS UPON ARRIVAL TO MALAYSIA AND MUST BE DONE AT UPM UNIVERSITY HEALTH CENTRE.
- FAILURE IN COMPLYING WITH THE ABOVE WRITER WILL RESULT IN REJECTION OF APPLICATION FOR STUDENT PASS.
- IF THE APPLICANT FAILED THE HEALTH EXAMINATION, STUDENT PASS ENDORSEMENT WILL NOT BE PROCESSED AND THE APPLICANT IS REQUIRED TO LEAVE MALAYSIA.
- UNIVERSITI PUTRA MALAYSIA RESERVES THE RIGHT TO REJECT ANY APPLICATION IF:
 - BASED ON THE RESULTS OF THE HEALTH EXAMINATION - NEGATIVE
 - SHOULD THERE BE ANY EVIDENCE THAT APPLICANT HAS GIVEN FALSE INFORMATION PERTAINING TO THE RESULTS OF THE HEALTH EXAMINATION.
- PLEASE FILL IN THE FORM IN ENGLISH.
- PLEASE WRITE IN CAPITAL LETTERS.
- THIS FORM HAS 2 SECTIONS:
 - SECTION 1 (PART A AND B) TO BE FILLED BY THE CANDIDATES
 - SECTION 2 TO BE FILLED BY THE EXAMINING DOCTOR
- PLEASE COMPLETE ALL THE TESTS REQUIRED IN THE FORM.
- PROSPECTIVE CANDIDATES ARE STRONGLY ADVISED TO UNDERGO VACCINATION FOR MEASLES & BEFORE JOINING UNIVERSITY PUTRA MALAYSIA.
- PLEASE ATTACH ALL THE ORIGINAL LABORATORY RESULTS AND THE RESULTS MUST BE

PRE-REGISTRATION DECLARATION

DECLARATION

Please download [this](#) document and upload for endorsement by Administration

☐ I hereby certify that the information submitted are all true and correct.
☐ I understand that my registration will be denied, and my offer will be withdrawn automatically if there are any false information.
☐ I agree to register with a provisional status and will present myself for face-to-face verification.


Attach your Declaration Form: Choose File No file chosen

Save Next

- Click to generate the Declaration Form for Online Registration.
- If it fails to generate, please check the photo in the profile section and make sure it follows the criteria.


- Upload the signed Declaration Form for Online Registration.

- Read carefully, download and sign.
- You can use a digital signature or print and sign before re-uploading the completed declaration form.
- Don't forget to put the date.



**MAIN SERVICE
POSTGRADUATE
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC & INTERNATIONAL)**

**DECLARATION FORM FOR ONLINE REGISTRATION
[NEW INTERNATIONAL POSTGRADUATE STUDENTS]**



(affix a passport-sized photo (white/blue background))

Name : _____

Passport No. : _____

Nationality : _____

Programme Category : ☐ Normal Degree
☐ International Collaborative Programme (ICP)
☐ Industrial Programme
☐ English Programme

Programme : _____

Field of Study : _____

Faculty : _____

Semester Enrolled : _____

Email Address : _____

Corresponding Address : _____

1. I solemnly declare that—

(a) all the information and the supporting documents given by me in this application are true and correct to the best of my knowledge;

(b) I shall abide and comply with the rules and regulations as notified by the University from time to time;

(c) I will submit myself for the compulsory Post Arrival Health Examination as per Malaysian Regulations. In the event that—

(i) I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I shall bear any and all costs relating directly or indirectly towards the medical management of my medical condition; or

(ii) I should be diagnosed with any condition that deems me UNFIT and UNSUITABLE for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

2. I understand that—

(a) my Visa Approval Letter (VAL) is subject to the approval by the Malaysia Immigration Department. I further agree and give my consent that if my VAL does not approve, my tuition fees shall not be refunded by the University;

(b) the University reserves the right to request additional supporting documentation; and

(c) if any of the above statements and documents are found to be incorrect or false, I am liable to be disqualified and my admission shall be automatically be cancelled by the University.

3. I hereby certify that I have read and understood the contents of this declaration. I hereby permit the University to use, display or transfer any of the details furnished by me in this form for complying with the admission formalities.

Signature : _____


Name : _____

Date : _____

UPLOADED DOCUMENTS			
SECTION	DOCUMENTS	View	Edit
Personal Details	<ul style="list-style-type: none"> Passport-size photo (White/blue background only) 	image-blue.jpg	Personal Detail
Academic Qualification	MASTER'S DEGREE Candidate <ul style="list-style-type: none"> Certificate of bachelor's degree / Senate Letter / Any evidence of completion of Bachelor study Transcript of bachelor's degree PhD Candidate <ul style="list-style-type: none"> Certificate of bachelor's degree / Senate Letter / Any evidence of completion of Bachelor study Transcript of bachelor's degree Certificate of master's degree / Senate Letter / Any evidence of completion of master study Transcript of master's degree 	study certificate/ii compressed.pdf transcript/1.pdf	Education Detail
English Language Proficiency	<ul style="list-style-type: none"> IELTS/TOEFL/MUET/GERPT/EA/IS/CER 		English Detail
Financial Status	<ul style="list-style-type: none"> Bank statement/ scholarship letter 	bank statement.jpg	Financial Detail
Visa & Passport	<ul style="list-style-type: none"> Passport UAL EMGS approval letter 		Visa Detail
Health Status	<ul style="list-style-type: none"> Health Declaration 		Health Detail
Declaration	<ul style="list-style-type: none"> Declaration Form 		Declaration Detail

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

ENROLLMENT STATUS

PostGraduate Portal																																																			
Applicant Menu My Application Registration Package For New Students PutraENROLL PGU Appointment Change Password Logout	<div>  APPLICATION FOR ADMISSION </div> <hr/> ENROLLMENT STATUS <p>You have successfully filed in the PutraENROLL. Please stay alert for latest status of each section for the next action.</p> <table> <thead> <tr> <th>ROLE</th><th>SECTION</th><th>STATUS</th><th>COMMENT</th></tr> </thead> <tbody> <tr> <td rowspan="4">School of Graduate Studies</td> <td>Enroll PutraENROLL</td><td>Completed</td><td></td></tr> <tr> <td>Pre-Registration Survey</td><td>Completed</td><td></td></tr> <tr> <td>Pre-Registration Questionnaire</td><td>Completed</td><td></td></tr> <tr> <td>Personal Information</td><td>Completed</td><td></td></tr> <tr> <td rowspan="2">School of Graduate Studies</td> <td>New UOL</td><td>Completed</td><td></td></tr> <tr> <td>Education Background</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>English Proficiency</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>Financial Status</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>Visa & Passport</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>Health Declaration</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>Declaration Form</td><td>Completed</td><td></td></tr> <tr> <td>School of Graduate Studies</td> <td>Check the status of each section</td><td>Incomplete</td><td></td></tr> </tbody> </table> <p>Note: Make sure all sections are completed. Completed: Waiting for endorsement. Incomplete: Missing information or document. Endorsed: Has been endorsed.</p> <div> Next </div>			ROLE	SECTION	STATUS	COMMENT	School of Graduate Studies	Enroll PutraENROLL	Completed		Pre-Registration Survey	Completed		Pre-Registration Questionnaire	Completed		Personal Information	Completed		School of Graduate Studies	New UOL	Completed		Education Background	Completed		School of Graduate Studies	English Proficiency	Completed		School of Graduate Studies	Financial Status	Completed		School of Graduate Studies	Visa & Passport	Completed		School of Graduate Studies	Health Declaration	Completed		School of Graduate Studies	Declaration Form	Completed		School of Graduate Studies	Check the status of each section	Incomplete	
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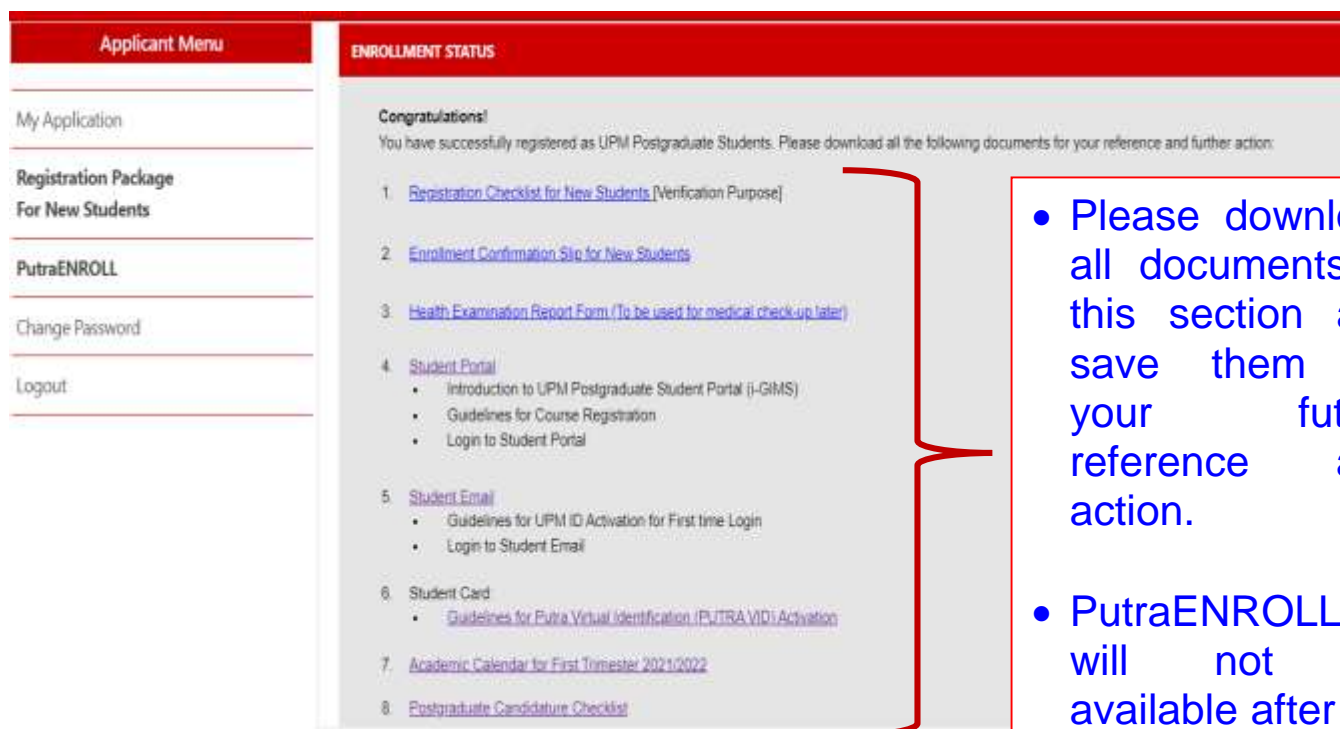
- Make sure the status of each section indicates "Completed".
- You can still edit as long as the section has not been endorsed. Just click on the section you want to edit but do not click the Next button below.

- At this stage, you can logout and wait for endorsement. UPM will check and endorse all documents and information **within a week.**
- PutraENROLL will be endorsed during the working day (**Monday to Friday**).
- Candidates need to pay attention to all notifications pertaining to online registration at the portal. Failure to adhere to the notifications will affect the registration process.

REGISTRATION SUCCESSFUL



- If you find that your status has been changed to REGISTERED, this means you have successfully registered as a UPM student.
- Click PutraENROLL to find your matric number.



- Please download all documents in this section and save them for your future reference and action.
- PutraENROLL will not be available after the registration period.