



Universiti  
Putra  
Malaysia

[www.upm.edu.my](http://www.upm.edu.my)

AGRICULTURE • INNOVATION • LIFE

# STUDENT FINANCIAL SECTION

By:

**Mazitah Binti Ahmad**



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 [instagram.com/uniputramalaysia](https://instagram.com/uniputramalaysia)

 [youtube.com/user/bppupm](https://youtube.com/user/bppupm)

The background features several thick, overlapping curved lines in shades of light blue and light green, creating a modern, abstract design. The lines are positioned around the central text, with one large loop on the right side and another on the top left.

# Introduction and Roles

# Introduction and Roles

**Student's Finance Section** is a section under **UPM's Bursar Office** which handles both **Undergraduate** and **Postgraduates** students financial matter such as:

01

Creation of ledger to records tuition fee's charges and payments.

To bill the students as well as the sponsors.

02

03

To refund any excess due to ledger adjustment.

To block/barred students with outstanding from registration/exam result.

04

# A Semester's Journey

## Active study status

### Tuition fee payment

- Cimbclicks
- JomPAY
- Flywire
- Payment shall be paid upon registration

### Claim and invoices to sponsors

- Students must submit sponsorship / guarantee letter
- Aware of validity period
- Pay for unsponsored fee

### Ledger updation

- Based on program and semester
- Based on Hostel flag (Undergraduate Local students)
- Based on credit hour taken (Master coursework)

### Subject Registration

- Student portal
- Refer school/faculty
- Please register within the dateline

04

03

02

01

# Important's Note

**Students should always refer to the Academic Rules and Regulation.**

[GRADUATE STUDIES RULES | SCHOOL OF GRADUATE STUDIES](http://www.upm.edu.my/GRADUATE_STUDIES_RULES_SCHOOL_OF_GRADUATE_STUDIES)  
([upm.edu.my](http://upm.edu.my))

1.0

**Please be aware on the important dates such as registration's deadline. (Academic Calendar)**

2.0

**Sponsored students should submit their Sponsorship letter and Guarantee Letter to both School Of Graduates Studies and Bursar's Office.**

3.0



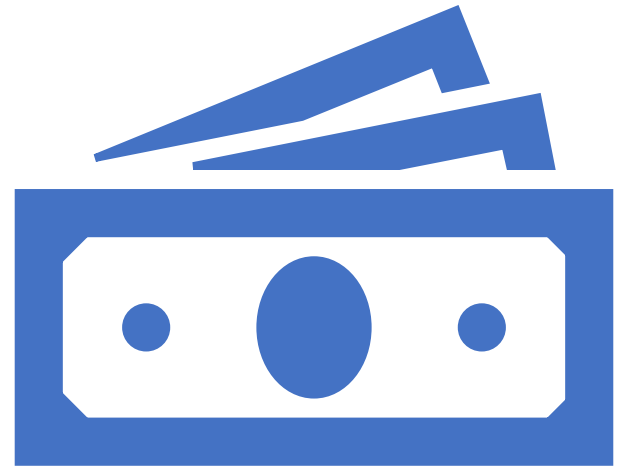
4.0

**Some of the Sponsors only cover certain fees, and students must pay for them. E.g.: Malaysia International Scholarship (MIS) will not cover for Health and Insurance Fees amounted RM230.00 per semester.**

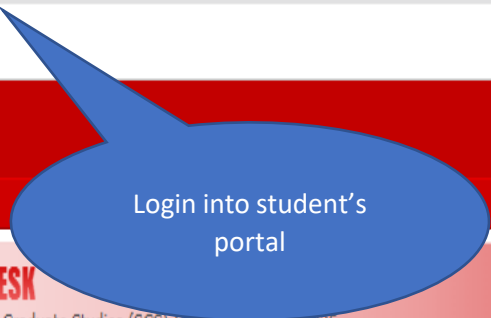
5.0

**Payment via Fund Transfer from Outside Malaysia must be declared by emailing us the details.**

# Student's Ledger



# UPM SCHOOL OF GRADUATE STUDIES POSTGRADUATE STUDENT PORTAL IGIMS



### SGS WEBSITE

UPM Postgraduate Information Centre



### REGISTRATION PACKAGE

Registration Guidelines For New Postgraduate Students



### SGS APPLICATION'S GUIDE

UPM Postgraduate Application's Guide

## HELPDESK

School of Graduate Studies (SGS) Counter: 03-9769 4225  
Admission Unit: 03-9769 4163/4165/4169/4218/4223 or email to pg\_admission@upm.edu.my  
Academic Unit: 03-9769 4219/4220 or email to sgs\_academic@upm.edu.my  
Financial Assistance: 03-9769 4224/4238 or email to sgs\_financialaid@upm.edu.my  
Thesis Unit: 03-9769 4150/4210/4221/4222 or email to sgs\_thesis@upm.edu.my  
Mobility Programme: 03-9769 4203/4207 or email to sgs\_intl.programme@upm.edu.my

## ADMISSION APPLICATION DEADLINES

INTAKES	DEADLINES	REGISTRATION DATE FOR NEW STUDENTS	SEMESTER BEGINS
FIRST SEMESTER 2022/2023 (SEP 2022) (DUAL)	INTERNATIONAL: 30 JUN 2022	26 SEP 2022 - 21 OCT 2022	10 OCT 2022
	LOCAL: 31 JUL 2022		
SECOND SEMESTER 2022/2023 (MAR 2023) (DUAL)	INTERNATIONAL: 30 NOV 2022	06 MAR 2023 - 17 MAR 2023	13 MAR 2023
	LOCAL: 31 DEC 2022		
FIRST SESSION 2022/2023 (JUN 2022) (MEDIC)	INTERNATIONAL: 30 APR 2022	23 MAY 2022 - 02 JUN 2022	06 JUN 2022
	LOCAL: 20 APR 2022		

## ANNOUNCEMENT

## LOGIN FOR UPM STUDENT/APPLICANT

### IMPORTANT INFORMATION

- i** For Student - Please login using UPM-ID account and make sure the UPM-ID is ACTIVE. If your UPM-ID is INACTIVE kindly activate it at [UPM-ID Portal](#). Any change of password/forgot password can only be made at the [UPM-ID portal](#).
- i** For Applicant - The applicant can apply and check their status application of admission online using the username/password specified in the signup form to submit or edit application for admission.

Please Key-in Your Username

Please Key-in Your Password

**LOGIN**

[Student UPM-ID Activation](#) | [Forgot UPM-ID Password?](#)

[Applicant Account Registration](#) | [Forgot Password?](#)



Programme : MASTER  
Faculty : FACULTY OF MEDICINE AND  
HEALTH SCIENCES

PutraENROLL

My Profile

Registration

Semester Result

Sponsorship

Forms & Documents

## ANNOUNCEMENT

SGS NEWS

- General**
- Financial Assistance
- Registration
- Thesis
- Convocation
- Putra Sarjana
- FAQ

updates

### IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST SEMESTER 2021/2022

Click here for more details...

Select My Profile

Last update: 04 Jan 2022  
Source: SGS. UPM

### U-RESPONS

Dear students,

The School of Graduate Studies is committed to providing fair, timely and professional services to our customers. Please let us know if you have any concerns through our U-Respons system at <http://u-respons.upm.edu.my/>. Any suggestions for better services would be





Programme : MASTER  
 Faculty : FACULTY OF MEDICINE AND HEALTH SCIENCES

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**My Profile**

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## MY PROFILE

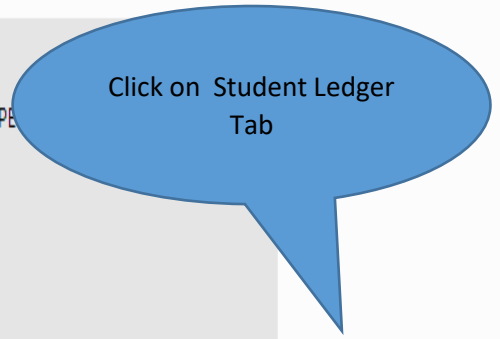
STUDENT PERSONAL INFORMATION



Please upload your Picture: (Passport-sized picture in the form of JPEG)

Choose File No file chosen Upload Cancel

[PHOTO GUIDE](#)



- [Profile](#)
- [Current Address](#)
- [Home Address](#)
- [Next of Kin](#)
- [Supervisory Committee](#)
- [Student Ledger](#)

PERSONAL DETAILS	
Name	[REDACTED]
Matric No.	[REDACTED]
I.C	880712115198
Passport No.	n/a
Sex	Female
Race	Bumiputera
Place of Birth	Terengganu

STUDY DETAILS	
Study Status	CONTINUE
No Of Registered Semester	1
Structure	By Coursework
Programme	Master Of Medicine (Family Medicine)
Programme Category	Normal Degree (Universiti Putra Malaysia)
Approved Field of Study	Family Medicine
Faculty	Faculty Of Medicine And Health Sciences
Advisor	[REDACTED]



Programme : MASTER  
Faculty : FACULTY OF MEDICINE AND HEALTH SCIENCES

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**My Profile**

Registration

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## MY PROFILE

STUDENT PERSONAL INFORMATION

- Profile
- Current Address
- Home Address
- Next of Kin
- Supervisory Committee
- Student Ledger

### Student Current Ledger Balance

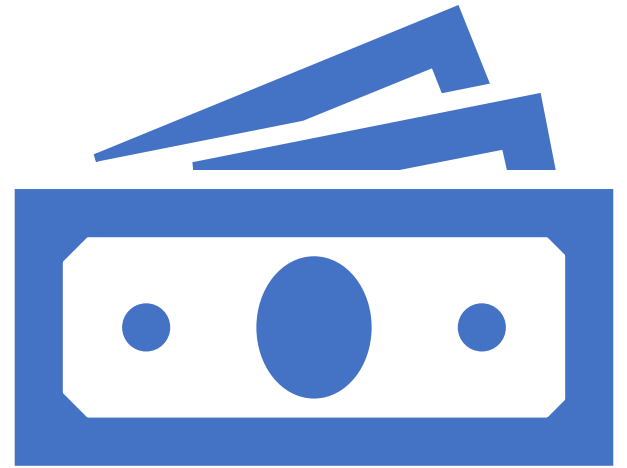
Ledger Balance as at 29/03/2022 : RM5,175.00  
Method of Payment : Please [download](#) or visit [website](#)

The student's Ledger Balance as at current date.

Note :-

- 1) Please refer tuition fee's schedule in School of Graduate Studies website for the tuition fees charges based on the intake, program, and the student's number of semesters.
- 2) The New semester's tuition fees will only be charge and include in the ledger balance approximately 2 weeks after commencing of the new semester / after student have register their courses.
- 3) The ledger balance is considered true until there are changes or adjustment made due to the following if applicable: -
  - Add/Drop courses (Master with Credit Fees /Phd Industry)
  - Penalty/Fine
  - Changes in study status
  - Change of program/upgrades/ changes in field of study

# Payment Method





# Online Via **CIMB Clicks**

## Steps To Make Online Payment

### STEP 1

Log-in into

**CIMB Clicks**

### STEP 2

Select **Pay Bills**

For this method of payment the student does not need to send proof of payment to us. Student's ledger will be updated on the next working day after receiving reports of successful transactions from the bank

### STEP 3

**1 To**

Key-in "UPM"

Select "Universiti Putra Malaysia (UPM) – Kampus Serdang"

**Student No:** "Matric No"

**Student IC Number:**

"IC / Passport No"

**2 From**

**Select Account:**

Saving Account / Current Account

**3 Amount**

MYR Enter Amount



### STEP 4

Request **TAC Number**

### STEP 5

Confirmation of payment





Pay Bills The Easy Way

### STEP 1

Login to your Internet or Mobile Banking service and look for “JomPAY” icon

### STEP 2

**Select Account :**  
Saving Account /  
Current Account/Credit  
Card

### STEP 3

Key-in  
**Biller Code : 8441**  
**Ref-1 : Matric No**  
**Ref-2 : IC/Passport No**  
**Amount (RM) : Total fees to pay**



### STEP 5

Confirmation of payment

### STEP 4

Request **TAC Number**

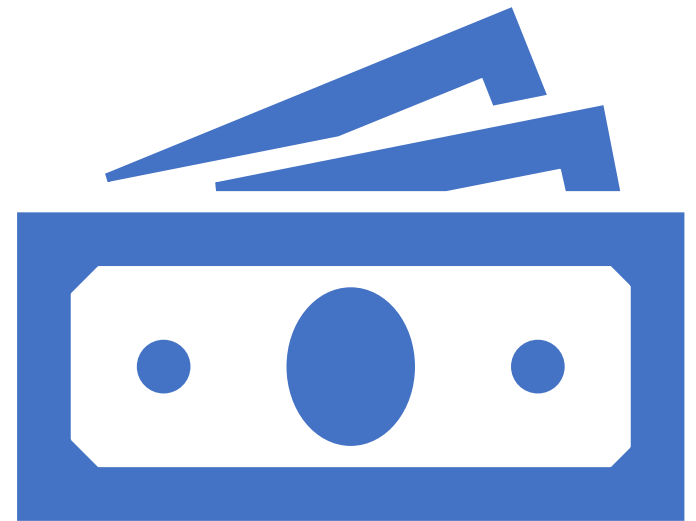
For this method of payment the student does not need to send proof of payment to us. Student's ledger will be updated after receiving reports of successful transactions from the bank



- Payment from **outside Malaysia**
- UPM has partnered with Flywire, to increase the efficiency and security of international fee payments to our campus.
- By using Flywire, students can access a variety of payment methods, including - local bank transfer, debit or credit card payments and many more options, as well as save on foreign exchange conversion costs and intermediary bank fees.
- Using Flywire, ensures that both the payer and the institution can easily track payments, from start to finish.
- <https://landing-pages.flywire.com/landing/upm>
- For this method of payment, student does not need to send proof of payment. Student's ledger will be updated after receiving reports of successful transactions from the bank



# Frequently Asked Questions on Student Financial



No	Issues	Answers
1	How do I check my Tuition Fees charges?	<p>Undergraduate- Student Portal  <a href="https://smp.upm.edu.my">https://smp.upm.edu.my</a></p> <p>Postgraduate- Refer to School Of Graduate Studies Website  <a href="https://sgs.upm.edu.my/current_students/study_costs_and_method_of_payment-12582">https://sgs.upm.edu.my/current_students/study_costs_and_method_of_payment-12582</a></p>
2	When will the registration restriction due to debt be implemented by the Bursar's Department?	<p>Undergraduate- Before the pre-registration for coming semester</p> <p>Postgraduate- Approximately 4 Weeks after commencing of the semester</p>



No	Issues	Answers
3	I am sponsored student. My student account shows sponsors haven't made a payment for the last semester. Will I be barred?	The student will not be barred if the sponsorship is still valid and the student has paid their portion (unsponsored fee)
4	I would like to register a course but have debt. Can the restrictions be released if I make minimum payment or instalments?	No. The system will block self finance students with outstanding and the status remain until the ledger is clear.

# Enquiries

## Undergraduate Students

- Email to :  
[bursar.student\\_ug@upm.edu.my](mailto:bursar.student_ug@upm.edu.my)
- Telephone:
- +603 - 9769 6215 / 6240 / 3571

## Postgraduate Students

- Email to :  
[bursar.student\\_pg@upm.edu.my](mailto:bursar.student_pg@upm.edu.my)
- Telephone:  
+603 -9769 3568 / 3569 / 3570



# THANK YOU

