



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH

سکولہ فغاچین سیسوازه



POSTGRADUATE APPLICATION GUIDELINES

SCHOOL OF GRADUATE STUDIES, UNIVERSITI PUTRA MALAYSIA

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BEFORE YOU APPLY

1. CHOOSING A PROGRAMME

The first step is to choose the programme aligned to your career plans and educational background. Please ensure that the desired programme and field of study is confirmed before submitting the application as the offer of admission upon successful application is **final** and cannot be changed. Applicants can browse through the programme in the following links:

[BY RESEARCH](#)

[BY COURSEWORK](#)

2. TUITION FEES

Check the latest tuition fee and financial assistance that are available on our website. The tuition fee is subject to change from time to time without any prior notice. The university, supervisor, lecturer and programme coordinator are not responsible for securing financial support for your studies. You can check the latest tuition fees and available scholarships in the following links:

[TUITION FEE](#)

[SCHOLARSHIP AND FINANCIAL AID](#)

3. ACADEMIC QUALIFICATIONS

Read the academic qualifications to ensure that you have achieved at least the minimal requirements as admission is very competitive. Applicants are advised to look at the websites of the School/Faculty/Institute for more details on the programme and research themes. If you plan to study for a programme by research structure (Master or PhD), you are **strongly** advised to identify and communicate with your potential advisor in order to speed-up your application process. However, if you have not identified an advisor yet, the faculty will assign a suitable advisor for you. You can contact the respective School/Faculty/Institute in the following link :

[DIRECTORIES](#)

[ACADEMIC QUALIFICATIONS](#)

SOFTCOPY OF SUPPORTING DOCUMENTS TO BE PREPARED BY APPLICANTS

NO	MASTER APPLICANTS	PHD APPLICANTS
01	Passport sized Photograph	Passport sized Photograph
02	Certified copy of Identity Documentation: International : Front page of passport Local : NRIC Identity Card	Certified copy of Identity Documentation: International : Front page of passport Local : NRIC Identity Card
03	Certificate of Bachelor degree Certified copy of Bachelor's degree/Senate Letter/Completion Letter for a final year student	Certificate of Bachelor degree
04	Academic Transcript of Bachelor degree Certified copy of transcript of Bachelor degree/ Every semester's result for a final year student	Academic Transcript of Bachelor degree
05		Certificate of Master degree Certified copy of Master degree/Senate Letter/Completion Letter for a final year student
06		Academic Transcript of Master degree Certified copy of transcript of Master degree/ Every semester's result for a final year student
07	Relevant Working Experience Certified copy of employee Experience Letter/Letter of Appointment/Internship Letter/CV/Portfolio	Relevant Working Experience Certified copy of employee Experience Letter/Letter of Appointment/Internship Letter/CV/Portfolio
08	Financial Support Scholarship: Letter of Scholarship/Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for at least 3 months	Financial Support Scholarship: Letter of Scholarship/Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for at least 3 months
09	Receipt of Application Fee Payment *Non-refundable processing fee <u>Amount for one application</u> Local : RM60 International : USD60	Receipt of Application Fee Payment *Non-refundable processing fee <u>Amount for one application</u> Local : RM60 International : USD60
10	TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL (For International Applicants ONLY) Applicants can submit the application for admission without attaching the English Language Proficiency Score Test but must prepare for it before the registration period	TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL (For International Applicants ONLY) Applicants can submit the application for admission without attaching the English Language Proficiency Score Test but must prepare for it before the registration period

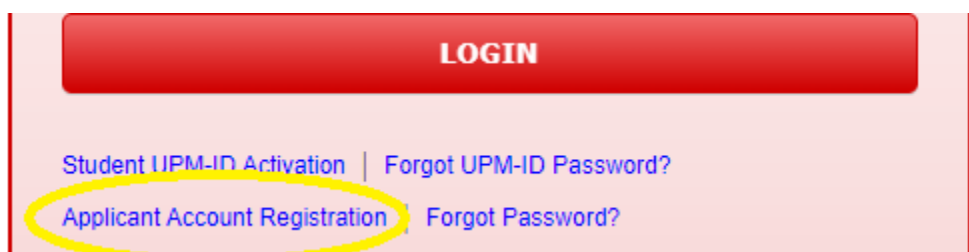
STEP 01 : CREATING AN ACCOUNT

1. Application for admission is open throughout the year whereby UPM offers 7 intakes in one year divided into 3 different academic calendars. Please refer to the table below to avoid any mistakes during application and take note that the closing date is different from one to another. The system will change the semester intake automatically after 11:59PM before the deadline. Thus, if you missed the closing date for admission into a semester, your application is automatically transferred to the following semester. Online applications for all Master and PhD programme can be made in the following link:

[POSTGRADUATE APPLICANT PORTAL](#)

IC CALENDAR	PROGRAMME	SEMESTER	APPLICATION DEADLINE	
			LOCAL	INTERNATIONAL
DUAL - SEMESTER	All masters by Coursework, masters by Research and Ph.D programmes	First Semester (September)	30 July	30 June
		Second Semester (March)	31 December	30 November
TRIMESTER	Master of Business Administration (MBA)	Third Trimester (March)	31 December	30 November
	AND	First Trimester (July)	30 April	31 March
	Master of Biotechnology with Bioentrepreneurship	Second Trimester (November)	31 August	31 July
SESSION	(Local Only) All Masters of Medicine	First Session (June)	30 April	-
		Second Session (December)	30 November	-

2. Click on the “Applicant Account Registration” to set up a new account. If you have already created an account previously but have forgotten the login information, please click on the “Forgot UPM-ID Password?”. Alternatively, you may send an email to pg_admission@upm.edu.my with details such as your NRIC card (IC) number or registered passport number for international applicants in order for us to assist you.



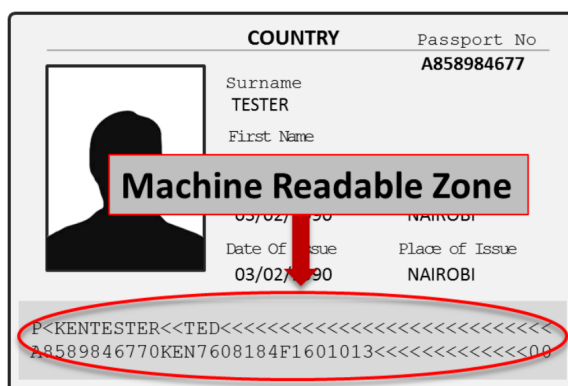
3. Applicants are required to fill in the next popped up window with the correct information. The purpose of the page is to allow the University to track all records of application attempts made by applicants for our database system.

NOTE

NAME GUIDELINE

Enter your full name exactly as it appears on your NRIC card

Enter the name as it appears in the machine readable zone (MRZ) of your passport. This is the two lines of text with numbers and chevrons (<<<) at the bottom of the personal information page. e.g If your first name is Ted and your last name is Tester, you should write your name in the application as Tester Ted



- The next page will show the information that you have registered and you are advised to keep the information safely in case you need to refer to it in the future. Applicants may return to the portal to login using the username and password created before.

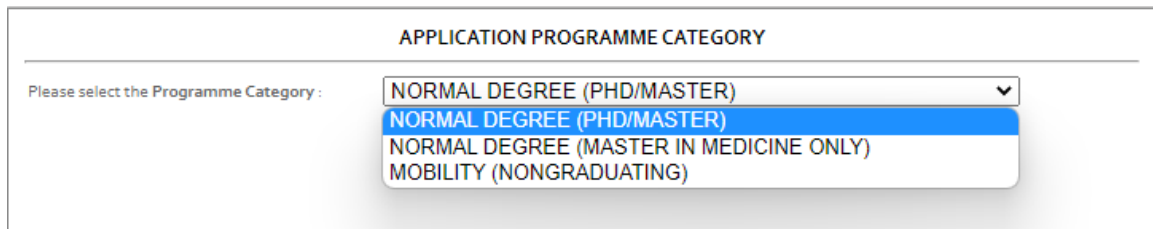
The screenshot shows the login page of the UPM School of Graduate Studies Application for Admission portal. The header includes the UPM logo and the text 'SCHOOL OF GRADUATE STUDIES' on the left, and 'APPLICATION FOR ADMISSION' with a group of people icon on the right. The main content area is titled 'Your Username and Password:' and contains a form with the following fields: Name, IC No./ Passport No., Username, and Password. Below these fields, it states 'Your username and password have been sent to' followed by a redacted email address. A 'REMINDER:-' section lists three points: 1. Please have all information ready before filing in application eg: transcript, educational background, working experience. 2. You have a valid email address 3. Remember your username and password. At the bottom, there is a 'Login to Postgraduate Student Portal' button. A large vertical watermark 'ADMISSION' is visible on the right side of the page. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

STEP 02 : ADDING A NEW PROGRAMME

- After applicants have successfully logged into the portal, please click on the blue button written as "APPLY NEW PROGRAMME" on the top left corner of the page. You may not be able to add a new programme if you have an application that is still on-going or in process as UPM allows its students to enroll only one programme at a time. If that's the case, choose the programme to reject and send an email to pg_admission@upm.edu.my

The screenshot shows the 'MY APPLICATION' page of the UPM School of Graduate Studies portal. The header features the UPM logo and the text 'UPM SCHOOL OF GRADUATE STUDIES'. The page is divided into two main sections. On the left, under the 'Applicant Menu' header, there are links for 'My Application', 'Registration Guidelines For New Students', 'Change Password', and 'Logout'. On the right, under the 'MY APPLICATION' header, there is a sub-header 'APPLICATION(S) FOR ADMISSION'. Below this, there are three fields: 'APPLICANT NAME', 'IC/PASSPORT NO', and 'NATIONALITY', each followed by a redacted value. At the bottom of this section, there is a blue button labeled 'APPLY NEW PROGRAMME' with a yellow arrow pointing to it from the right.

2. Applicants are given three options for the programme category and need to select one. Please refer to the following information for description of each categories:



APPLICATION PROGRAMME CATEGORY

Please select the Programme Category :

- NORMAL DEGREE (PHD/MASTER)
- NORMAL DEGREE (PHD/MASTER)
- NORMAL DEGREE (MASTER IN MEDICINE ONLY)
- MOBILITY (NONGRADUATING)

2.1 NORMAL DEGREE (PHD/MASTER)

UPM currently offers 70 Masters Programmes by Coursework and over 300 fields of study for programme by research that include :

- (1) Master of Veterinary Science (M.V.Sc.)
- (2) Master of Science (M.S.)
- (3) Master of Arts (M.A)
- (4) Doctor of Philosophy (PhD)
- (5) Doctor of Engineering (Deng)

2.2. NORMAL DEGREE (MASTER IN MEDICINE ONLY)

The programmes offered for this category are handled by the Ministry of Health Malaysia and only open for the local citizens of Malaysia. The 8 programmes available are as follows:

- (1) Master of Pathology
- (2) Master of Medicine (Family Medicine)
- (3) Master of Medicine (Pediatrics)
- (4) Master of Medicine (Psychiatry)
- (5) Master of Medicine (Radiology)
- (6) Master of Medicine (Internal Medicine)
- (7) Master of Medicine (Anaesthesiology)
- (8) Master of Medicine (Orthopedics)

2.3 MOBILITY (NON GRADUATING)

A mobility programme involves the exchange of a student in or outside the country. The Student Mobility Programme (SMP) includes international and local mobility where students may wish to embark on the semester exchange or research attachment as well as a study visit to another university/institution. Generally, there are two types of mobility namely Inbound Mobility and Outbound Mobility. You may send an email to sgs_intl.programme@upm.edu.my for details.

3. Applicants need to enter the programme level either Master or Doctor of Philosophy (PhD). Applicants may also choose to directly apply for a PhD programme if the academic achievement during Bachelor degree qualifies for fast track. Then pick the preferred structure type either by Coursework or Research and choose the semester to enroll. Please refer to the following link to check on the Academic Calendar for the dates. Finally, click on the button NEXT to proceed.

ACADEMIC CALENDAR

The screenshot shows the 'STEP 1: PROGRAMME & SEMESTER ENROLL' form. The header includes the Universiti Putra Malaysia logo and 'APPLICATION FOR ADMISSION'. The form fields are: Full Name, IC No., Nationality, Programme Category (set to 'NORMAL DEGREE'), a checkbox for 'I'm interested to apply direct PhD from Bachelor's Degree', Programme Level (dropdown), Structure/Type (dropdown), and Semester to Enroll (dropdown). 'NEXT' and 'CANCEL' buttons are at the bottom. A large 'ADMISSION' watermark is on the right.

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4. Next, to find the preferred field of study, click on the FIND button which will pop up a new window for applicants to browse through all the available programmes. Once you have found the field of study, click on it and the blank fields will be automatically filled in. Finally, click on the button NEXT.

The screenshot shows the 'STEP 2: FIELD OF STUDY, FACULTY/INSTITUTE & POTENTIAL SUPERVISOR INFORMATION' form. It includes fields for Full Name, IC No., Nationality, Programme Category, Programme Level, Structure/Type, Study Mode, Semester to Enroll, and Semester Type. A search section has a text input 'Please enter keyword for field of study below and click 'FIND'', a 'FIND' button (circled in yellow), and dropdowns for Field of Study, Programme Title, Faculty/Institute, and Potential Advisor/Supervisor. 'NEXT' and 'BACK' buttons are at the bottom. A large 'ADMISSION' watermark is on the right.

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NOTE

Potential advisors/supervisors who have reached their maximum quota of supervision will not appear in the list, so you have to look for another available advisor/supervisor.

- Summary of the programme selected will be shown. If you are satisfied and wish to apply for the programme, click on the button NEXT and fill in all the Personal Details information.

II. PERSONAL DETAILS

Please upload your Picture: (Passport-sized picture) [\[HELP\]](#)
(Accepted File Formats for Uploads: .jpg, .bmp; Max size: 2MB)

Choose File No file chosen

Upload Picture Reset

Please upload your Identification:
(Accepted File Formats for Uploads: .jpg, .pdf; Max size: 2MB)

Choose File No file chosen

Upload Identity Reset

Note: Fields marked with asterisk (*) are mandatory.

*Full Name : [REDACTED] **Note:** Please enter name according to I.C. [\[VIEW GUIDELINE\]](#)

*IC Number : [REDACTED]

*Date of birth (Month/DD/YYYY) : [REDACTED] / [REDACTED] / [REDACTED]

*Place of Birth : -PLEASE SELECT-

*Disability : ☐ Yes ☐ No

*Gender : ☐ Male ☒ Female

*Nationality : [REDACTED]

*Marital Status : ☐ Single ☐ Married ☐ Others

NOTE

Please ensure that you use alphanumeric letters without any special punctuation such as " OR ' OR , OR @ or < OR > to avoid common errors in the system.

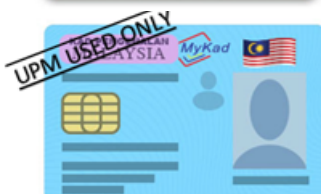


5.1 PHOTO GUIDELINE

Size : 250 pixels (width) x 291 pixels (height)
File Format : JPG (.jpg) or JPEG (.jpeg)
Background color : Blue or white ONLY

5.2 IDENTIFICATION GUIDELINE

Local : Upload a certified copy of NRIC
International : Upload the front page of the passport.
File format and size : PDF (.pdf) and less than 2MB



STEP 03 : FILL AND ATTACH EDUCATIONAL BACKGROUND

Click on the Add button and a new pop up window will appear. You should provide details of all qualifications and periods of study you have taken previously at university level, including qualifications you haven't yet completed. Please take note that UPM **does not** accept any Self-study program. We request the applicants to duly comply with the requirements to avoid rejection of your application for admission to UPM. If you need further guidelines on requirements for the supporting documents, please refer to the explanation on page 11. Click on the Next button after you have completed the section.

The screenshot displays the UPM Application for Admission portal. At the top, a navigation bar includes the UPM logo, the text 'Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES', and 'APPLICATION FOR ADMISSION' with a user icon. Below this is a progress bar with seven steps: I. Details of Programme Applied for, II. Personal Detail, III. Education Background (highlighted in red), IV. Working Experience, V. Next-of-Kin, VI. Financial Support, and VII. Certification. The main content area is titled 'III. EDUCATIONAL BACKGROUND'. It contains a text prompt: 'Please enter latest qualification at the top. Click Add button to add. [View Sample] [IMPORTANT INFORMATION]'. Below this is a table with columns: No, Name of University/College, Country, Degree Awarded (Type, Title, Specialization), Year (Admission, Graduation), Final Year?, Achievement (CGPA/Percentage), Attachment (Transcript, Degree), Edit, and Delete. The table has one row with placeholder text. Below the table is an 'Add' button. A second text prompt follows: 'If you have previously been admitted to Universiti Putra Malaysia or other universities/institutions for postgraduate programme, please provide the information. Click Add button to add.' with another 'Add' button. At the bottom are 'BACK', 'NEXT', and 'HOME' buttons. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

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

NOTE

3.1 If the documentation is not in English or Malay language, it must be officially translated to the English Language. Both translations and originals must be uploaded in one PDF file with less than 2MB size.

3.2 The file name should be simplified (eg. BCert or MTranscript) without any special punctuation such as " OR ' OR , OR ~ otherwise the file cannot be uploaded nor opened.

3.3 You are advised to combine all the documents if you have more than a page and compress the merged documents using <https://www.ilovepdf.com/> before uploading.

ACADEMIC TRANSCRIPTS GUIDELINE

These are official documents issued by the institution you attended that list all subjects taken and grades earned with an official stamp of the designated office (e.g. office of academic affairs). Most Malaysian university levels use a 4 point grading system with a cumulative grade point average (CGPA) including UPM. Therefore, if your academic transcripts do not state the CGPA obtained is out of 4 or 5 points, please get an official certification from the university on the scale and calculation method. We no longer accept your own instruction/interpretation of CGPA calculation whether or not certified by a public notary. The transcript should also be **merged** together into one file with the grading system and classification which usually can be found on the overleaf of the transcript.

Applicants in their final semester of studies who are yet to be awarded the official certificate of degree may upload all pages of each semester results into one (.pdf) file.

CERTIFICATE OF DEGREE GUIDELINE

All applicants who completed their education in China, Iran, Nepal, Nigeria, or Pakistan must fulfill the additional documentation requirements. Applicants from these named countries are advised to click on the provided [**IMPORTANT INFORMATION**](#) link for further details.

All applicants in their final semester of studies who are yet to be awarded the official certificate of degree may upload a senate letter or at the very least upload a study completion letter issued by the university.

IRAN:

Certificates and transcripts have to be officially translated by the Iranian Ministry of Foreign Affairs.

NEPAL:

A scanned certificate and transcripts must be officially certified by the awarding institution. Provisional certificates, character certificates, or other certificates are not accepted.

NIGERIA:

A scanned certificate and transcripts must be officially certified by the awarding institution. If you have not yet received a final Bachelor's certificate, you must upload a Success Certificate/ Attestation of Result (not older than 2 years). The transcripts must show when the degree was conferred. While attaching the copy of the certificate and transcripts into the system, please request your institute to email the soft copy to pg_admission@upm.edu.my, otherwise the application result will not be updated until the verification is received.

PAKISTAN:

A scanned certificate and all pages of transcripts must be certified by the Higher Education Commission (HEC).

CHINA:

A scanned certificate and transcripts must be officially translated and all pages certified by public notary. The certificate of Bachelor/Master degree (separately) should be merged together with the English version of Online Verification Report of Higher Education Qualification and Student Record from Center for Student Services and Development or CSSD (formerly known as CHESICC) into one (.pdf) file.

STEP 04 : FILL AND ATTACH RELEVANT WORKING EXPERIENCE

Next, applicants will be directed to the next section where you might want to fill in information about the current and previous work experience as School/Faculty/Institute will usually look into the applicant's working experience while in the process of reviewing the application, thus you may upload a certified copy of employee Experience Letter or Letter of Appointment or Internship Letter or Portfolio or at the very least your latest CV. Once you have done with the section, click on the Next button to proceed.

The screenshot displays the application portal for Universiti Putra Malaysia (UPM) School of Graduate Studies. The top navigation bar includes the UPM logo, the text "Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES", and "APPLICATION FOR ADMISSION" with a small icon of three people. Below the navigation bar is a progress bar with eight steps: I. Details of Programme Applied for, II. Personal Detail, III. Education Background, IV. Working Experience, V. Next-of-Kin, VI. Financial Support, VII. Research Proposal, and VIII. Certification. Step IV is highlighted with a red circle and labeled "Completed". Below the progress bar, the section title "IV. RELEVANT WORKING EXPERIENCE" is shown. The main content area contains the instruction: "Please enter relevant working experience to field of study applied. Click **Add** button to add. [\[View Sample\]](#)". An "Add" button is circled in yellow. At the bottom of the section are three buttons: "BACK", "NEXT", and "HOME". The footer contains the copyright notice: "Copyright © School of Graduate Studies, UPM. All rights reserved."

STEP 05 : FILL IN NEXT-OF-KIN INFORMATION

The Next-Of-Kin refers to the applicant's closest living relative. The section is most required to be completed by all applicants as UPM will contact the person in the event of an emergency. Thus, if you are applying as an agent, the information should NOT be your personal information. An incomplete contact details will result your application to be "INCOMPLETE" thus delaying your progress of application. Click on the Next button to proceed with the next step.

The screenshot displays the application portal for Universiti Putra Malaysia (UPM) School of Graduate Studies. The top navigation bar includes the UPM logo, the text "Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES", and "APPLICATION FOR ADMISSION" with a small icon of three people. Below the navigation bar is a progress bar with eight steps: I. Details of Programme Applied for, II. Personal Detail, III. Education Background, IV. Working Experience, V. Next-of-Kin, VI. Financial Support, VII. Research Proposal, and VIII. Certification. Step V is highlighted with a red circle. Below the progress bar, the section title "V. NEXT-OF-KIN" is shown. The main content area contains a form with the following fields: *Name (text input), *Relationship (dropdown menu with "--PLEASE SELECT--"), *Address (three stacked text input fields), *Post/Zip code (text input), *City (text input), State/Province (dropdown menu with "(for Malaysians only)"), *Country (dropdown menu with "--PLEASE SELECT--"), Telephone No. (text input), and Email address (text input). At the bottom of the section are three buttons: "BACK", "NEXT", and "HOME". The footer contains the copyright notice: "Copyright © School of Graduate Studies, UPM. All rights reserved."

STEP 06 : FINANCIAL SUPPORT

Applicants who have gotten an offer of scholarship may choose the sponsoring body and attach the awarding letter in the attachment. Applicants who are still in the process of applying for scholarship or planning to self-fund throughout your studies may select Self-Financed and attach a salary slip/ a bank statement of applicant or guardian for at least 3 months. Your household income is the total amount your family earns each year before tax and insurance.

The screenshot shows the 'VI. FINANCIAL SUPPORT' step of the application process. At the top, a progress bar indicates the status of various steps: 'Details of Programme Applied for' (I), 'Personal Detail' (II), 'Education Background' (III), 'Working Experience' (IV), 'Next-of-Kin' (V), 'Financial Support' (VI), 'Research Proposal' (VII), and 'Certification' (VIII). Steps I, II, III, IV, and V are marked as 'Completed'. Step VI is the current step, and steps VII and VIII are yet to be completed. The 'Financial Support' section includes radio buttons for 'Scholarship' and 'Self-financed', a 'Sponsor' dropdown menu, 'Start Date' and 'End Date' date pickers, a 'Household Income' dropdown menu, and an 'Actual Amount of Household' text field. There is also a file upload section for 'Attach relevant document' with a 'Choose File' button and a 'No file chosen' status. At the bottom, there are 'BACK', 'NEXT', and 'HOME' buttons. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

STEP 07 : RESEARCH PROPOSAL

This step will only appear to applicants who have chosen Master by research mode or PhD programme. Applicants are required to attach the research proposal following the instructions given and encouraged to use the [template](#) provided. Then, click on the Next button.

The screenshot shows the 'VII. RESEARCH PROPOSAL' step of the application process. The progress bar at the top is identical to the previous step, but now 'Research Proposal' (VII) is the current step, and 'Financial Support' (VI) is marked as 'Completed'. The 'Research Proposal' section includes a text area for 'Area of research (approximately not more than 20 words):', a character count 'You have 250 characters left', and an 'Instruction' section with a list of requirements. The instructions include: 'Please attach your research proposal which include title, problem or hypothesis, methodology, review of related literature and procedure or method.', 'You are advised to use our THESIS PROPOSAL template.', 'Click [here](#) to download the template.', 'Your proposal must be not in BMP format.', and 'Click here to attach' followed by a 'Choose File' button and a 'No file chosen' status. At the bottom, there are 'BACK', 'NEXT', and 'HOME' buttons. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

STEP 08 : REFEREES DETAIL

The next step requires the applicant to fill in two referee details by clicking the Edit button. The details must be your previous supervisor or academic advisor or current employer and no referral letter needs to be attached or sent to UPM as it is a reference for the School/Faculty/Institute in case extra information is required.

VIII. REFEREE DETAILS -

REFEREE 1	REFEREE 2
Name :	Name :
Position :	Position :
Office Address :	Office Address :
Telephone No :	Telephone No :
E-mail Address :	E-mail Address :
Relationship :	Relationship :

Edit

IX. PROCESSING FEE -

X. DOCUMENTS CHECKLIST/CERTIFICATION & SUBMISSION OF APPLICATION -

BACK

STEP 09 : PROCESSING FEE

Before submitting an application, applicants have to make a payment of processing fee by clicking on the Edit box. A new pop up window will appear where you can attach the payment receipt. The fee for local applicants is RM60 and for international applicants is USD60. Please check the account details carefully so you do not pay into the wrong account. Details are summarized in the table on page 15.

IX. PROCESSING FEE -

Processing Fee Amount Charged : RM60.00 payable to the BURSAR, UPM [Please Upload the Proof of Payment]

Payment Method :

Receipt Attachment : -

ACCOUNT INFORMATION & PAYMENT METHOD

Bank Account No : 8002155042

Bank Name : CIMB BANK BERHAD

Account Name : UPM COLLECTION

Bank Branch : UPM, SERDANG BRANCH

Swift Code : CIBBMYKL

ONLINE PAYMENT FROM OVERSEAS
UPM has partnered with Flywire to streamline and simplify payment from overseas. By using Flywire, payers can use various payment method (e.g. credit cards, e-wallets, bank transfers), save on intermediary bank fees, and receive 24/7 multilingual customer support. Click here to start your payment - [upm.flywire.com](http://bit.ly/paytoPG)

ONLINE PAYMENT FROM MALAYSIA
A) Applicant who has Malaysia Bank Account are suggested to make payments using UPM Payment Gateway. Please refer to this link for Step-by-step Guide - <http://bit.ly/paytoPG>
B) Online Banking - CimbClicks/JomPay

Note: For best results, please use Chrome browser.

Edit

Add Referee - Google Chrome

Not secure | sgsportal.upm.edu.my:8080/sgsportal/Admission/AddFeeAttc.jsp?applid=340373&nat=222

PROCESSING FEE INFORMATION [Please Upload the Proof of Payment (RM60.00)]

Payment Method : UPM PAYMENT GATEWAY

Payment Date : DD/MM/YYYY

Amount :

Receipt Number :

Receipt Attachment : Choose File No file chosen

SAVE & UPLOAD **RESET**

NOTE

Make sure **ALL** the fields are filled in and simplify the file name (eg. Receipt) without any special punctuation such as “ OR ‘ OR , OR ~ to avoid system error. Then click on the button “**SAVE & UPLOAD**” to successfully upload the receipt.

<p align="center"><u>ACCOUNT INFORMATION</u></p> <p>Bank Account No : 8002 1550 42</p> <p>Bank Name : CIMB BANK BERHAD</p> <p>Account Name : U.P.M COLLECTION</p> <p>Bank Branch : Located in UPM Serdang, Selangor</p> <p>Swift Code : CBBMYKL</p>	
LOCAL	INTERNATIONAL
<p align="center"><u>UPM PAYMENT GATEWAY</u></p> <p>The payment receipt will automatically be sent to you by email. The receipt should be attached when submitting the application.</p>	<p align="center"><u>FLYWIRE</u></p> <p>Payment made will take several working days before being sent to the UPM and the payment receipt is only available for download after Flywire has delivered your payment to the institution. The link to download it will not be available beforehand.</p> <p>To download the receipt, see HERE for details.</p>
<u>DIRECT BANK IN</u>	
<u>JOMPAY AND CIMB CLICKS</u>	

STEP 10 : DOCUMENTS CHECKLIST/CERTIFICATION & SUBMISSION OF APPLICATION

Before you submit, please check thoroughly that you have **confirmed the chosen programme** and field of study, **made the payment** of processing fee to the right account, make sure all the required **documents are attached** and keyed in **information are correct**. If the application is successful, the offer of admission is **final** and cannot be changed. In case you wish to change, you have to reject the current offer and make a new application with a new payment receipt to go through the same application process again.

To submit the application, click on the Edit button and it will direct you to a new window where you need to tick on the checkbox and finally click the “SUBMIT” button.

X. DOCUMENTS CHECKLIST/CERTIFICATION & SUBMISSION OF APPLICATION -

NO	LIST OF REQUIRED DOCUMENTS	CHECKLIST
1.	Passport-sized photograph	✓
2.	Degree certificates	BACHELOR ✗
3.	Examination transcripts Note: The transcript should be attached together with the grading system information.	BACHELOR ✗
4.	Identity card	✗
5.	Research proposal	✗
6.	Letter of scholarship / sponsorship award (if any) or salary slip/latest bank statement of applicant or guardian	✗
7.	Non-Refundable Processing fee Receipt (RM60.00), payable to the BURSAR, UPM	✗
8.	Evidence of relevant working experience	No record(s)

☐ I certify that the information given in this application is correct. If this application is incomplete or information given is incorrect, UPM has the right to reject this application or withdraw offer of admission anytime without prior notice.

Date : 16-06-2022

Edit

IX. CERTIFICATION

Please attach all the following documents :

- *Passport-sized photograph **View** **Edit**
- *Referee's Details **Edit**
- *Degree certificates **Edit**
- *Examination transcripts **Edit**
- *Identity card **attach**
- *Letter of scholarship / sponsorship award (if any) or salary slip/latest bank statement of applicant or guardian **attach**
- *Non-Refundable Processing fee Receipt (RM60.00), payable to the BURSAR, UPM **attach**
- Evidence of relevant working experience **Edit**

☐ 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 : 14-06-2022

BACK **SUBMIT** **HOME**

NOTE

If your application was deemed incomplete after you have submitted the first time, you have to click the “SUBMIT” button again as a resubmission after amendment has been made.

AFTER SUBMITTING AN APPLICATION

After you have submitted your application, you can save the summary of application in (.pdf) format for your own reference. Please take note that the application usually takes about at least two weeks to two months at the latest. Alternatively, if your application progress is at the Faculty Dean, you may also contact the respective Faculty/School/Institute directly to follow up regarding your application status as the School of Graduate Studies will only be able to take further action when a final decision has been made.

STATUS	EXPLANATION	ACTION TO BE TAKEN BY APPLICANTS
NEW APPLICATION	Your documents are being vetted.	You should check the status from time to time in the portal or email to pg_admission@upm.edu.my if the status remains the same for more than a week.
INCOMPLETE	Your application is incomplete and needs to upload additional documents or replace unnecessary/ unclear documents.	Click the link for more information on missing/incomplete documents. Upload the required documents, certify and click on the Submit button again to resubmit. Make sure the date of application is updated on the date the new document is uploaded.
COMPLETE	The School of Graduate Studies has reviewed your application and sent it to the School/Faculty/Institute.	You may follow up with the School/Faculty/Institute if the same status remains for more than two weeks.
APPROVED OR APPROVED (PROVISIONAL)	<p>Your application has been Approved. Provisional offer is given due to:</p> <ol style="list-style-type: none"> 1. Not meeting the English Language Requirement; or 2. Not submitting the official certificate of bachelor/master's Degree; or 3. Need to take and pass pre-requisite courses during your first semester of studies. 	<p>You can print the offer letter for references. You are also required to reply to the offer whether to accept, accept but would like to defer or reject the offer.</p> <p>If your offer is a provisional offer, you should prepare the required documents before the registration date on page 20</p> <p>You should liaise with your supervisor regarding the subjects that need to be taken.</p>
NOT APPROVED	Your application has been rejected due to some reasons.	You can check the reason for rejection by sending an email to pg_admission@upm.edu.my or faculty.

I RECEIVED THE OFFER LETTER. WHAT NEXT?

1. BE ALERT TO THE REGISTRATION PERIOD STATED IN OFFER LETTER

Once you have succeeded in being admitted to study, the next step is to register as a student of UPM. Registration is done online via the PutraENROLL in the Applicant Portal where you have to fill in your missing data and then wait for endorsement from each respective role. The PutraENROLL is accessible through the Applicant Portal ONLY during the registration week and will not be available after the registration period, so be sure to **check your offer letter** specifically the date stated in “Registration Period” so you do not miss the start and end date. Until you complete the enrollment process you are not yet officially signed up as a student of Universiti Putra Malaysia.

2. FINANCIAL RESOURCE

The university is not responsible to secure any financial support to fund your studies. Therefore, you are advised to do a financial plan to avoid any issue of payment of tuition fees in the future. If your sponsoring body requests an official invoice for tuition fee, please email your offer letter to bursar.student_pg@upm.edu.my with your details.

Click [TUITION FEES](#) for more information.

3. ENGLISH LANGUAGE PROFICIENCY (INTERNATIONAL ONLY)

International candidates who receive a provisional offer due to English language proficiency requirements must plan accordingly. Your planning will affect finances, visa, and any other issue related to the duration of the study. For example, if you choose to join our English programme, you need to spend **at least one semester** before starting with the academic programme and a separate tuition fee for the English programme is compulsory to pay.

Click [ENGLISH REQUIREMENT](#) for more information.

4. VISA REQUIREMENT (INTERNATIONAL ONLY)

The offer of admission does not come with a student pass. ALL international candidate whether you intend to study virtually or physically, you need to apply for EMGS Approval Letter and/or Visa Approval Letter (e-VAL) as soon as you accepted the offer in the portal or at least 4 months before the registration date because the process to get the documents may take 30 – 60 business days. If you require further assistance regarding Visa and Pass, please contact the respective [i-PUTRA](#) or email to the address visapass_val@upm.edu.my

5. Candidates who have previously applied to any institution in Malaysia are required to cancel their application from the previous institution. Universiti Putra Malaysia (UPM) is unable to apply the student pass for an applicant unless that institution has made the cancellation with the EMGS. Applicants are also required to get an original release letter from the previous institution.

Candidates who are currently in Malaysia and holding a student/ employment/ dependent or another pass from another institution/ organization/ company, please ensure that the existing pass period is shortened by the previous institution/ organization/ company.

Candidates or new students who are obtaining an admission offer at UPM Bintulu Campus, please contact Mr Fauzi bin Mohamad (fauzie@upm.edu.my) for assistance in relation to visa matters.

List of Faculty and Institute located at UPM Bintulu, Sarawak Campus :

01. Faculty of Agricultural and Forestry Sciences
02. Faculty of Humanities, Management and Science
03. Institute of Ecosystem Science Borneo

PREPARING TO ENTER MALAYSIA

STEP 1

New students are advised to refer to the latest visa and travel advice from the Malaysian Government published on the [EMGS](#) website.

STEP 2

New students are also advised to refer to the latest learning and teaching modes which will be announced on our website [SCHEDULES](#) from time to time.

STEP 3

If the above things do not prevent you from traveling to Malaysia, you can apply for a Single Entry Visa (SEV) with e-VAL at the Malaysia Embassy/Consulate in your country.

STEP 4



You must enter Malaysia with SEV before the expiry date of the VAL. However, please **do not enter Malaysia earlier than 7 days** of the registration period. Otherwise, it may result in overstaying from expired pass causing additional costs for visa/pass processing

NOTE

If you choose to continue the online class in the particular semester and do not need to enter Malaysia, the EMGS Approval Letter will still be valid until the issuance of the eVAL and NO further action needs to be taken.

6. PREPARE THE SUPPORTING DOCUMENTS

Scan all the following documents in color, original size, all pages and in (.pdf) format. Candidates need to attach all the supporting documents to the PutraENROLL

NO	LOCAL CANDIDATES	INTERNATIONAL CANDIDATES
01	Passport sized photograph with blue or white background ONLY	Passport sized photograph with blue or white background ONLY
02	<p>Malaysian Identity Card (MyKad) front and back</p> 	<p>International Passport</p> 
03	Certificate of Bachelor degree or Senate Letter	Certificate of Bachelor degree or Senate Letter
04	Transcript of Bachelor degree	Transcript of Bachelor degree
05	Certificate of Master degree or Senate Letter	Certificate of Master degree or Senate Letter
06	Transcript of Master degree	Transcript of Master degree
07	<p>Bank statement or scholarship offer letter</p> <p>Letter of Scholarship/Sponsoring award (if any) or Pay slip/ bank statement of applicant or guardian for at least 3 months</p>	<p>Bank statement or scholarship offer letter</p> <p>Letter of Scholarship/Sponsoring award (if any) or Pay slip/ bank statement of applicant or guardian for at least 3 months</p>
08		EMGS Approval Letter/EVAL/Related Pass
10		TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL

FREQUENTLY ASKED QUESTIONS (FAQ)

Before you send an email to the Admission Unit, please make sure to go through the FAQ below in case the questions have already been answered. Otherwise, you may send an email to pg_admission@upm.edu.my for assistance.

- 1. I am waiting for my scholarship to send me the money and unable to pay the processing fee, can I be waived?**

No. Without the processing fee, your application cannot be submitted or processed. The processing fee is only waived for those who have attended our once in a while promotional event activities for new prospective postgraduate students which will be posted in SGS official website sgs.upm.edu.my

- 2. I don't have a passport yet, can I apply?**

Yes. You can use your national ID card first to submit an application and email to pg_admission@upm.edu.my when you have received the new passport.

- 3. I made a mistake on my application name which does not follow the naming guideline. How do I fix it?**

You need to complete and submit the application first as usual and SGS will correct the naming format before the issuance of an offer letter.

- 4. I am in my final semester of undergraduate programme. Can I apply for admission for postgraduate study at UPM?**

Yes. A final year student of undergraduate programme can apply provided his **current** CGPA meets the programme admission requirement. Latest results that are submitted after the application has been sent to the Faculty/School/Institute will not be considered.

- 5. How do I find a research supervisor for my study programme?**

You can identify a potential research supervisor from the faculty's or SGS's website. There is a 'List of Experts' listed under each field of study offered by the Faculty / Institute. If you are not able to identify a research supervisor, the faculty will assign one for you.

- 6. I have a Higher National Diploma (HND). Can I use this to apply for a Master's programme at UPM?**

No. UPM only accepts a Bachelor's degree for a Master's programme.

7. I have received an offer letter to study at UPM next semester. Can I defer for one semester?

Yes you may defer the admission to the next intake by replying in the Applicant Portal or email to pg_admission@upm.edu.my if you need help for a second deferment.

8. How many times can I defer my admission?

Twice. You cannot defer more than 2 semesters or 1 academic year. Otherwise, your offer status will be “REJECTED” and you need to submit a new application to get another offer.

9. I do not have any IELTS / TOEFL. Can I still apply to UPM?

Yes. If you meet the academic admission requirements, you will be granted a provisional offer letter. However, you still need to fulfill the English requirement before you can register in the programme.

10. Can I take an English programme at UPM if my IELTS / TOEFL does not meet the language requirement?

Yes. You can join the Postgraduate Intensive English programme at the Center for the Advancement of Language Competence (CALC) or Certified Intensive English Programme (CIEP) at ELS Center. For more information, please refer to the following links : [PIE 1](#) | [PIE 2](#) | [CIEP](#)

11. I have arrived at UPM to register as a new postgraduate student, but I have not applied for e-VAL. Can I still register?

No. An international student must have a valid e-VAL to proceed with programme registration. You are advised to contact Putra International Center [i-PUTRA](#) for more information.

12. I have just finished my Master’s programme in a Malaysian university and I have been offered a PhD programme at UPM. Do I need to go back to my home country to apply for VAL?

Generally, if you finish your Master’s programme less than 2 months before registration of the PhD programme, you can proceed with the registration without leaving Malaysia. You are advised to consult with i-PUTRA for advice.

13. When should I do my medical health check-up?

Candidates are advised to do the check-up after you have finished enrolling as a student

LOCAL	HOW TO	INTERNATIONAL
Can be done at any clinic or hospital in Malaysia but the form needs to be verified by PKU	Where can I do my check-up?	The health examination must be done at the University Health Center (PKU)
RME / IPT Local	What form do I need to bring?	RME / IPT International
PKU will charge a consultation fee of RM20 cash during the verification process	Are there any charges?	PKU will charge a consultation fee of RM250 cash and have to make an appointment through PutraENROLL

14. If I am outside Malaysia, how do I do the medical check-up?

New international candidates who are still in their respective countries are not required to undergo a health examination before registration. However, during the registration period where PutraENROLL is accessible, candidates only need to declare their health status in the Health section (PutraENROLL) and **no attachment** file required. Full health examination will be done only after the Malaysian government gives permission to enter Malaysia for new students to continue their study face to face.

15. Is there a restriction on enrolling if I was diagnosed with a certain disease?

Yes. Please refer to the table on page 24.

COMMUNICABLE DISEASE

TYPE OF DISEASE/DISORDER	EXAMPLE	REGISTRATION AND ADMISSION
<ol style="list-style-type: none"> 1. Contagious 2. Recovery is expected to be difficult and delayed 	<ol style="list-style-type: none"> 1. HIV/AIDS 2. Hepatitis B 3. Hepatitis C 	Registration/admission is prohibited
<ol style="list-style-type: none"> 1. Contagious 2. Expected to recover with treatment 	Tuberculosis	<ol style="list-style-type: none"> 1. Registration/admission must be deferred until treatment in the home country is completed. 2. Deferment should not be for more than two semesters 3. Registration requires confirmation from the physician in charge that treatment has been completed
<ol style="list-style-type: none"> 1. Contagious 2. Expected to recover with treatment 	<ol style="list-style-type: none"> 1. Malaria 2. Typhoid 3. Syphilis 	Registration/admission is allowed only after treatment is completed in home country
A contagious disease that is declared as an epidemic by the Malaysian Ministry of Health	<ol style="list-style-type: none"> 1. Japanese Encephalitis 2. SARS 3. Avian Flu 4. Ebola 5. H1N1 	Registration/admission is prohibited

NON-COMMUNICABLE DISEASE

TYPE OF DISEASE/DISORDER	EXAMPLE	REGISTRATION AND ADMISSION
Mental illness an attack that may harm the student or others	<ol style="list-style-type: none"> 1. Epilepsy 2. Schizophrenia 3. Depression 4. Bipolar Disorder 	<p>A report is required from the treating psychiatrist. May be accepted for registration or admission if any of the following is met:</p> <ol style="list-style-type: none"> 1. Symptom-free for > 12 months 2. Treatment is completed
Disease or disorder is expected to continue for an unspecified time. Apparent	<ol style="list-style-type: none"> 1. End-stage renal failure requiring dialysis 	Registration and admission is prohibited

and serious symptoms. Long treatment schedule	2. Cancer	
Addiction that is a direct violation of the Malaysian laws	Drugs such as: <ol style="list-style-type: none"> 1. Morphine 2. Cannabis 3. Amphetamine 4. Methamphetamine 	Registration and admission is prohibited
<ol style="list-style-type: none"> 1. Requires continuous medication 2. No serious symptoms 3. Treatment not affecting study 	<ol style="list-style-type: none"> 1. Hypertension 2. Diabetes Mellitus 3. Dyslipidemia 	May register if treatment does not affect study