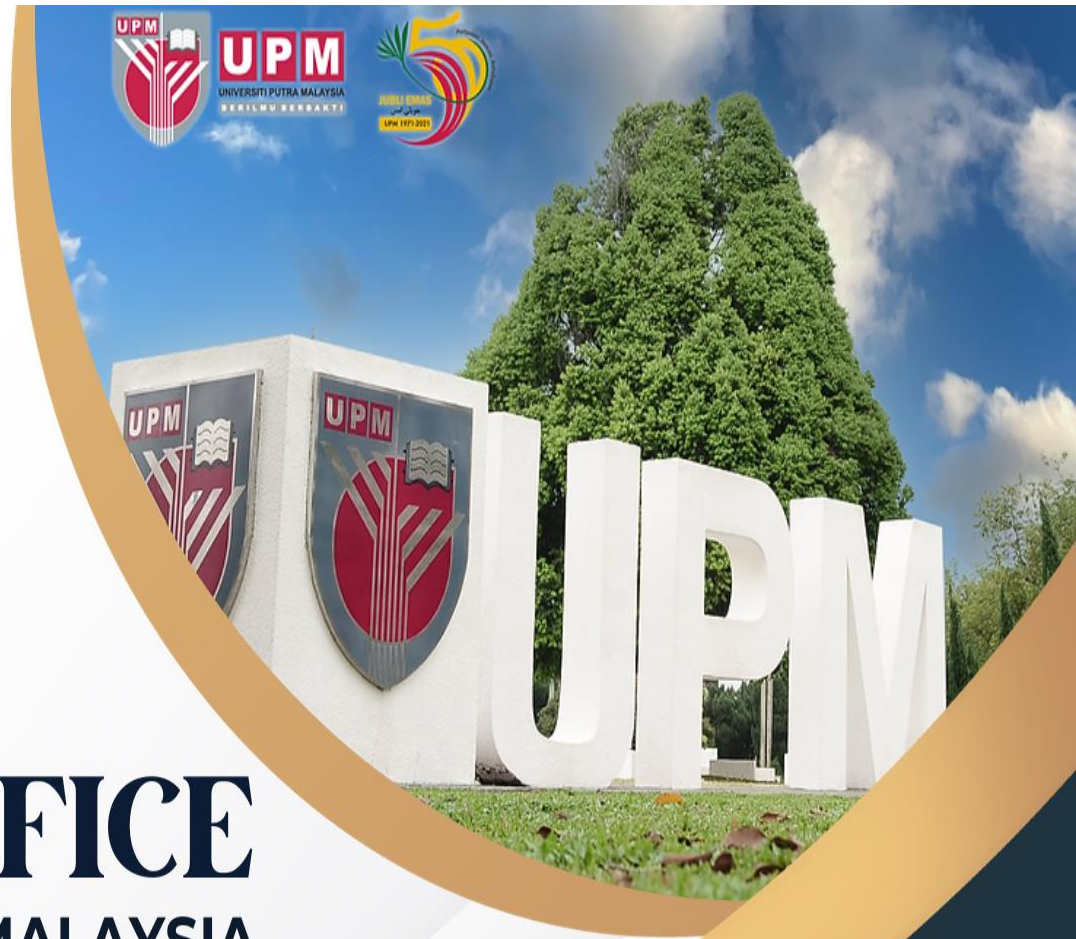


STUDENT'S FINANCIAL SECTION

BURSAR'S OFFICE
UNIVERSITI PUTRA MALAYSIA





BRIEFING FOR NEW POSTGRADUATE STUDENTS FIRST SEMESTER 2023/2024

SPEAKER

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Student's Financial Section
Bursar's Office UPM



SATURDAY
14 October 2023

www.bursar.upm.edu.my

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:



1

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



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

The screenshot shows the UPM School of Graduate Studies Postgraduate Student Portal. The header includes the UPM logo and 'SCHOOL OF GRADUATE STUDIES' on the left, and 'POSTGRADUATE STUDENT PORTAL IGIMS' on the right. A user is logged in as 'Welcome Student [redacted]'. The main content area is titled 'MY PROFILE' and 'STUDENT PERSONAL INFORMATION'. A navigation bar contains links for Profile, Current Address, Home Address, Next of Kin, Supervisory Committee, and Student Ledger. The 'Student Ledger' link is highlighted. Below this, a red bar indicates 'Student Current Ledger Balance'. The ledger balance is shown as 'Ledger Balance as at 29/03/2022 : RM5,175.00'. The method of payment is 'Please [download](#) or visit [website](#)'. A blue callout bubble points to the balance amount with the text: 'The student's Ledger Balance as at current date.' Below the ledger information, there is a 'Note :-' section with two points: 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.

HOW TO CHECK MY STUDENT LEDGER BALANCE?



2

To bill the students as well as the sponsors

To refund any excess due to ledger adjustment

3



4

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



MY PROFILE
STUDENT PERSONAL INFORMATION

Matric No : [REDACTED]
Name : [REDACTED]
Faculty : FPP
Prog Level : PHD
Prog Structure : BY RESEARCH
Prog Category : NORMAL DEGREE

PutraENROLL

My Profile

My Checklist

Academic Calendar

Registration

Semester Result

Sponsorship

Forms & Documents

Thesis / VIVA Info



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

Choose File no file selected

Upload

Cancel

[PHOTO GUIDE]

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

BARRED/BLOCK

PERSONAL DETAILS	
Name	: [REDACTED]
Matric No.	:
I.C	: [REDACTED]
Passport No.	: N/A
Sex	: FEMALE
Race	: BUMIPUTERA
Place of Birth	: SELANGOR
Nationality	: MALAYSIAN
Marital Status	: MARRIED <input type="button" value="Save"/>
Date Joined	: 07-FEB-2019

STUDY DETAILS	
Study Status	: DROPPED
No of Registered Semester	: 9
Structure	: BY RESEARCH
Programme	: DOCTOR OF PHILOSOPHY
Programme Category	: NORMAL DEGREE (UNIVERSITI PUTRA MALAYSIA)
Approved Field of Study	: HUMAN RESOURCE DEVELOPMENT
Faculty	: FACULTY OF EDUCATIONAL STUDIES
Advisors	:
Convocation Date	: N/A
Senate Date	: N/A

BLOCK/BARRED = STUDY STATUS "DROPPED"

What causes students
to be **barred** from
registering the
courses?

1

OUTSTANDING FEES

2

**OUTSTANDING FINE
AND SUMMONS**



I have **outstanding fees** but
i am **under sponsorship** will
pay directly to UPM's
account. Will I be barred
from cources registration?



**Students are
allowed to
register.**



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 deadline



PAYMENT METHODS

<https://www.cimbclicks.com.my/clicks/#/>



Online Via **CIMB Clicks**

Steps To Make Online Payment

STEP 1

Log-in into
CIMB Clicks

STEP 2

Select **Pay Bills**

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

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 5

Confirmation of payment

STEP 4

Request **TAC Number**



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

<https://landing-pages.flywire.com/landing/upm>

The Flywire logo is displayed in white text on a dark blue rectangular background. To the right of the logo, several currency symbols (Euro, Yen, Dollar, Pound) are faintly visible in a lighter blue color.

- 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
(FAQ) ON
STUDENT
FINANCIAL**

No	Issues	Answers
1	How do I check my Tuition Fees charges?	Postgraduate- Refer to School Of Graduate Studies Website https://sgs.upm.edu.my/content/tuition_fees-40583
2	When will the registration restriction due to debt be implemented by the Bursar's Department?	Postgraduate- Approximately 4 Weeks after commencing of the semester
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.

Continue..



Email to:

bursar.student_pg@upm.edu.my



603 - 9769 4156

603 - 9769 3568

603 - 9769 3569

603 - 9769 3570



**THANK
YOU**

