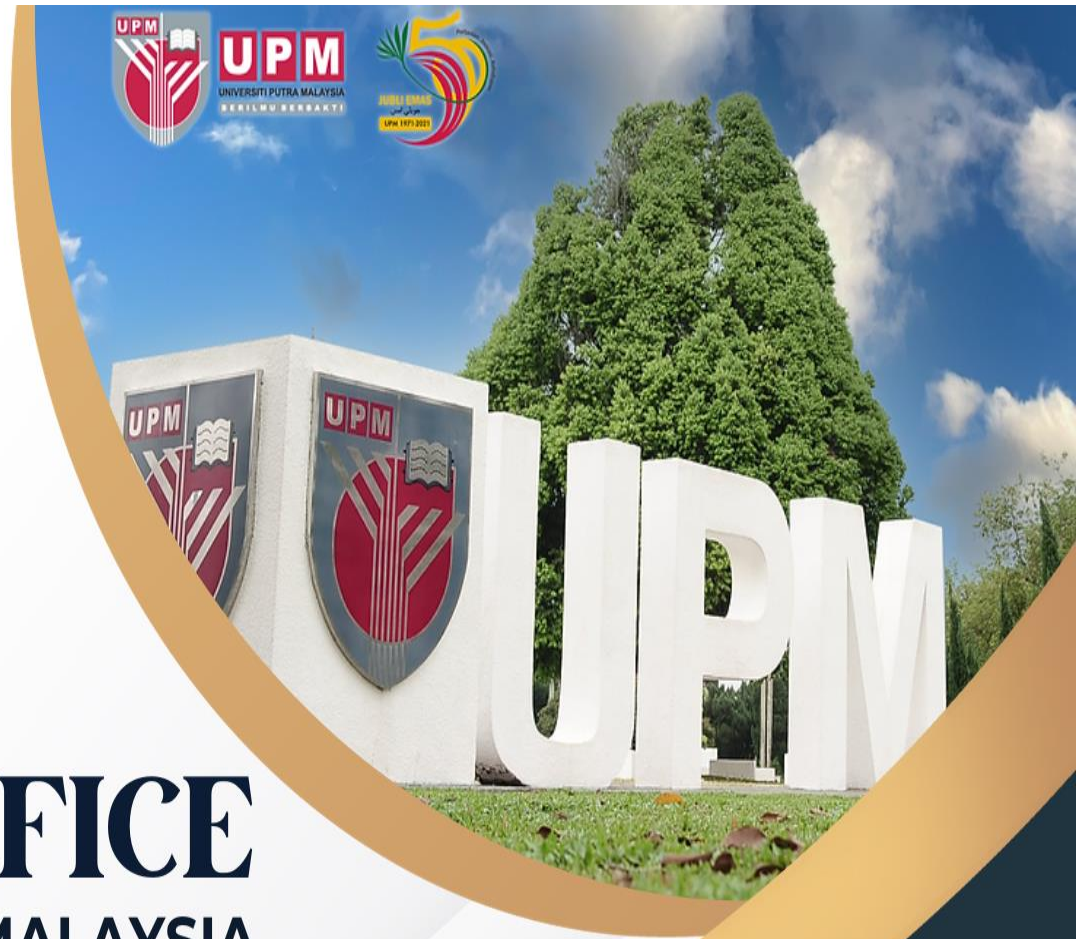


# STUDENT'S FINANCIAL SECTION

**BURSAR'S OFFICE**  
UNIVERSITI PUTRA MALAYSIA





# BRIEFING FOR NEW POSTGRADUATE STUDENTS SECOND SEMESTER 2023/2024

**SPEAKER**

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**Assistant Bursar  
Student's Financial Section  
Bursar's Office UPM**



**SATURDAY  
23 MARCH 2024**

[www.bursar.upm.edu.my](http://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 'Welcome Student' message is visible in the top right. The main content area is titled 'MY PROFILE' and 'STUDENT PERSONAL INFORMATION'. A navigation bar contains buttons for 'Profile', 'Current Address', 'Home Address', 'Next of Kin', 'Supervisory Committee', and 'Student Ledger'. The 'Student Ledger' button is highlighted. Below this, a red bar indicates 'Student Current Ledger Balance'. The ledger details show: 'Ledger Balance as at 29/03/2022 : RM5,175.00' and 'Method of Payment : Please [download](#) or visit [website](#)'. A blue callout bubble points to the balance amount, stating: '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.' and 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.**



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

MY PROFILE  
STUDENT PERSONAL INFORMATION



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

Choose File no file selected

Upload

Cancel

[PHOTO GUIDE]

PutraENROLL

My Profile

My Checklist

Academic Calendar

Registration

Semester Result

Sponsorship

Forms & Documents

Thesis / VIVA Info

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

**BARRED**

| 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                                       |

**BARRED → STUDY STATUS "DROPPED"**



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

1

**OUTSTANDING FEES**

2

**OUTSTANDING FINE  
AND SUMMONS**



# 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 DEADLINE & PENALTY**

**1**

# **PAYMENT DEADLINE SECOND SEMESTER 2023/2024**

**DUAL SEMESTER**

**MAY 5, 2024**

**TRIMESTER**

**APRIL 21, 2024**



2

# SERVICE FEE FOR DEFERMENT SECOND SEMESTER 2023/2024

## Deadline For Normal Deferment

- Students who defer the semester within the first two weeks after the semester start with the approval of the Dean School of Graduate Studies shall be entitled to claim for a tuition fee refund or opt to carry forward the fee to the following semester.

October 09, 2023 - October 22, 2023  
(with service of fee of RM100)



3

# **PENALTY FEE FOR LATE DEFERMENT SECOND SEMESTER 2023/2024**

## **Deadline For Late Deferment**

October 23, 2023 – November 26, 2023  
(with penalty of RM600)





# PAYMENT METHODS



## 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  
**Billers 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<br><a href="https://sgs.upm.edu.my/content/tuition_fees-40583">https://sgs.upm.edu.my/content/tuition_fees-40583</a> |
| 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](mailto:bursar.student_pg@upm.edu.my)**



**603 - 9769 4156**

**603 - 9769 3568**

**603 - 9769 3569**

**603 - 9769 3570**



**THANK  
YOU**

