GUIDELINES FOR THE IMPLEMENTATION OF THE STUDENT-GET-STUDENT (SSgS) SCHEME

1. This scheme is open to all UPM students, whether at the undergraduate or postgraduate level.

2. There shall be no contractual agreement between the student and the University under this scheme. However, students who successfully recruit prospective students must maintain an **active status (*Continue*).**

3. Students who wish to participate in this scheme are **required** to apply to the School of Graduate Studies using the Student Ambassador application form as provided in **Appendix V1**.

4. Student Ambassadors shall be issued an appointment letter as the University's official authorisation to recruit international students residing abroad. They shall provide comprehensive assistance and guidance, and shall be fully responsible for the accuracy of all information conveyed to prospective students and the University until the registration process is completed.

5. Recruited students are required to indicate the name of the Student Ambassador who recruited them in the online admission application system for verification purposes.

6. Each Student Ambassador who successfully recruits a student shall be entitled to claim a commission of **RM500.00** for every international student who successfully registers.

7. Claims may only be made after the recruited student has completed registration, fulfilled all registration requirements, and obtained **active status (*Continue*).**

8. Claims shall be submitted using the claim form as provided in **Appendix V2** and forwarded to the School of Graduate Studies for verification and payment processing.

<u>PANDUAN PELAKSANAAN SKIM *STUDENT-GET-STUDENT (SSgS)*</u>

1. Skim ini terbuka kepada semua pelajar UPM sama ada pelajar di peringkat prasiswazah mahupun siswazah.

2. Tiada kontrak antara pelajar dan universiti untuk skim ini tetapi pelajar yang berjaya merekrut pelajar hendaklah **berstatus aktif *(Continue).***

3. Pelajar yang ingin menyertai skim ini **perlu** membuat permohonan di Sekolah Pengajian Siswazah melalui borang permohonan *Student Ambassador* seperti pada **Lampiran V1.**

4. *Student Ambassador* akan diberikan surat lantikan sebagai kebenaran universiti kepada pelajar untuk merekrut pelajar antarabangsa yang berada di luar negara dan mereka hendaklah memberi bantuan dan panduan yang lengkap serta bertanggungjawab kepada setiap maklumat yang disalurkan kepada bakal pelajar dan universiti sehingga selesai proses pendaftaran.

5. Pelajar yang direkrut hendaklah melengkapkan nama *Student Ambassador* yang telah merekrutnya ke dalam sistem permohonan kemasukan atas talian bagi tujuan pengesahan kelak.

6. Setiap *Student Ambassador* yang berjaya merekrut pelajar boleh membuat tuntutan komisyen sebanyak RM 500.00 bagi setiap pelajar antarabangsa yang berjaya didaftarkan.

7. Tuntutan hendaklah dibuat hanya selepas pelajar yang direkrut mendaftar dan memenuhi segala syarat pendaftaran serta **berstatus aktif (*Continue*).**

8. Tuntutan hendaklah dibuat melalui borang tuntutan seperti pada **Lampiran V2** dan dimajukan ke Sekolah Pengajian Siswazah untuk semakan dan proses bayaran.