



PUTRAENROLL

REGISTRATION GUIDELINES

+603 - 9769 4218

www.sgs.upm.edu.my

sgs.admissions@upm.edu.my



THINGS TO CHECK BEFORE YOU REGISTER

1. DATE OF REGISTRATION PERIOD

From 2019 onwards, UPM will no longer hold a physical registration for new postgraduate students and registration is done online through the PutraENROLL system. PutraENROLL is accessible in the Applicant Portal **ONLY within the time frame of registration period**. Therefore, candidates who have received the offer letter need to pay attention to the start and end date so you do not miss the registration deadline.

2. FILE FORMAT AND REQUIREMENTS

Before filling out the PutraENROLL, candidates may refer to page 2 for document preparation. All the documents **must** follow the following format before you upload them into the system :

- Adobe Acrobat Reader (**.pdf**) format with size **not more than 2 MB** for each document. If you have more than one page per document, please combine all of the documents into one (.pdf) file and its size must not exceed 2 MB.
- Shorten the file name and **without any special character** (“ OR ‘ OR , OR ;). For example: (MTranscript.pdf) or (BCertificate.pdf) or (Passport.pdf)

X: Ali's transcript.pdf

X: Ali Transcript,CertificateCombined.pdf

X: MyPhoto.png

X: MTranscript.docx

X: AliTranscripts.zip

✓: MyTranscripts.pdf

✓: MyPassport.pdf

✓: MyPhoto.jpg

- The file name must be in alphanumeric letters in Malay or English Language only.

NOTE

All of the above are the common mistakes made by candidates which caused the system not capturing the file type, thus files cannot be uploaded or downloaded.

3. AUTHENTICITY

- The submission of fraudulent documents is illegal and UPM retains the right to reject any application and/or enrollment for admission upon discovering any infractions or falsification of documents related to the admission requirements.
- All copies of the supporting documents must be certified by a professional body.

4. SOFTCOPY OF SUPPORTING DOCUMENTS TO BE PREPARED BY PROSPECTIVE STUDENTS

Scan all the following documents in colour, original size, all pages and in (.pdf) format. Candidates need to attach all the supporting documents into 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	Malaysian Identity Card (MyKad) front and back 	International Passport 
03	Certified certificate of Bachelor degree or Senate Letter	Certificate of Bachelor degree or Senate Letter
04	Certified transcript of Bachelor degree	Certified transcript of Bachelor degree
05	Certified certificate of Master degree or Senate Letter	Certificate of Master degree or Senate Letter
06	Certified transcript of Master degree	Certified transcript of Master degree
07	Financial Support Scholarship: Letter of Scholarship/ Sponsoring award Self-Financed: Pay slip or bank statement of candidates or guardian for the latest 3 months.	Financial Support Scholarship: Letter of Scholarship/ Sponsoring award Self-Financed: Pay slip or bank statement of candidates or guardian for the latest 3 months.
08		EMGS Approval Letter/e-VAL/Related Pass
10		TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL

STEP 1 : ACCEPTED OR DEFERRED TO THE CURRENT SEMESTER

Make sure you have accepted or deferred the offer of admission to the current semester intake in the [Applicant Portal](#). If you have missed the offer reply period, or the status has suddenly become rejected for any other reasons, please email to sgs.admissions@upm.edu.my with a copy of your offer letter to rectify the status.

NO.	DATE APPLIED	PROGRAMME TITLE & FIELD OF STUDY	FACULTY / INSTITUTE	SEMESTER OFFER	STATUS	OFFER LETTER	EDIT/VIEW
1.			FACULTY OF EDUCATIONAL STUDIES	SECOND SEMESTER 2021/2022	APPROVED (PROVISIONAL) Click Here to Reply	OFFER LETTER DEFERMENT LETTER	

NOTE

PutraENROLL will not appear until candidates have submitted a reply to the offer or deferred to the current semester intake.

Once the offer status has been changed to “ACCEPTED”, refresh the page again and you should be able to see the PutraENROLL on your left side panel as shown in the image below. If you are still unable to see it, please email to sgs.admissions@upm.edu.my for us to assist you.

Applicant Menu
My Application
Registration Guidelines For New Students
PutraENROLL
PKU Appointment
Change Password
Logout

STEP 2 : PutraENROLL HOMEPAGE

Clicking on PutraENROLL will direct you to the homepage which lists the same information on page 2. Click on the “NEXT” button to proceed.

ATTENTION TO NEW STUDENT	
1. You can proceed with PutraENROLL if you have accepted or deferred the offer to First Semester 2022/2023 2. Kindly prepare all the following documents before fill-in the PutraENROLL:	
SECTION	DOCUMENTS
Personal Details	• Passport-size photo (White/Blue background only)
Education Background	MASTER'S DEGREE Candidate • Certified true copy of Certificate / Senate Letter/Any evidence of completion of Bachelor study • Certified true copy of Certificate of bachelor's Transcript PhD Candidate • Certified true copy of Certificate / Senate Letter/Any evidence of completion of Bachelor study • Certified true copy of Certificate of bachelor's Transcript • Certified true copy of Certificate/ Senate Letter/Any evidence of completion of master study • Certified true copy of Certificate of master's
English Language Proficiency	• IELTS/TOEF/MUET/CIEP/PTE/CIEP Placement Test
Financial Status	Self-Financed • Bank statement Scholarship • scholarship letter
Visa & Pass	• Copy of Passport • Copy of eVAL/Student Pass • Copy of EMGS Approval Letter
Declaration	• Declaration form for online Registration (will be generated through this system)
Next	

STEP 3 : FEEDBACK QUESTIONNAIRES

Answer all of the questions honestly to the best of your knowledge. Then click on the “Save & Next” button to proceed to the next step.

 Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES		 APPLICATION FOR ADMISSION 
Feedback: Give us your feedback! Help us improve!		
1. I choose UPM because: ☐ Location ☒ Ranking ☐ Environment ☐ Programme Structure ☐ Tuition Fee ☐ Facility 2. How do you know about UPM? ☒ Website ☐ Educational Expo ☐ Agent ☐ Alumni ☐ Friend ☐ Relatives 3. Are you currently in Malaysia? ☐ YES ☒ NO		
Save & Next Cancel		
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Read all of the information carefully, tick to the checkbox then click the “SAVE” button before clicking the “NEXT” button.

STEP 5 : PERSONAL INFORMATION

Most of the information in PutraENROLL has already been automatically filled up from your initial application for admission and if there are changes to any of the details (i.e New passport, received official degree certificate), you need to update the new information during this process of registration. For guidelines regarding the photo and identification, please refer to the criteria explained in 5.1.

Enter your name

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 as Tester Ted.

5.2 PHOTO & IDENTIFICATION GUIDELINE



Size : 200 pixels (width) x 250 pixels (height)
File Format : JPG (.jpg) or JPEG (.jpeg)
Background color : Blue or white ONLY

Local : Upload a copy of NRIC
International : Upload the front page of the passport.
File Format : PDF (.pdf)
File Size : Less than 2MB

5.3 CORRESPONDENCE AND HOME ADDRESS

Correspondence address must be the house address where you are **currently** living while home address refers to your **home country**. For local candidates, the home address can be the same as the correspondence address. Candidates must ensure that all of the information here is correct and accurate. Finally, click on the “SAVE” button first before clicking the “NEXT” button to proceed to the next step.

*Accommodation : ☐ ON-CAMPUS ☐ OFF-CAMPUS

*Current Address : [\[VIEW SAMPLE\]](#)
:
:

*Post/Zip Code : *City :
*Country : *State/Province :

Telephone no. :
Hand Phone No. : Office Tel. No :

*Email Address : [\[HELP\]](#)

Home address :
:
:

*Post/Zip code : *City :
*Country : *State /Province :

Telephone no :
*E-mail address :

[SAVE](#) [NEXT](#)

The Next-Of-Kin refers to the applicant's **immediate family members** (i.e Parents, Children, Siblings & Spouse). The section is required to be completed by all candidates as UPM will contact the person if there is an emergency. We shall assume that you have checked with the individuals before you supply their contact details to UPM. Finally, click on the "SAVE" button first before clicking the "NEXT" button to proceed to the next step.

The screenshot shows the 'NEXT-OF-KIN' section of the UPM application form. The header includes the UPM logo and 'SCHOOL OF GRADUATE STUDIES' on the left, and 'APPLICATION FOR ADMISSION' with a group of people icon on the right. The form itself has a red header with the title 'NEXT-OF-KIN'. Below this, there are several input fields:

- *Name : [text box]
- *Relationship : [-PLEASE SELECT- v]
- *Address : [three stacked text boxes]
- *Post/Zip code : [text box] *City : [text box]
- State/Province : [- v] (for Malaysians only) *Country : [--PLEASE SELECT-- v]
- Telephone No. : [text box]
- Email address : [text box]

 At the bottom of the form are two blue buttons: 'SAVE' and 'NEXT'. A copyright notice 'Copyright © School of Graduate Studies, UPM. All rights reserved.' is visible at the very bottom of the page.

STEP 7 : EDUCATION BACKGROUND

1. For this section, you are required to upload the official certificate of Bachelor and/or Master degree and the official academic transcript certified by a professional body. **We do not accept** student verification letters or study completion letters, **except** for the senate approval letter issued by the registrar of the university. The difference between the two are further clarified below:

“Senate letter : The senate confirmation letter must clearly state the approval date by the Senate/University Council Meeting for the award of degree to the student.

Study completion letter : The completion letter does not state the date of approval by the Senate Meeting/University Council Meeting, instead it only mentions the expected graduation date.

2. All applicants who have completed their education in Iran, Nepal, Nigeria, Pakistan and China must fulfill the additional documentation requirements. Further details can be found on page 8.

2.1 IRAN:

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

2.2 NEPAL:

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

2.3 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 sgs.admissions@upm.edu.my

2.4 PAKISTAN:

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

2.5 CHINA:

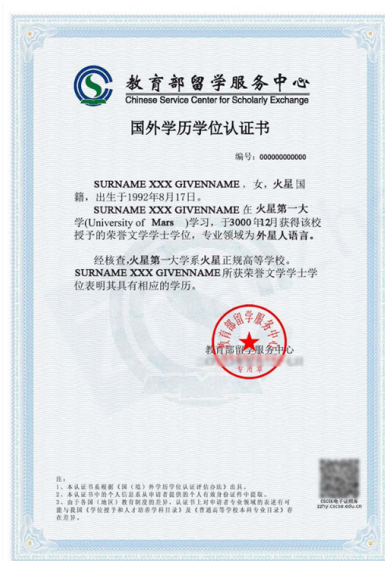
To prove that the applicant has successfully graduated from the said institution, **UPM requires** that the applicant provides Graduation Certificate (毕业证书), Degree Certificate (学位证书) and Online Verification Report from China Credentials Verification (CSSD). It is applicable for the student whose Graduation Certificate information is kept in the CSSD database, such as the student who graduated in and after 2002. Please provide the complete documents following the format below:

2.5.1 DEGREE CERTIFICATES

- (a) Online Verification of Higher Education **Qualification Certificate** [English Version]
- (b) Graduation Diploma
- (c) English Translation of Graduation Diploma
- (d) Notarial Certificate for Graduation Diploma
- (e) English Translation for Notarial Certificate of Graduation Diploma
- (f) Online Verification of Higher Education **Degree Certificate** [English Version]
- (g) Degree Certificate
- (h) English Translation of Degree Certificate
- (i) Notarial Certificate for Degree Certificate
- (j) English Translation for Notarial Certificate of Degree
- (k) Online Verification Report of **Student Record** [English Version]

How to Apply: [Online Verification Report](#)

For citizens of China who have graduated from a university outside of China, **you must** get the degree verified by the Chinese Service Centre for Scholarly Exchange (CSCSE). CSCSE is a national institution directly under China's Ministry of Education.



Note: Please submit the original CSCSE with the notarized English translation together with the certificate of Degree.

How to Apply: <https://cscse.edu.cn/>

Please take note that UPM **does not accept** any Self-Study or Part-Time Bachelor programs. All of the Online Verification Report and CSCSE must be the latest and within the validity period for verification purposes. We kindly request our prospective students to fully adhere to the aforementioned requirements, and UPM retains the right to reject any application and/or enrollment for admission upon discovering any infractions or falsification of documents related to these requirements.

Universiti Putra Malaysia
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

III. EDUCATION BACKGROUND

Please enter latest qualification at the top. Click **Add** button to add. [\[View Sample\]](#) **[IMPORTANT INFORMATION]**

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 View or Click Here to Change	Click Here to View or Click Here to Change	[Edit]	[Delete]

*Note (Compulsory) :

- The transcript should be attached together with the grading system information.**
- For final year student of Bachelor/Master's degree, please attach:
 - All semester result from the first semester to the latest result in one pdf file.
 - Confirmation of final year student to replace the certificate of degree temporarily.

Add

SAVE
NEXT

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Finally, click on the “SAVE” button first before clicking the “NEXT” button to proceed to the next step.

STEP 8 : ENGLISH PROFICIENCY (INTERNATIONAL ONLY)

Do note that applicants who are offered provisional admission on the reason of not fulfilling the English Language requirements may only register as a student of Programme of Studies **without** Degree for a period **not exceeding one year**. It is important to understand that during this period, students under this category are **not allowed to register any academic courses** apart from the English courses so **be sure to plan accordingly**. Your planning will affect finances, visa, validity of admission offer letter 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.

Candidates who have not taken any of the accepted English tests are advised to sit for a Placement Test to determine your level of English proficiency. The Placement Test will indicate whether you have to register for Certified Intensive English Programme (CIEP) or directly register to your degree programme depending on the placement test's result. Please visit our website for more detailed information and latest updates regarding fees and subjects. As for the registration flow after you have received your Placement Test, please refer to the table below.

Related Links : [ENGLISH LANGUAGE REQUIREMENTS](#) | [PLACEMENT TEST](#)

The screenshot shows a web application form titled "ENGLISH LANGUAGE PROFICIENCY" for the "SCHOOL OF GRADUATE STUDIES" at "Universiti Putra Malaysia". The form has a red header and a grey body. It contains three radio button options for selecting English proficiency status. At the bottom, there are "SAVE" and "NEXT" buttons. A copyright notice for the School of Graduate Studies, UPM, is visible at the bottom right.

ENGLISH LANGUAGE PROFICIENCY

☐ I do not have any English proficiency test score. I'm planning to join English programme at UPM.
ELS Online Registration: <https://els.edu.my/book-a-live-class/> [Please key-in your CIEP placement test score and upload the result]

☐ I have English proficiency test score.

☐ I have graduated from a university in

SAVE **NEXT**

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8.1 PLACEMENT TEST INDICATOR

Placement Test Result	Programme Category	Course Registration in The First Semester	Estimated Fee	Estimated Duration of English Courses
100-107	English Programme	Register CIEP until 107 in ELS Language Centre	RM29,705	7 months
108	Normal Degree	Register CIEP 108 in ELS Language Centre AND academic courses (Master/PhD)	RM4,590	1 month
109	Normal Degree	Register CIEP 109 in ELS Language Centre AND academic courses (Master/PhD)	RM4,590	1 month
110	Normal Degree	Register academic courses (Master/PhD)	-	-

NOTE

Figures are estimates only and exclude the Placement Test fee. Course duration assumes the student passes each level without repeating.

8.2 JOIN ENGLISH PROGRAMME AT UPM

Once you have received your Placement Test result and agreed to the terms and conditions of joining our English Programme, please tick on the first checkbox and fill in the rest of the ESL-Placement Test information. Note that once you have decided to join our English Programme, you are bound to finish the entire English course successfully and any English proficiency **test score submitted after registration will not be considered**. Failure to complete the English programme will result in your study status to be automatically changed to **“Withdraw”**.

Be sure that the test result is uploaded then click on the “Submit” button before clicking on the “SAVE” button. Finally, click on the “NEXT” button to proceed after all the information has been entered correctly.

The screenshot shows the 'ENGLISH LANGUAGE PROFICIENCY' registration form on the UPM School of Graduate Studies website. The form has a red header with the university logo and 'APPLICATION FOR ADMISSION' text. Below the header, there is a checkbox for 'I do not have any English proficiency test score. I'm planning to join English programme at UPM.' with a link to 'ELS Online Registration'. A table for test results is present with columns for Examination, Score/Grade, Registration No./TRF No./Index No., Date of Examination, and Attachment. The 'ELS-Placement Test' is entered in the first row. Below the table are two more checkboxes: 'I have English proficiency test score.' and 'I have graduated from a university in'. At the bottom are 'SAVE' and 'NEXT' buttons. A copyright notice for the School of Graduate Studies, UPM is at the very bottom.

Examination	Score/Grade	Registration No./TRF No./Index No.	Date of Examination	Attachment (Must be in the form of JPG/JPEG/PDF not more than 1MB)
ELS-Placement Test				Choose File No file chosen

8.3 I HAVE ENGLISH PROFICIENCY TEST SCORE

If you have prepared any of the acceptable English proficiency test scores as listed in our website [ENGLISH REQUIREMENTS](#) before the registration period, you may tick the second checkbox then fill in the relevant information according to the test results you have taken. Kindly proceed to submit the test result first, then the Admissions Unit will verify the results and notify you by providing the registration link in the ‘COMMENT’ column.

Be sure to upload the test result then click on the “Submit” button before clicking on the “SAVE” button. Finally, click on the “NEXT” button to proceed after all the information has been entered correctly.

NOTE

IELTS INDICATOR, APTIS, DUOLINGO, AND TOEFL ITP are not accepted in fulfilling the English Language requirement. The validity period of the English Language Proficiency score should not be more than 2 (TWO) years.

Universiti Putra Malaysia
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

ENGLISH LANGUAGE PROFICIENCY

☐ I do not have any English proficiency test score. I'm planning to join English programme at UPM.
ELS Online Registration: <https://els.edu.my/book-a-live-class/> [Please key-in your CIEP placement test score and upload the result]

☒ I have English proficiency test score.

Please complete the information below (where relevant) and provide a certified copy of the result :

Examination	Score/Grade	Registration No./TRF No./Index No.	Date of Examination	Attachment (Must upload in JPG/JPEG/PDF format and size not more than 1MB)
TOEFL				Choose File No file chosen Submit
IELTS				Choose File No file chosen Submit
CIEP				Choose File No file chosen Submit
MUET				Choose File No file chosen Submit
PTE				Choose File No file chosen Submit
ELS-Placement Test				Choose File No file chosen Submit
OTHERS (MUST BE EQUIVALENT TO CEFR)				Choose File No file chosen Submit

☐ I have graduated from a university in

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8.4 ENGLISH LANGUAGE EXEMPTION

Exemption of English Language requirement can be given for applicants who fulfilled either one of the requirements below:

1. An international applicant who has **obtained a degree** from any public/private institute of higher learning in Malaysia, which is **recognized by Malaysian Qualification Agency (MQA)**, and the programme is fully conducted in English; or
2. An international applicant from a non-native English-speaking country who is applying and registering for a **Master's degree** programme and has **undergone his Bachelor's degree** at an institution of higher learning in a **native English-speaking country**; or
3. An international applicant from a non-English speaking country who is applying and registering for the **Doctor of Philosophy (PhD) degree** programme and has **undergone a Master's degree** at an Institute of higher learning in a **native English-speaking country**; or
4. An **applicant from** any of the listed **native English-speaking countries** and **Commonwealth countries**.

[List of Commonwealth countries](#)



Universiti Putra Malaysia

SCHOOL OF GRADUATE STUDIES



APPLICATION FOR ADMISSION



ENGLISH LANGUAGE PROFICIENCY

☐ I do not have any English proficiency test score. I'm planning to join English programme at UPM.
ELS Online Registration: <https://els.edu.my/book-a-live-class/> [Please key-in your CIEP placement test score and upload the result]

☐ I have English proficiency test score.

☒ I have graduated from a university in --PLEASE SELECT--

SAVE

NEXT

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Applicants who meet either one of the exemptions stated in 9.3 may tick on the third checkbox and choose the institution you have graduated from the list of dropdown menus. Be informed that international candidates who do not fall to either one of the categories stated above **would not be exempted** even if the medium of instruction during the previous education was taught in English and the supporting letter is **not accepted**.

In addition, there are candidates who obtained a double degree and for such a case, UPM will determine the exemption based on the **most recent degree**. For example, if an applicant from a non-native English speaking country is applying for the Doctor of Philosophy degree programme has obtained his Master degree from a university in the United Kingdom (UK) in 2015 and another Master degree from a university in Singapore in 2019, he will not be exempted from fulfilling the English language requirement and must provide a valid English proficiency test scores accepted by UPM upon registration.

STEP 9 : FINANCIAL SUPPORT

In this context, Financial Support refers to a document which acts as evidence to support your tuition fees throughout your studies. If you are still in the process of applying for scholarship or planning to self-fund throughout your studies, please select Self-Finance and attach a relevant document. Your household income is the total amount your family earns each year before tax and insurance.

9.1 SCHOLARSHIP

The screenshot shows the 'FINANCIAL SUPPORT' section of the application form. It includes a header for 'Universiti Putra Malaysia SCHOOL OF GRADUATE STUDIES' and 'APPLICATION FOR ADMISSION'. The form instructs the user to select relevant financial support and send documents. Two options are available: 'Scholarship' (selected) and 'Self-financed'. The 'Scholarship' option requires attaching a scholarship award letter. Below this, there are fields for 'Sponsor' (a dropdown menu), 'Start Date', 'End Date', and 'Actual Amount of Household' (with a currency selector set to RM). A link to 'Click to view' is provided for attaching relevant documents. A file upload button 'Choose File' is shown with the text 'No file chosen'. A note specifies that documents must be in JPEG/GIF/PDF format and not more than 1MB. At the bottom, there are 'SAVE' and 'NEXT' buttons. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

If your sponsoring body transfers the payment directly to UPM, you may select “Scholarship”, select the name of sponsor and the duration of sponsorship.

For **local candidates** who received scholarship awards from any of the sponsoring bodies listed below, there is an additional fee imposed for medical insurance that is not covered in the scholarship. Candidates are required to **combine the receipt with the scholarship offer** letter before uploading the combined documents in this section. Payment can be made to U.P.M Collection in which the details can be found on page 20.

- | | |
|------------------------|-------------|
| 1. JPA CBBP | : RM 180.00 |
| 2. JPA PPC | : RM 600.00 |
| 3. KPT SLAB/ SLAI/ HLP | : RM 180.00 |
| 4. KPT MTCP | : RM 230.00 |
| 5. KPT MIS | : RM 230.00 |
| 6. KPT IDB | : RM 230.00 |
| 7. KPM | : RM 180.00 |
| 8. UNIKL | : RM 600.00 |

9.2 SELF-FINANCED

**Universiti Putra Malaysia**
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

FINANCIAL SUPPORT

Please select relevant financial support and send documents as a prove of the support.(Application will not be processed if this not adhered to).

☐ Scholarship [Note: Please attach the scholarship award letter]

☒ **Self-financed** [Note: Please attach salary slip or latest bank statement of applicant or guardian] (Certified photocopy of your bank statement, or Letter of financial guarantee is required.)

Actual Amount of Household : RM

Attach relevant document : [Click to view](#)

No file chosen

(must be in the form of JPEG/GIF/PDF not more than 1MB)

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Examples include Bank Account Statements of the last 3 months/ Certificate of Deposit/ Salary Slip/ Loan Approval Letter/ Scholarship Offer Letter or Grants Letters. There is no fixed amount required as long as the account holder's name belongs to the candidate himself OR from an immediate family member whose name is registered in the Next-of-Kin section previously.

STEP 10 : VISA & PASSPORT (INTERNATIONAL ONLY)

It is **mandatory** for all prospective students to have a valid passport, EMGS Approval Letter and Visa Approval Letter (e-VAL) issued by the Education Malaysia Global Service (EMGS) in order to register. If you have made the application, you may check your application progress from [EMGS](#) and download the documents required then upload them in this particular section. Once the information and documents have been uploaded, click on the "SAVE" button first to successfully complete the section before proceeding to the next step.

Please note that the School of Graduate Studies **does not have** the authority to process your visa and pass application. Further enquiries regarding this matter should be directed to Putra International Centre (i-PUTRA) via email address visapass_val@upm.edu.my

 **Universiti Putra Malaysia**
SCHOOL OF GRADUATE STUDIES

 APPLICATION FOR ADMISSION 

VISA & PASSPORT

Note :

- If you are now inside Malaysia, please attach [a copy of passport and e-VAL] or [a copy of passport and pass].
- If you are outside Malaysia, please attach [a copy of passport and e-VAL] or [a copy of passport and EMGS Approval Letter].
- The attachment must be in pdf or JPEG and not more than 2MB.
- Employment pass and diplomatic pass holders must get permission to study from the Immigration Department.

I. PASSPORT

Passport Number :  Date of Issue : 

Date of Expiry* :  Place of Issue* : 

Attachment : No file chosen 
(Accepted File Formats for Uploads: .pdf, .jpg ; Max size : 2 MB)

II. E-VAL

VAL Application Number :  Date of Approval : 

Attachment : No file chosen 
(Accepted File Formats for Uploads: .pdf, .jpg ; Max size : 2 MB)

III. EMGS APPROVAL LETTER

EMGS Supported Date : 

Attachment : No file chosen 
(Accepted File Formats for Uploads: .pdf, .jpg ; Max size : 2 MB)

IV. STUDENT PASS

Student Pass Number : Date of Expiry : 

Student Pass Type: : Last Entry Date to : 
Malaysia

Attachment : No file chosen 
(Accepted File Formats for Uploads: .pdf, .jpg ; Max size : 2 MB)

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NOTE

The passport data page must be watermarked as example in the image on page 6

STEP 11 : HEALTH DECLARATION

This section requires the prospective students to only declare their current health status and immediate family members (i.e Parents, Children, Siblings & Spouse). If there is a history of previous medication and/or surgery, please upload the related medical report. As of now, there is no need to attach a recent medical examination report because students are encouraged to do so only after completing the registration process and having obtained the student's matric number.

HEALTH DECLARATION

1. This form has **2 sections**:
SECTION 1 : Term and regulations related to health for Admission of International Students to Universiti Putra Malaysia.
SECTION 2 : Health Declaration Form

2. Please read the instructions carefully before filling in the form.
 3. All Applicants are compulsory to declare their health status.
 4. Failure in complying with the above matter will result in rejection of application for the student pass.

SECTION 1

SECTION 2

Health Declaration Form

FULL NAME (AS IN PASSPORT) :
 INTERNATIONAL PASSPORT NO. :
 NATIONALITY :
 EMAIL :

Please tick (/) in the relevant box.

Declaration of self and family illness. Explain in full if you or your family has any of the following illness.
 * Immediate family refers to father, mother, brothers / sisters.

MEDICAL PROBLEMS	SELF		"IMMEDIATE FAMILY"		If "Yes" please state. You are required to submit your medical history/report from your treating physician if you have sought consultation for any of the listed diseases/conditions
	Yes	No	Yes	No	
1. AIDS, HIV	☐	☐	☐	☐	
2. Hepatitis B/C	☐	☐	☐	☐	
3. Tuberculosis	☐	☐	☐	☐	
4. Drug addiction	☐	☐	☐	☐	
5. Congenital or inherited disorder	☐	☐	☐	☐	
6. Allergy	☐	☐	☐	☐	
7. Mental illness (depression, ocd, schizo, etc)	☐	☐	☐	☐	
8. Fits, stroke, other neurological disease	☐	☐	☐	☐	
9. Diabetes Mellitus	☐	☐	☐	☐	
10. Hypertension	☐	☐	☐	☐	
11. Heart or vascular disease	☐	☐	☐	☐	
12. Asthma	☐	☐	☐	☐	
13. Thyroid disease	☐	☐	☐	☐	
14. Kidney disease	☐	☐	☐	☐	
15. Cancer	☐	☐	☐	☐	
16. History of surgery	☐	☐	☐	☐	
17. Other illness/handicapped	☐	☐	☐	☐	

Attach your medical history/report : No file chosen (file size not more than 1MB)

Current medication (Long term) :

The table below requires the prospective student to update the types of immunization received previously. If you have no proof of such records, the fields can be left blank. Lastly, ensure that you have checked all of the information to be correct and tick on the checkbox before clicking on the “SAVE” button first before clicking “NEXT”.

IMMUNIZATION	DATE IMMUNIZED				
1. Yellow fever					
2. BCG					
3. Typhoid					
4. Meningitis (Quadrivalent)					
5. Hepatitis B					
6. Covid-19					
7. Others					

☐ I hereby certify that the information given above is true. I understand that my application will be REJECTED if there is any false information given.

☐ I declare that I will submit myself for compulsory Post Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me UNSUITABLE for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

☐ I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

[[Download Health declaration](#)]

[Save](#) [Next](#)

STEP 12 : PRE-REGISTRATION DECLARATION

To complete this section, please click on the link given to download the Pre-Registration Declaration form generated by the system. Kindly ensure that all of the personal details and semester to enroll are correct before signing the declaration. Electronic signatures are just as valid as handwritten ones. If you are unable to view or download the form, please fill up the Manual Form or email to the Admission Unit at sgs.admissions@upm.edu.my with email title:

“PutraENROLL: Unable to download Pre-Registration Declaration Form”

- Please include your full name, I.C/Passport number and a copy of your offer letter

To download manual Pre-Registration Declaration Form: Click [HERE](#)


Universiti Putra Malaysia
 SCHOOL OF GRADUATE STUDIES


APPLICATION FOR ADMISSION



DECLARATION

Please download [this](#) document and upload for endorsement by Administration

☐ I hereby certify that the information submitted are all true and correct.

☐ I understand that my registration will be denied, and my offer will be withdrawn automatically if there are any false information/documents found.

☐ I agree to register with a provisional status and will present myself for face-to-face verification.

Attach your Declaration Form : No file chosen

[Save](#) [Next](#)

STEP 13 : FEES PAYMENT

In order to complete your registration, prospective students are required to pay the basic fee for 1st Semester in **full amount**, before getting a student's matric number. Depending on the type of programme that you are enrolling in, the fee amount varies for local and international. If you are unable to view the total of fee amount that should be paid, please send an email to the Admission Unit at sgs.admissions@upm.edu.my with email title:

“PutraENROLL: Set Programme Category for Fees Payment”

- Please include your full name, I.C/Passport No and a copy of your offer letter

Please check the amount in [TUITION FEES](#) and account details carefully so you do not pay into the wrong account. Details are summarized in the table below.

ACCOUNT DETAILS		
Bank Account No : 8002 1550 42 Bank Name : CIMB BANK BERHAD Account Name : U.P.M COLLECTION Bank Branch : Located in UPM Serdang, Selangor Swift Code : CBBMYKL		
JOMPAY 	CIMBCLICKS 	DIRECT BANK-IN AT CIMB BANK BRANCHES NATIONWIDE
JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account. Enter the payment details: Biller Code: 8441 Ref -1: IC / Passport Number Ref-2: IC / Passport Number *The successful transaction will be processed within 2 working days.	Bill Payment via CimbClicks with your Current or Savings account. Enter the payment details: Matric No: Student's Matric Number (GS00000) or - Student IC Number: IC / Passport Number Bill Reference Number 2: Not Required *Please check the details before you confirm the payment.	Cash payments can be made at any CIMB Bank branch, and the receipt must be attached to the PutraENROLL during the registration process. Enter the payment details: Student Name: Student's Name Student I.C/Passport Number: IC / Passport Number Transaction Amount: Tuition Fee Amount
PAYMENT FROM OVERSEAS FLYWIRE 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. To download the receipt, see HERE for details.		

NOTE

The fee amount is subject to change from time to time WITHOUT prior notice by the University. Prospective and current students are advised to check the SGS website for any fee changes not earlier than one (1) month before the start of each semester/new students' registration. All fees must be paid upon registration

**Universiti Putra Malaysia**
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

PAYMENT

Total Fees : RM 2400.00

Payment Method : [FLYWIRE](#)

Receipt Number :

Receipt Attachment : No file chosen (file size not more then 1MB)

Payment Date : 

Amount :

Note: Payment can only be endorse within 3 days after the payment been made (Payment through Bank Transfer from Outside Malaysia may take longer time)

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Please ensure that all information is filled in and correct before clicking on the “SAVE” button.

STEP 14 : ENROLLMENT STATUS

There are **7 sections** for local candidates and **9 sections** for international candidates that need to be completed. Information shown in the PutraENROLL are mostly the same input during the application phase but may require minimal changes if applicable. Amendments can be made for as long as the section is not yet endorsed by clicking on each available section to view the details in full. Afterward, the status will be updated to ‘Completed’ so that the university’s relevant departments can vet through the information and attachments (Please refer to the image on page 22 for example)

ENROLLMENT STATUS			
You have successfully filled-in the PutraENROLL. Please stay alert for latest status of each section for the next action.			
ROLE	SECTION	STATUS	COMMENT
-	Home:PutraENROLL	-	
-	Pre-Registration Survey	-	
-	Pre-Registration Guideline	-	
School of Graduate Studies	Personal Information	Incomplete	
School of Graduate Studies	Next Of Kin	Incomplete	
School of Graduate Studies	Education Background	Incomplete	
School of Graduate Studies	English Proficiency	Incomplete	
Bursar	Financial Support	Incomplete	
International Centre	Visa And Passport	Incomplete	
University Health Centre	Health Declaration	Incomplete	
School of Graduate Studies	Pre-Registration Declaration	Incomplete	
Bursar	Fees Payment (check this section from time to time)	Incomplete	
-	Uploaded Documents	-	

ENROLLMENT STATUS

You have successfully filled-in the **PutraENROLL**. Please stay alert for latest status of each section for the next action,

ROLE	SECTION	STATUS	COMMENT
-	Home.PutraENROLL	-	
-	Pre-Registration Survey	-	
-	Pre-Registration Guideline	-	
School of Graduate Studies	Personal Information	Completed	
School of Graduate Studies	Next Of Kin	Completed	
School of Graduate Studies	Education Background	Completed	
School of Graduate Studies	English Proficiency	Completed	
Bursar	Financial Support	Completed	
International Centre	Visa And Passport	Completed	
University Health Centre	Health Declaration	Completed	
School of Graduate Studies	Pre-Registration Declaration	Completed	
Bursar	Fees Payment (check this section from time to time)	Completed	
-	Uploaded Documents	-	

The endorsements are made by various departments **within a week**. At this point, please check the portal **regularly** for any updates whether the section has been “Rejected” or “Endorsed”. Please note that all of the sections must have obtained the ‘Endorsed’ status before the School of Graduate Studies can generate your student’s matric number within the registration period as stated in the offer letter.

SECTIONS	ENDORSEMENT BY
Personal Information	Admissions Unit School of Graduate Studies E-mail : sgs.admissions@upm.edu.my Contact : +603-9769 4218/ 4234/ 4169/ 4165/ 4172/ 2504
Next-of-Kin	
Education Background	
English Proficiency	
Pre-Registration Declaration	
Visa and Passport	Visa and Pass Section Putra International Centre (i-PUTRA) E-mail : visapass_val@upm.edu.my Contact : +603-9769 6048/ 3599/ 3591/ 3596
Health Declaration	University Health Center (PKU) E-mail : pku@upm.edu.my Contact : +603 - 9769 1061/ 7304/ 7342/ 7307
Financial Support	Postgraduate Student Financial Section Bursar Office UPM Email : bursar.student_pg@upm.edu.my Contact : +603-9769 3568/ 3569/ 3570
Fees Payment	

ALL SECTIONS HAVE BEEN ENDORSED, WHAT'S NEXT?

STUDENT MATRIC NUMBER

The PutraENROLL system is **accessible two weeks earlier** before the official date of registration to assist our candidates. Therefore, it is common for most prospective students to have completed their enrollment early and waiting for the matric number to be officially registered as a postgraduate student of Universiti Putra Malaysia.

The School of Graduate Studies will generate your matric number on the official date of registration and there will be **no extension** after the deadline. These dates are stated in the admission offer letter. To check your matric number, please log in to the portal and click on PutraENROLL.

ENROLLMENT STATUS – NORMAL DEGREE/ICP

Congratulations!

You have successfully registered as UPM Postgraduate Students for Normal Degree.

You are advised to carefully read the [THINGS TO DO AFTER ENROLLING AS A NEW POSTGRADUATE STUDENTS](#) for the next step.

Please download all the following documents for your reference and further action:

All these items also have been sent to @gmail.com for your reference as PutraENROLL will be close after the registration period.

Name :
Matric No. : GS

1. [Registration Checklist for New Students](#) [Verification Purpose]
2. [Enrollment Confirmation Slip for New Students](#)
3. [Health Examination Report Form \(To be used for medical check-up later\)](#)
4. [Student Portal](#)
 - Introduction to UPM Postgraduate Student Portal (i-GIMS)
 - Guidelines for Course Registration
 - Login to Student Portal
5. [Student Email](#)
 - Guidelines for UPM ID Activation for First time Login
 - Login to Student Email
6. Student Card:
 - [Guidelines for Putra Virtual Identification \(PUTRA VID\) Activation](#)
7. [Academic Calendar for Second Semester 2022/2023](#)
8. [Postgraduate Candidature Checklist](#)
9. [Postgraduate Student Handbook](#)
10. UPM Library
 - <https://lib.upm.edu.my/>
 - <http://discoverylib.upm.edu.my/discovery/>
 - <http://ezaccess.upm.edu.my/>
11. PUTRA@LEARNING HUB
 - [PutraBLAST](#)
 - [User Manual](#)

I HAVE RECEIVED MY MATRIC NUMBER, WHAT'S NEXT?

STEP 1 : PRINT OUT REQUIRED DOCUMENTS IN PutraENROLL

New students must download the following documents and print them out for future use:

- 1.1 Registration Checklist for New Students [to be submitted at SGS]
- 1.2 Enrolment Confirmation Slip for New Students
- 1.3 Health Examination Report Form

STEP 2 : ACTIVATE STUDENT EMAIL AND UPM ID

Putra UPM ID is a database system used to access the UPM online system such as PUTRAVID (Virtual Student ID), student email, hotspot, Student Portal, PutraBLAST and many more. Upon completing this step, students may no longer have the need to access the Applicant Portal, except to apply for a new programme after graduating.

Link to Activate : <https://upmid.upm.edu.my>

Step-by-Step Guides : [User Manual](#)

If you require further assistance or if there is an issue with the activation, please contact Infocomm Development Centre (iDEC).

Email : idec_ictsupport.upm.edu.my

Telephone : +603 9769 1990 (WhatsApp )

STEP 3 : REGISTER COURSES

Course registration must be done during the stipulated period through Student Portal using the username and password created during the UPM-ID activation. The study plan and schedule for all students is provided by the Faculty/School/Institute. Students are to contact their programme Coordinator (for Coursework) and Advisor (for Research) from the respective Faculty/School/Institute regarding the subjects that need to be registered for each semester.

Guidelines : [Guidelines for Course Registration](#)

Link to Student Portal : <http://sgsportal.upm.edu.my:8080/sgsportal/>

Introduction : [Introduction to the Student Portal](#)

If you require further assistance regarding course registration and academic related issues, please email to the Academic Unit of the School of Graduate Studies (SGS) at sgs.academic@upm.edu.my

STEP 4 : PAY CREDIT FEES (PROGRAMMES BY COURSEWORK ONLY)

The credit fees must be paid **not later than the third week** of the semester to avoid any changes in the student's study status. You may find the amount needed to be paid for the semester in the Student Portal by clicking on the **Student's Ledger**. The receipt of payment should be emailed to the Student Financial Section (Postgraduate) of UPM Bursar Office at bursar.student_pg@upm.edu.my and copied to the SGS Academic Unit at sgs.academic@upm.edu.my

STEP 5 : BOOKING SLOTS FOR MEDICAL APPOINTMENT

International Students:

It is **mandatory** for ALL international students to undergo a health examination within **SEVEN (7)** working days upon arrival to Malaysia and it must be done at University Health Center, Universiti Putra Malaysia (PKU, UPM). Failure to abide by this rule will result in the rejection of your student pass application. Medical appointments can be made through the Applicant Portal (under PutraENROLL tab) or Student Portal.

During the health examination day, you are required to bring with you the **hardcopy** of the Registration Checklist for New Students stated in STEP 1 (1.1) **for endorsement** and the Health Examination Report Form (1.3) **to be submitted** to the PKU, UPM.

Local Students:

Local citizens **must** undergo a health examination, but are allowed to do their medical check-up in any nearby clinic or hospital using the medical report form generated by the UPM system. For students who completed their health examination before the registration, please ensure that it **does not exceed SIX (6) months** at the time of registration date.

You are required to bring with you the **hardcopy** of the Registration Checklist for New Students stated in STEP 1 (1.1) **for endorsement**. The completed medical report form must be **submitted** to the University Health Center (Pusat Kesihatan Universiti), PKU, UPM and no appointment is required.

STEP 6 : ENTER MALAYSIA (INTERNATIONAL ONLY)

New students are advised to **NOT** enter Malaysia earlier than 7 days before the registration period to avoid overstaying. Entry to Malaysia is by using the Single Entry Visa (SEV) and must first confirm their health status with the University Health Center (PKU). Afterwards, students must submit their passport to Putra International Centre (i-PUTRA) for application of Student Pass. These two steps must be completed **within 30 days upon arrival**.

During this step, you are required to bring with you the **hardcopy** of the Registration Checklist for New Students stated in STEP 1 (1.1) that have been endorsed by PKU. The Visa and Pass officers will endorse the same form upon submission of your passport.

STEP 7 : PHYSICAL REGISTRATION VERIFICATION AT THE SCHOOL OF GRADUATE STUDIES

All registered students are required to do the **physical registration verification** to the Admissions counter (Counter 2) at the School of Graduate Studies by their **second semester/trimester/session** of studies, otherwise the student's status will be automatically **"SUSPENDED"** in the following semester. To complete the verification process, please bring the Registration Checklist for New Postgraduate Students that have been **signed and stamped** by the University Health Center (PKU) and/or Putra International Centre (i-PUTRA) before submitting the checklist to the Admissions counter (Counter 2).

For admission verification process, please bring together with you the original document of the following:

1. Registration Checklist for New Student [Verification Purposes] – endorsed by PKU and i-PUTRA
2. Memo/ Original Passport for International/ Identity Card for Local
3. Original Certificate of Bachelor and Master Degree
4. Original Transcript of Bachelor and Master Degree
5. IELTS/TOEFL/PTE/MUET/CIEP – If related (Only for international students)

STEP 8 : ATTEND CLASSES AND CANDIDATURE CHECKLIST

A student must attend **AT LEAST 80%** of the total hours of the academic activities of the registered course of studies. Students who do not comply with the requirement of 80% of attendance without any reasonable excuse, shall be barred from sitting for the final examination, and the student will be given zero marks for the final examination of the course of studies. Students may refer to their relevant candidature as a general guideline throughout your study period.

FREQUENTLY ASKED QUESTIONS (F.A.Q)

1. Can I defer my admission to the next intake?

Yes. You may defer the admission to the next incoming intake but not 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.

2. Can I change my field of study during the registration period?

Only Malaysian citizens are allowed to request for changes and must complete the process **before** filling up the PutraENROLL and registration deadline. Please email to the Admission Unit at sgs.admissions@upm.edu.my for further advice.

3. Can I change my supervisor name in the offer letter during the registration period?

No, the Advisor name in the offer letter will remain the same. If you have agreed with a new supervisor, the change can be done during the nomination of the supervisory committee process after enrollment. Please email to the SGS Academic Unit at sgs.academic@upm.edu.my for further information.

4. Are Applicant Portal and Student Portal the same?

No. They share the same link and operating system (i-GIMS), but the purpose of each is entirely different. Applicant Portal is used when you have no active student number and are applying for a new admission offer letter, whereas Student Portal is used for monitoring your academic progress and you should already have an active student's matric number.

5. I have arrived at UPM to register as a new postgraduate student, but I have not applied for a Visa Approval Letter (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 Centre for more information or refer to https://intl.upm.edu.my/visa_pass-2817

6. When should I do my health examination?

For international students, you are required to do the health examination within SEVEN (7) days upon arrival to Malaysia in Universiti Health Center (PKU). As for local students, you are advised to do the health examination within two semesters after successful registration.

7. The slots to book a health examination appointment are full. What should I do?

If your visa pass is expiring soon and you need to undergo the health examination urgently without waiting for an available slot, you are required to obtain a confirmation letter from i-PUTRA. Please bring the letter to PKU to request an appointment slot.

If there is no urgent need, students are required to wait until an appointment slot becomes available.

8. Can I pay the registration fee by installment?

No. The amount stated in PutraENROLL must be paid in full.

9. Where can I get my student matric card?

The University no longer issues physical cards. All students will be required to install PutraVID on their mobile phones as proof they are an active student of UPM.

10. Is physical verification compulsory? If so, when is the last date I should do?

Yes, the verification is compulsory for all students for record-keeping of your enrollment with UPM. You need to complete the process within two semesters/trimesters/sessions. Once the academic calendar has progressed to your third semester/trimester/session and you still have not done so, your study status will be "SUSPENDED"

11. I am an international student and I took the IELTS test 3 years ago. Is the test score still valid to be used for registration?

No. The validity period for IELTS or any other English Language Proficiency Test score which is equivalent to CEFR should not be more than 2 years.

12. I am an international student with a degree from a Malaysian university. Can I be exempted from the English requirement for admission into the postgraduate programme at UPM?

Yes. An applicant with a degree from any public/ private university in Malaysia shall not be subject to the English language proficiency requirement.

13. Can I join the English programme at UPM if my IELTS/ TOEFL does not meet the language requirement?

Yes. You can join the Certified Intensive English Programme (CIEP) at ELS Centre.

14. Can I submit a new English language proficiency test results after registering for CIEP?

No. Once you have decided to join our English Programme, you are bound to finish the entire English course successfully and any English proficiency test score submitted after registration will not be considered.

15. I have completed CIEP level 107, can I register for my academic courses?

Yes. After you have received the official result for level 107 from ELS UPM, you are required to fill up the PutraENROLL again during the registration period of the next intake. The enrollment this time is to indicate that you are no longer a student under the English programme, and a new matric number will be given. You may then register for CIEP level 108 and academic subjects relevant to your Master/PhD degree using this new matric number until CIEP level 109 is completed.