



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

SCHOOL OF GRADUATE STUDIES
SEKOLAH PENGAJIAN SISWAZAH

سکولہ فٹاجین سیسوازه



POSTGRADUATE APPLICATION GUIDELINES

SCHOOL OF GRADUATE STUDIES, UNIVERSITI PUTRA MALAYSIA

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BEFORE YOU APPLY

1. RESTRICTION ON ADMISSION

A student whose candidacy has been terminated by the University for any reason listed in 1.1 is eligible for re-admission as prescribed in 1.2 below:

1.1 Termination of Candidate

The candidature of a student shall be terminated for any one of the following reasons:

- (a) Obtains a CGPA below 2.500 in any one semester;
- (b) Receives two 'TM' grades for his research progress during the duration of his study or no recommendation of termination from his supervisor after one 'M' grade for his research progress;
- (c) Fails the CE after the second attempt unless recommended for a reversal to a Master degree programme;
- (d) Fails twice in any compulsory course;
- (e) Fails thrice in the Tertiary English Programme (TEP);
- (f) Exceeds the duration of the study;
- (g) Fails his thesis examination;
- (h) Does not submit the thesis within a stipulated time after the thesis examination;
- (i) Violates any rule or regulation as stipulated by the University.

1.2 Restriction on Admission

- (a) The candidate must register as a new student;
- (b) Duration of study will commence from the date of his/her registration;
- (c) Credit transfer from the previous programme is not allowed;
- (d) The candidate is only allowed to a maximum of 2 readmissions;
- (e) Criteria for re-admission are as follows:

TYPE OF PROGRAMME	RE-ADMISSION REQUIREMENT
Same programme or field of study	2 Semesters after being terminated
Different programme or field of study	The following semester

2. 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](#)

3. 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](#)

4. 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 links:

[DIRECTORIES](#) | [ACADEMIC QUALIFICATIONS](#)

5. ENGLISH LANGUAGE REQUIREMENT (INTERNATIONAL ONLY)

All international applicants are required to meet the university's English language requirement before registering as a full-time postgraduate student. Although international applicants can submit the admission application without meeting the university's English language requirement to secure a place at Universiti Putra Malaysia, applicants must provide one of the following English Language test scores as stated in our website in the link below:

[ENGLISH LANGUAGE REQUIREMENTS](#)

6. TYPES OF OFFER LETTER ISSUED BY THE SCHOOL OF GRADUATE STUDIES

The School of Graduate Studies will issue two types of offer according to the candidate's situation summarized in the table below. However, if all entry requirements have been met but the Faculty/School/Institute deemed the applicant shall take and pass prerequisite courses, the offer letter will still be issued in Provisional status.

ACADEMIC REQUIREMENT	ENGLISH REQUIREMENT	TYPE OF OFFER
Graduated Bachelor or Master degree with good standing result	Does not meet the acceptable score	Provisional
Graduated Bachelor or Master degree with good standing result	Meet the acceptable score	Full
Final year students of Bachelor or Master degree with good standing result	Does not meet the acceptable score	Provisional
Final year students of Bachelor or Master degree with good standing result	Meet the acceptable score	Provisional

7. FILE FORMAT AND REQUIREMENTS

All the documents on page 5 **must** abide the following format before uploading 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 1 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

✓: MyTranscripts.pdf

✓: MyPhoto.jpg

- The file name must be in alphanumeric letters in Malay or English Language only.
- All copies of the supporting documents must be certified by a professional body.

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

SOFTCOPY OF SUPPORTING DOCUMENTS TO BE PREPARED BY APPLICANTS

NO	MASTER APPLICANTS	PHD APPLICANTS
01	Passport sized Photograph (in plain blue OR white background only)	Passport sized Photograph (in plain blue OR white background only)
02	Certified copy of Identity Documentation: International : Data page of passport Local : NRIC Identity Card	Certified copy of Identity Documentation: International : Data 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 Certified copy of Bachelor's 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 Certified copy of 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 Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for latest 3 months	Financial Support Scholarship: Letter of Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for latest 3 months
09	Receipt of Application Fee Payment *Non-refundable processing fee <u>Amount for one application</u> Local : RM80 International Outside Malaysia: USD100 International Inside Malaysia: RM400	Receipt of Application Fee Payment *Non-refundable processing fee <u>Amount for one application</u> Local : RM80 International Outside Malaysia: USD100 International Inside Malaysia: RM400
10	TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL (For International Applicants ONLY) Applicants can submit the application for admission without attaching the English results but must prepare for it before registration	TOEFL/ IELTS/ MUET/ CIEP/ PTE/ CAMBRIDGE LINGUASKILL (For International Applicants ONLY) Applicants can submit the application for admission without attaching the English results but must prepare for it before registration

NOTE

For local applicants, please upload the photocopy of official Certificate AND Transcript (ALL PAGES) that has been certified true copy (stamped and signed) by any Government Officer (Grade 9 and above) OR Oath Commissioner OR Penghulu Kampung OR Headmaster/ Deputy Headmaster ONLY

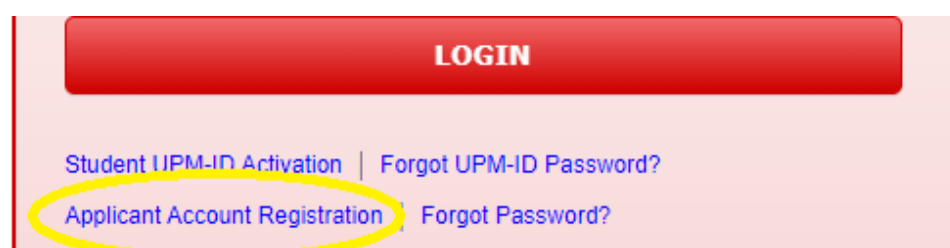
STEP 1 : CREATING AN ACCOUNT

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 on **00:00 the day of 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	- All masters by Coursework at School of Business and Economics (SBE) - Master of Biotechnology with Bioentrepreneurship - Master in Agribusiness Management	Third Trimester (March)	31 December	30 November
		First Trimester (July)	30 April	31 March
		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 sgs.admissions@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.



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Universiti Putra Malaysia
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

Please provide all the following information:

Name :

Note:-
Local: Please enter name according to I.C [\[VIEW GUIDELINE\]](#)
International: Please enter name according to Machine readable zone (MRZ) name in the international passport [\[VIEW GUIDELINE\]](#)

Nationality : ☐ MALAYSIAN ☐ INTERNATIONAL

IC No. : - - [\[VIEW GUIDELINE\]](#)

User Name : (Please key in your preferred Username)

Password : (Please key in your preferred Password)

Confirm Password : (Please retype your preferred Password)

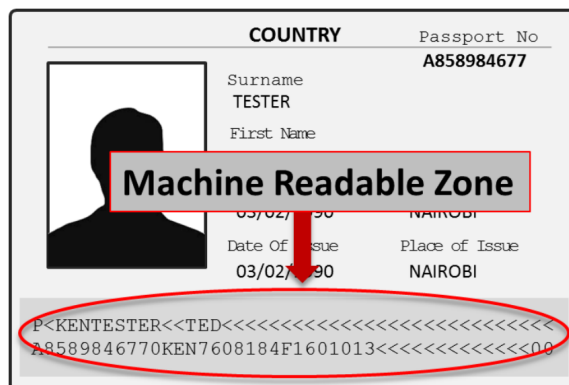
Mother's Name : (Password reminder purpose)

Email Address : [\[VIEW GUIDELINE\]](#)

Sign Up for Application

Note: If you have sign-up previously, please [click here](#) and use your existing username and password to login into the system and submit your application for admission.

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- 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.

Universiti Putra Malaysia
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

Your Username and Password:

Name : [REDACTED]
IC No./ Passport No. : [REDACTED]
Username : [REDACTED]
Password : [REDACTED]
Your username and password have been sent to [REDACTED]

REMINDER:-

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

Login to Postgraduate Student Portal

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STEP 2 : APPLY 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 is the case, choose the programme to reject and send an email to sgs.admissions@upm.edu.my

UPM SCHOOL OF GRADUATE STUDIES

Applicant Menu

- My Application
- Registration Guidelines For New Students
- Change Password
- Logout

MY APPLICATION
APPLICATION(S) FOR ADMISSION

APPLICANT NAME : [REDACTED]
IC/PASSPORT NO : [REDACTED]
NATIONALITY : [REDACTED]

APPLY NEW PROGRAMME

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 :

Programme Information
[Click here for details information](#)

- NORMAL DEGREE (PHD/MASTER)
- NORMAL DEGREE (PHD/MASTER)
- NORMAL DEGREE (PHD FAST TRACK)
- NORMAL DEGREE (MASTER IN MEDICINE ONLY)
- UPM-ICP JOINT DEGREE (PHD/MASTER)
- UPM-ICP DUAL DEGREE (PHD/MASTER)
- UPM-ICP DOUBLE DEGREE (PHD/MASTER)
- PROGRAMME BY INDUSTRY (PHD/MASTER)
- PHD BY PUBLICATION (PHD)
- MOBILITY (NONGRADUATING)

2.1 NORMAL DEGREE (PHD/MASTER)

UPM currently offers over 85 Master programmes by coursework and over 290 fields of study for programme by research that include :

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

2.2. NORMAL DEGREE (MASTER OF MEDICINE ONLY)

The programmes offered for this category are managed 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 'SCHOOL OF GRADUATE STUDIES' on the left, and 'APPLICATION FOR ADMISSION' with a group icon on the right. The form fields are: Full Name (text input), IC No. (text input), Nationality (text input), Programme Category (dropdown menu showing 'NORMAL DEGREE'), a checkbox for 'I'm interested to apply direct PhD from Bachelor's Degree (Please tick if related)', Programme Level (dropdown menu showing '--PLEASE SELECT--'), Structure/Type (dropdown menu showing '--PLEASE SELECT--'), and Semester to Enroll (dropdown menu showing '--PLEASE SELECT--'). At the bottom are 'NEXT' and 'CANCEL' buttons. A large vertical watermark 'ADMISSION' is on the right. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

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 of your choice, click on it and the blank fields will be automatically filled in. Finally, click on the “NEXT” button.

The screenshot shows the 'STEP 2: FIELD OF STUDY, FACULTY/INSTITUTE & POTENTIAL SUPERVISOR INFORMATION' form. The header is identical to Step 1. The form fields are: Full Name, IC No., Nationality, Programme Category, Programme Level, Structure/Type, Study Mode, Semester to Enroll, and Semester Type (all pre-filled with blacked-out text). Below these is a search section with the text 'Please enter keyword for field of study below and click 'FIND'', a text input field, and a 'FIND' button circled in yellow. At the bottom are 'NEXT' and 'BACK' buttons. A large vertical watermark 'ADMISSION' is on the right. The footer contains the copyright notice: 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

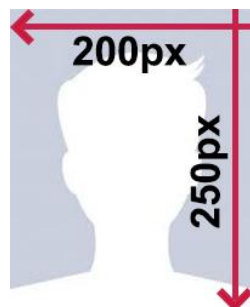
NOTE

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 “NEXT” button and fill in all the Personal Details information.

The screenshot shows the UPM Application for Admission portal. At the top, there is a progress bar with steps: I. FILL-IN FORM, II. PERSONAL DETAILS (highlighted), III. Education Background, IV. Working Experience, V. Next-of-Kin, VI. Financial Support, VII. Certification, and VIII. SUBMIT FORM. Below the progress bar, the 'II. PERSONAL DETAILS' form is displayed. It includes sections for uploading a passport-sized picture and an identification document. The form contains several mandatory fields marked with an asterisk (*): Full Name, IC Number, Date of birth (Month/DD/YYYY), Place of Birth, Disability, Gender, Nationality, and Marital Status. A note states: 'Note: Fields marked with asterisk (*) are mandatory.' and 'Note: Please enter name according to I.C [VIEW GUIDELINE]'. The form also includes a 'HELP' link for file formats and a 'VIEW GUIDELINE' link for the name entry note.

5.1 PHOTO GUIDELINE



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

5.2 IDENTIFICATION GUIDELINE



Local: Certified copy of NRIC
 International: Data page of the passport.
 File format: PDF (.pdf)
 File Size: Less than 2MB

STEP 3 : 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 have not 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 for the supporting documents, please refer to the explanation on page 13. Click on the “NEXT” button after you have completed the section.

Universiti Putra Malaysia
SCHOOL OF GRADUATE STUDIES

APPLICATION FOR ADMISSION

Details of Programme Applied for

Personal Detail

Education Background

Working Experience

Next-of-Kin

Financial Support

Certification

SUBMIT FORM

III. EDUCATIONAL 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 Attach Transcript	Click Here to Attach Degree	[Edit]	[Delete]

Add

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.

Add

BACK

NEXT

HOME

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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 2 MB 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 or opened.

3.3 You are advised to combine all the pages if you have more than a page per document 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 **uploaded with the grading system** in one file 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 Iran, Nepal, Nigeria, Pakistan or China must fulfill the additional documentation requirements in the link [IMPORTANT INFORMATION](#) for further details.

NOTE

Applicants in their final semester of studies who are yet to be awarded the official certificate of degree may upload a senate letter or 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 sgs.admissions@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 notarized by a public notary. The degree certificate and graduation diploma should be uploaded together with the English version of Online Verification Report of Higher Education **Qualification Certificate**, Online Verification Report of Higher Education **Degree Certificate**, and Online Verification Report of **Student Record**. Academic transcripts must be uploaded together with Verification Report of Student Academic Transcript from [Center for Student Services and Development](#) (CSSD) (formerly known as CHESICC) into one (.pdf) file.

STEP 4 : FILL AND ATTACH RELEVANT WORKING EXPERIENCE

Next, applicants will be directed to the next section where you need to fill in information about the current and previous work experience. The 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 such as 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 shows the application portal for the University of 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'. 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 in red and labeled 'Completed'. Below the progress bar, the section title 'IV. RELEVANT WORKING EXPERIENCE' is displayed. 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 highlighted with a yellow circle. At the bottom of the section are three buttons: 'BACK', 'NEXT', and 'HOME'. The footer of the page reads 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

STEP 5 : 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 during your study period. 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 shows the application portal for the University of 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'. 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 in red. Below the progress bar, the section title 'V. NEXT-OF-KIN' is displayed. The main content area contains a form with the following fields: *Name, *Relationship (with a dropdown menu), *Address (with three input lines), *Post/Zip code, *City, State/Province (with a dropdown menu and the text '(for Malaysians only)'), *Country (with a dropdown menu), Telephone No., and Email address. At the bottom of the section are three buttons: 'BACK', 'NEXT', and 'HOME'. The footer of the page reads 'Copyright © School of Graduate Studies, UPM. All rights reserved.'

STEP 6 : 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. This section can be updated later on during the online registration period if there are changes to be made (i.e Scholarship offer letter).

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, Completed), 'Personal Detail' (II), 'Education Background' (III), 'Working Experience' (IV), 'Next-of-Kin' (V, Completed), 'Financial Support' (VI, active), 'Research Proposal' (VII), and 'Certification' (VIII). Below the progress bar, the 'VI. FINANCIAL SUPPORT' section contains the following fields and options:

- ☐ Scholarship [Note: Please attach the scholarship award letter]
- ☐ Self-financed [Note: Please attach salary slip or latest bank statement of applicant or guardian]
- Sponsor: --PLEASE SELECT--
- Start Date: [Date Picker]
- End Date: [Date Picker]
- Household Income: --PLEASE SELECT--
- Actual Amount of Household: RM [Text Field]
- Attach relevant document: [Choose File] No file chosen (must be in the form of JPEG or GIF not more than 1MB)

At the bottom of the form are three buttons: BACK, NEXT, and HOME. The footer text reads: Copyright © School of Graduate Studies, UPM. All rights reserved.

STEP 7 : 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. At the top, a progress bar indicates the status of various steps: 'Details of Programme Applied for' (I, Completed), 'Personal Detail' (II), 'Education Background' (III), 'Working Experience' (IV), 'Next-of-Kin' (V, Completed), 'Financial Support' (VI), 'Research Proposal' (VII, active), and 'Certification' (VIII). Below the progress bar, the 'VII. RESEARCH PROPOSAL' section contains the following fields and options:

- Area of research (approximately not more than 20 words): [Text Field]
- You have 250 characters left
- Instruction:
 - 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.
 - Click here to attach [Choose File] No file chosen

At the bottom of the form are three buttons: BACK, NEXT, and HOME. The footer text reads: Copyright © School of Graduate Studies, UPM. All rights reserved.

STEP 8 : REFEREE DETAILS

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 9 : PROCESSING FEE

Before submitting an application, applicants have to make a payment of processing fee. A new pop up window will appear where you can attach the payment receipt. The fee for local applicants is **RM80**, for international applicants outside Malaysia is **USD100** and **RM400** for inside Malaysia. Please check the account details carefully so you do not pay into the wrong account. Details are summarized in the table on page 17.

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

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

PROCESSING FEE INFORMATION *Non-refundable [RM80.00] *New Charges Effective from Second Semester 2025/2026	
Please Upload the Proof of Payment	
Payment Method :	PUTRA@IPAYGATE
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.

LOCAL	INTERNATIONAL
All Processing Fee payment for new application of admission must be paid through Putra@iPaygate system. Alternative methods not provided in these guidelines are not accepted, except to pay for semester tuition fees only. *Click on ‘Other Services’, → Key in your MyKad/Passport number → Choose ‘POSTGRADUATE PROCESSING FEE’ → Complete the rest of the process   Payment Information Payment Category : LLP - LAIN PERKHIDMATAN Payment To : POSTGRADUATE PROCESSING FEE Applicant Infomation Name :	
	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.

STEP 10 : DOCUMENTS CHECKLIST/CERTIFICATION & SUBMISSION OF APPLICATION

Before you submit, please check thoroughly that you have **confirmed the chosen programme** and preferred semester, **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 sgs.admissions@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)	Your application has been Approved. Provisional offer is given due to: 1. Not meeting the English Language Requirement; or 2. Not submitting the official certificate of Bachelor/Master degree; or 3. Need to take and pass pre-requisite courses during your first semester of studies.	You can print the offer letter for reference. You are also required to reply to the offer whether to accept, accept but would like to defer or reject the offer. If your offer is a provisional offer, you should prepare the required documents before the registration date on page 22. You should liaise with your supervisor regarding the subjects that need to be taken.
NOT APPROVED	Your application has been rejected due to some reasons.	You can check the reason for rejection by sending an email to sgs.admissions@upm.edu.my or faculty.

I ACCEPTED 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.

Click [PutraENROLL](#) for more information.

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 REQUIREMENTS](#) 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 email to [i-PUTRA visapass_val@upm.edu.my](mailto:i-PUTRA_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 Sarawak Campus, please contact Mr Ariffin bin Kiprawi (arfkp@upm.edu.my) for assistance in relation to visa matters.

List of Faculty and Institute located at UPM 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

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 3

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 an expired pass.

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

Prepare all the documents listed in the table below to be uploaded into PutraENROLL during registration period.

NO	LOCAL CANDIDATES	INTERNATIONAL CANDIDATES
01	Passport sized photograph (in blue OR white background only)	Passport sized photograph (in blue OR white background only)
02	Malaysian Identity Card (MyKad) front and back 	International Passport 
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	Bank statement or scholarship offer letter Scholarship: Letter of Scholarship/ Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for at least 3 months	Bank statement or scholarship offer letter Scholarship: Letter of Scholarship/ Sponsoring award Self-Financed: Pay slip/ bank statement of applicant or guardian for at least 3 months
08		EMGS Approval Letter/EVAL/Related Pass
10		TOEFL/ IELTS/ MUET/ CIEP/ PTE/ Cambridge Linguaskill

NOTE

For local candidates, please upload the photocopy of official Certificate AND Transcript that has been certified true copy (stamped and signed) by any Government Officer (Grade 9 and above) OR Oath Commissioner OR Penghulu Kampung OR Headmaster/ Deputy Headmaster ONLY

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 sgs.admissions@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 promotional event activities for new prospective postgraduate students which will be posted in SGS official website sgs.upm.edu.my from time to time.

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 sgs.admissions@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. 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 semester 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/ School. If you are not able to identify a research supervisor, the faculty will assign one for you during the application review.

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 sgs.admissions@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 into the programme.

10. I am from China applying for a PhD programme. I did my Bachelor degree in a native English-speaking country and my Master degree in a non-native English speaking country. Do I still need to provide an English proficiency score?

Yes, you still need to provide any of the accepted English test scores because the assessment is based on your most recent degree.

11. Can I still be exempted if I provide a certified letter stating that my Bachelor/Master degree was taught in English?

No. International applicants who do not fall to either one of the categories stated in the website [EXEMPTION](#) would not be exempted even if the medium of instruction during the previous education was taught in English.

12. 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 Certified Intensive English Programme (CIEP) at ELS Center.

13. Can I join the university English programme first then submit the English proficiency score TOEFL / IELTS at a later date?

No. Once you have registered to join the English programme, you are bound to finish the entire course completely. Otherwise, your study status will be automatically changed to “Withdraw”.

14. 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 registration. You are advised to contact Putra International Center [i-PUTRA](#) for more information.

15. I have just finished my Bachelor/Master's programme in another Malaysian university and I have been offered a programme at UPM. Do I need to go back to my home country to apply for VAL?

Generally, if you finish your programme less than 2 months before registration of the PhD programme, you can proceed with the registration by applying for variation. You are advised to consult with i-PUTRA for advice regarding variation for Inter Institution. Please refer to this [LINK](#) for more information.

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

Candidates are advised to do the check-up after you have obtained a matric number.

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 The form will be generated in the PutraENROLL after registering as a student with your personal details.	What form do I need to bring?	RME / IPT International The form will be generated in the PutraENROLL after registering as a student with your personal details.
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

17. 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. A full health examination will be done only after receiving the student's matric number.

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

Yes. Please refer to the table on page 26 - 27.

COMMUNICABLE DISEASE

TYPE OF DISEASE/DISORDER	EXAMPLE	REGISTRATION AND ADMISSION
1. Contagious 2. Recovery is expected to be difficult and delayed	1. HIV/AIDS 2. Hepatitis B 3. Hepatitis C	Registration/admission is prohibited
1. Contagious 2. Expected to recover with treatment	Tuberculosis	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
1. Contagious 2. Expected to recover with treatment	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	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	1. Epilepsy 2. Schizophrenia 3. Depression 4. Bipolar Disorder	A report is required from the treating psychiatrist. May be accepted for registration or admission if any of the following is met: 1. Symptom-free for > 12 months 2. Treatment is completed
Disease or disorder is expected to continue for an unspecified time. Apparent and serious symptoms. Long treatment schedule	1. End-stage renal failure requiring dialysis 2. Cancer	Registration and admission is prohibited
Addiction that is a direct violation of the Malaysian laws	Drugs such as: 1. Morphine 2. Cannabis 3. Amphetamine 4. Methamphetamine	Registration and admission is prohibited
1. Requires continuous medication 2. No serious symptoms 3. Treatment not affecting study	1. Hypertension 2. Diabetes Mellitus 3. Dyslipidemia	May register if treatment does not affect study