

 UPM <small>UNIVERSITI PUTRA MALAYSIA</small> <small>BERTILMO BERKAKTI</small>	PERKHIDMATAN UTAMA SISWAZAH PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA) Kod Dokumen: PU/S/BR02/GS-04d
REGISTRATION CHECKLIST	

Name: _____ Matric No.: _____

No. IC/Pasport: _____ Faculty/Institute: _____

Programme: PhD Master Non Graduating Modular ICP

FLOW	INSTRUCTION	SIGNATURE & STAMP								
Step 1: Visa & Pass Counter	✓ Proceed to the visa & pass counter for Visa verification (only international candidates).									
Step 2: Health Verification Counter	✓ Submit the completed Health Examination Report (RME/IPT International) / (RME/IPT Local) for verification and get an endorsement for the Medical Examination Report [PU/BR02/GS-04f (PK-2)] .									
Step 3: Checklist Counter	✓ Furnish the following documents at checklist counter: <table border="1" style="width: 100%; margin-top: 5px;"> <tr><td>1. Offer of admission letter.</td></tr> <tr><td>2. Original degree certificate and academic transcript or senate letter.</td></tr> <tr><td>3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.</td></tr> <tr><td>4. Two (2) passport-sized photographs with BLUE background.</td></tr> <tr><td>5. I.C or International passport and a copy of the page with your photo and personal details.</td></tr> <tr><td>6. Original and a copy of TOELF/IELTS result or TEP registration receipt or ELS offer letter.</td></tr> <tr><td>7. A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).</td></tr> <tr><td>8. Application for Matric Card form (PU/S/BR02/GS-03).</td></tr> </table> Registration status: <input type="checkbox"/> PROVISIONAL (Register TEP) <input type="checkbox"/> FULL (Continue)	1. Offer of admission letter.	2. Original degree certificate and academic transcript or senate letter.	3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.	4. Two (2) passport-sized photographs with BLUE background.	5. I.C or International passport and a copy of the page with your photo and personal details.	6. Original and a copy of TOELF/IELTS result or TEP registration receipt or ELS offer letter.	7. A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).	8. Application for Matric Card form (PU/S/BR02/GS-03).	English Language Proficiency score:
1. Offer of admission letter.										
2. Original degree certificate and academic transcript or senate letter.										
3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.										
4. Two (2) passport-sized photographs with BLUE background.										
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Step 4: Bursar Counter	<input type="checkbox"/> Sponsored by: _____ Duration: _____ <input type="checkbox"/> Self-Financed Receipt No.: _____ Amount: _____ Note: No cash payment will be received at the counter.									
Step 5: Registration Counter	✓ Proceed to the registration counter with all verified documents as detailed above. ✓ Receive a registration slip to enable login to the student portal ✓ Registration process completed <i>Note: New students are advised to refer directly to their respective faculties/institutes to obtain programme information and schedules.</i>									

TO BE COMPLETED BY STUDENT

I acknowledge that I have received the registration package:

_____ Signature

_____ Date