



**PERKHIDMATAN UTAMA
SISWAZAH**

**PEJABAT TIMBALAN NAIB CANCELOR
(AKADEMIK & ANTARABANGSA)**
Kod Dokumen: PU/S/BR02/GS-04d

REGISTRATION CHECKLIST FOR NEW STUDENT

Name: _____ 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%; border-collapse: collapse;"> <tr><td>1. Offer of admission letter.</td></tr> <tr><td>2. Original and a copy of degree certificate and academic transcript or senate letter and academic transcript.</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 and SOFTCOPY of it.</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. (FOR INTERNATIONAL ONLY)</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 (TEP/MASTER OR BACHELOR'S CERTIFICATE) <input type="checkbox"/> FULL (CONTINUE)	1. Offer of admission letter.	2. Original and a copy of degree certificate and academic transcript or senate letter and academic transcript.	3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.	4. Two (2) passport-sized photographs with BLUE background and SOFTCOPY of it.	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. (FOR INTERNATIONAL ONLY)	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 and a copy of degree certificate and academic transcript or senate letter and academic transcript.										
3. Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.										
4. Two (2) passport-sized photographs with BLUE background and SOFTCOPY of it.										
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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).										
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. Note: New students are advised to refer directly to their respective Faculties/Institutes to obtain programme information and schedules.	Matric No.: _____								

TO BE COMPLETED BY STUDENT

I acknowledge that I am officially student of Universiti Putra Malaysia and understand anything I need to do next.

Signature

Date