



**PERKHIDMATAN UTAMA
SISWAZAH
PEJABAT TIMBALAN NAIB CANSOLOR
(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	<p>✓ Furnish the following documents at checklist counter:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">LOCAL</th> <th style="width: 50%;">INTERNATIONAL</th> </tr> </thead> <tbody> <tr> <td>Offer of admission</td> <td>Offer of admission</td> </tr> <tr> <td>A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).</td> <td>A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).</td> </tr> <tr> <td>Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table> </td> <td>Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table> </td> </tr> <tr> <td>Original and two (2) copies of scholarship/financial assistance offer letter (if any).</td> <td>Original and two (2) copies of scholarship/financial assistance offer letter (if any).</td> </tr> <tr> <td>Original and a copy of I.C</td> <td>Original of International passport and a copy of the page with your photo and personal details</td> </tr> <tr> <td>Student Card Application Form (OPR/BKU01/KAD PELAJAR) affixed with a BLUE background passport-sized photo.</td> <td>Original and a copy of TOEFL/IELTS result or TEP registration receipt or ELS offer letter.</td> </tr> <tr> <td>Medical Examination Report [PU/BR02/GS-04f (PK-2)]</td> <td>Medical Examination Report [PU/BR02/GS-04f (PK-2)]</td> </tr> <tr> <td colspan="2" style="text-align: center;">Registration Status</td> </tr> <tr> <td style="text-align: center;">Provisional</td> <td style="text-align: center;">Continue</td> </tr> </tbody> </table>	LOCAL	INTERNATIONAL	Offer of admission	Offer of admission	A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).	A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).	Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degree Certificate	Senate Letter	Transcript	Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degree Certificate	Senate Letter	Transcript	Original and two (2) copies of scholarship/financial assistance offer letter (if any).	Original and two (2) copies of scholarship/financial assistance offer letter (if any).	Original and a copy of I.C	Original of International passport and a copy of the page with your photo and personal details	Student Card Application Form (OPR/BKU01/KAD PELAJAR) affixed with a BLUE background passport-sized photo.	Original and a copy of TOEFL/IELTS result or TEP registration receipt or ELS offer letter.	Medical Examination Report [PU/BR02/GS-04f (PK-2)]	Medical Examination Report [PU/BR02/GS-04f (PK-2)]	Registration Status		Provisional	Continue	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 50%;">TEST</th> <th style="width: 50%;">SCORE</th> </tr> </thead> <tbody> <tr><td>IELTS</td><td></td></tr> <tr><td>TOEFL</td><td></td></tr> <tr><td>CIEP</td><td></td></tr> <tr><td>Placement Test</td><td></td></tr> <tr><td>Exemption</td><td></td></tr> </tbody> </table>	TEST	SCORE	IELTS		TOEFL		CIEP		Placement Test		Exemption	
LOCAL	INTERNATIONAL																																													
Offer of admission	Offer of admission																																													
A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).	A copy of the letter of approval for deferment for the previous semester from SGS (if applicable).																																													
Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degree Certificate	Senate Letter	Transcript	Original and a copy of: - <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> <td style="width: 33%;"><input type="checkbox"/></td> </tr> <tr> <td>Degree Certificate</td> <td>Senate Letter</td> <td>Transcript</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degree Certificate	Senate Letter	Transcript																																	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																												
Degree Certificate	Senate Letter	Transcript																																												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																												
Degree Certificate	Senate Letter	Transcript																																												
Original and two (2) copies of scholarship/financial assistance offer letter (if any).	Original and two (2) copies of scholarship/financial assistance offer letter (if any).																																													
Original and a copy of I.C	Original of International passport and a copy of the page with your photo and personal details																																													
Student Card Application Form (OPR/BKU01/KAD PELAJAR) affixed with a BLUE background passport-sized photo.	Original and a copy of TOEFL/IELTS result or TEP registration receipt or ELS offer letter.																																													
Medical Examination Report [PU/BR02/GS-04f (PK-2)]	Medical Examination Report [PU/BR02/GS-04f (PK-2)]																																													
Registration Status																																														
Provisional	Continue																																													
TEST	SCORE																																													
IELTS																																														
TOEFL																																														
CIEP																																														
Placement Test																																														
Exemption																																														
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: <ul style="list-style-type: none"> New students are advised to refer directly to their respective Faculties/Institutes to obtain programme information and schedules. For new international students, please submit your student & visa application to Putra International Centre as soon as possible. 	Matric No.: _____																																												

TO BE COMPLETED BY STUDENT

I acknowledge that I am officially a student of Universiti Putra Malaysia and understand what I should do next.

Signature

Date