**PERKHIDMATAN UTAMA**
**SISWAZAH**
**PEJABAT TIMBALAN NAIB CANSELOR**
**(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
  - ICP

### FLOW

#### 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:
  - Offer of admission
  - A copy of deferment letter for the previous semester from SGS (if applicable).
  - Original and a copy of:
    - OR Degree Certificate
    - OR Senate Letter
    - OR Transcript
  - Original and two (2) copies of scholarship/financial assistance offer letter (if any).
  - Original and a copy of I.C
  - Medical Examination Report [PU/BR02/GS-04f (PK-2)]

### Signature & Stamp

#### TEST
- IELTS
- TOEFL
- CIEP
- OTHER:

#### Score
- Placement Test
- Exemption

### Step 4: Bursar Counter
- Sponsored by: ____________________________
- Duration: ____________________________
- 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 you to 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.
  - 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.

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**Signature**

**Date**