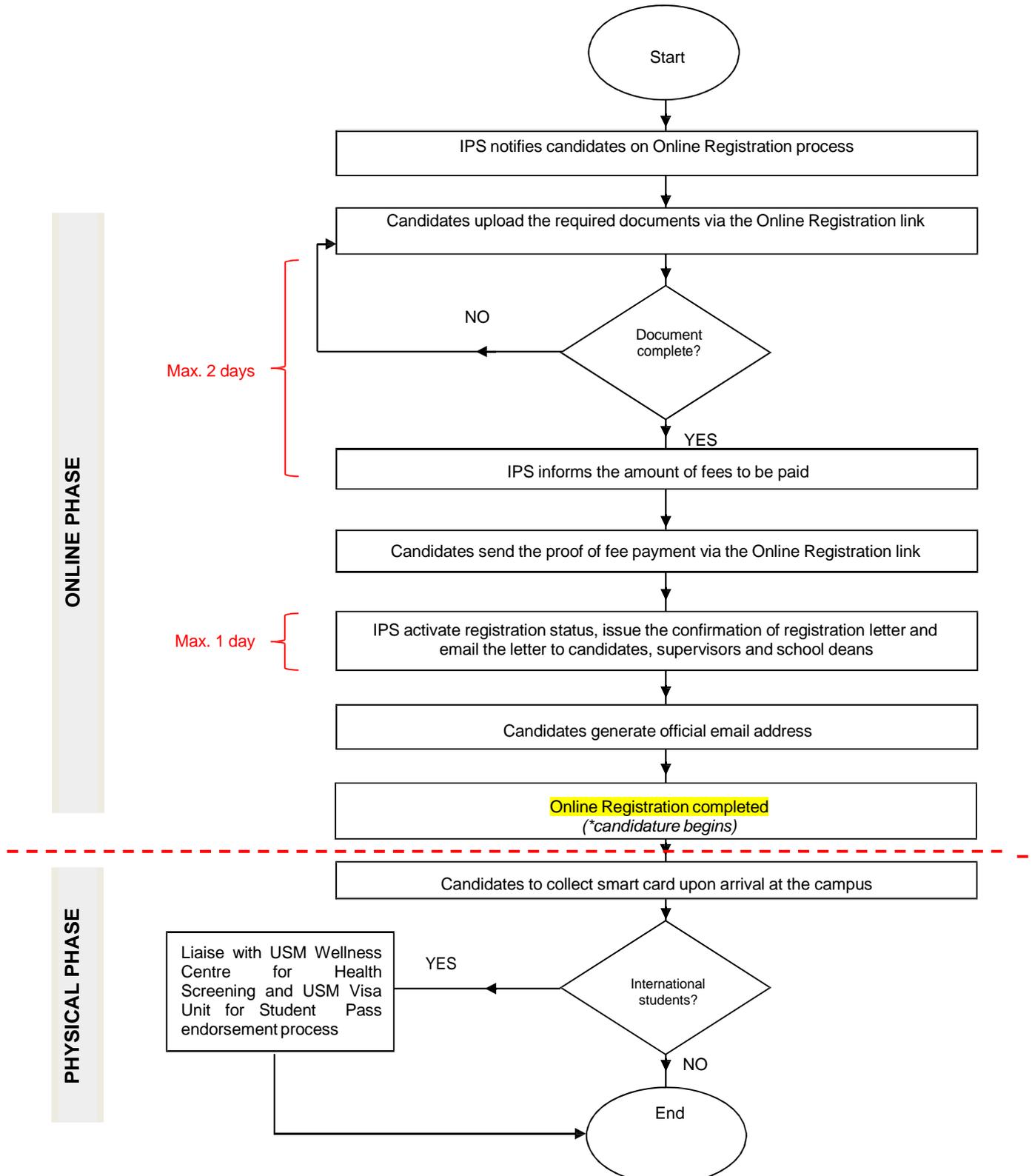




REGISTRATION GUIDELINES FOR NEW POSTGRADUATE STUDENTS

RESEARCH MODE

STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS



*Student can start his/her research by communicating with the supervisor(s) and utilise USM online facilities as registered postgraduate students.

IMPORTANT:

Students are required to complete the whole process above. Failure to do so will lead to registration termination without prior notice.

RESEARCH MODE PROGRAMMES
REGISTRATION DATE

April Intake	
Candidate who register between the below listed date is going to pay:	
16/3 - 15/4	Full one semester tuition fee
16/4 - 15/5	(less) one month tuition fee
16/5 - 15/6	(less) two months tuition fee
16/6 - 15/7	(less) three months tuition fee
16/7 - 15/8	(less) four months tuition fee
16/8 - 15/9	(less) five months tuition fee
October Intake	
Candidate who register between the below listed date is going to pay:	
16/9 - 15/10	Full one semester tuition fee
16/10 - 15/11	(less) one month tuition fee
16/11 - 15/12	(less) two months tuition fee
16/12 - 15/1	(less) three months tuition fee
16/1 - 15/2	(less) four months tuition fee
16/2 - 15/3	(less) five months tuition fee

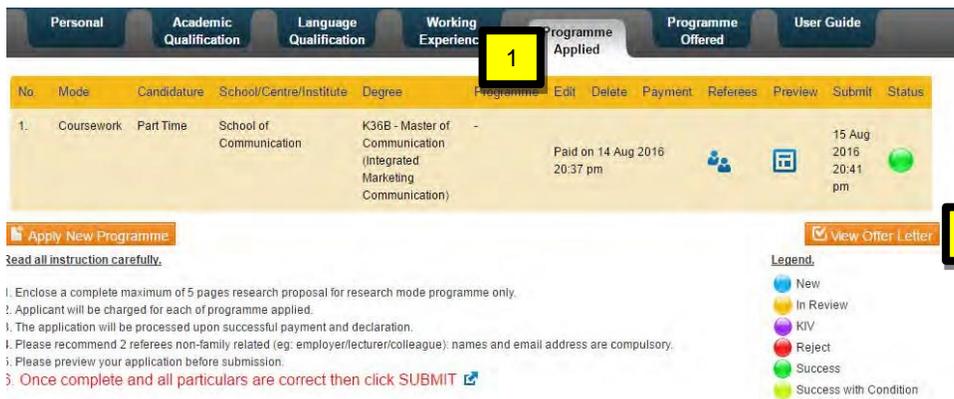
STEPS FOR REGISTRATION - RESEARCH MODE STUDENTS

Step 1 (A): Visa Application

For all international students, please proceed for Visa Application. Refer to the **Seven Steps to Get A Student Visa**. Do not travel to Malaysia prior to approval of your Student Visa. You are required to physically be in campus after Malaysian government allowing all international students to obtain the Visa Approval Letter. Temporarily, only EMGS Approval Letter will be issued to all for the purpose of online registration into any universities in Malaysia.

Step 1 (B): Accepting Offer

You need to log in into Online Application portal (<http://onlineips.usm.my/admission/>). Refer to the below image.



The screenshot shows the 'Programme Applied' tab in the online application portal. A table lists the applied programme with the following details:

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Coursework	Part Time	School of Communication	K36B - Master of Communication (Integrated Marketing Communication)	-			Paid on 14 Aug 2016 20:37 pm				15 Aug 2016 20:41 pm

Below the table, there is an 'Apply New Programme' button and a 'View Offer Letter' button (highlighted with a yellow box labeled '2'). A legend on the right side of the page indicates the status of the application: New (blue circle), In Review (yellow circle), KIV (purple circle), Reject (red circle), Success (green circle), and Success with Condition (light green circle).

Instructions for the applicant:

1. Enclose a complete maximum of 5 pages research proposal for research mode programme only.
2. Applicant will be charged for each of programme applied.
3. The application will be processed upon successful payment and declaration.
4. Please recommend 2 referees non-family related (eg: employer/lecturer/colleague); names and email address are compulsory.
5. Please preview your application before submission.
6. Once complete and all particulars are correct then click **SUBMIT**

Welcome RAZEANY | Change Password | Log Out

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

1. Applicant need to choose only ONE programme
2. In any event of new offer being issued later than the first choice was made, the latter offer is consider void
3. After updating, please complete your registration by creating USM ID account (Self Enrolment) and uploading photo (Self Upload)
4. Please refer to New Postgraduate Students Registration Activities Schedule for the next registration steps

No	Mode	Candidature	School/Centre/Institute	Degree	Programme	Offer Letter	Choices
1.	Coursework	Full Time	School of Medical Sciences	S114 - Master of Pathology (Medical Microbiology)	-		

Submit

Step 2: Online Registration

All students are required to upload the registration document through the online platform <https://form.jotform.com/ipsusm/onlineregistrationips2>.

Refer to this link to fill up the required forms: [Forms to Submit For Registration](#)

Step 3: Payment of Fees

Upon the verification of all the documents, you will be informed regarding the fee amount that has to be paid. You are required to upload the receipt of payment in the online form and notify us through the person in-charge who had communicated with you via e-mail.

Step 4: Student Activation Status

Your status of candidature will be activated and you will be notified through email once. You will be provided with the following documents:

- Confirmation of Registration Letter
- Pin No. for Self Enrolment (Student Email Registration)
- Softcopy of Postgraduate Student Handbook

Step 5: Self Enrolment (Student Email Registration)

You are allowed to generate your own email by using your preferred email address. Use the pin number to activate your account at the Self Enrolment page (<https://self.usm.my/>).



Note: After generating the email address, it can be used to log in to Campus Online portal, access to online library and other online facilities for students.

ON-CAMPUS PROCESS

Step 6: Collection of Student Card

You are required to come to IPS Office to collect your student card.

Step 7: Endorsement of Medical Report and Student Pass

For international student, you are required to get your medical report endorsed by USM Wellness Center and your Student Pass endorsed by USM Visa Unit.

Step 8: Activation of Student Card

You are advised to visit the library to activate your Student Card for the use of physical library facilities such as to borrow books.

ADDITIONAL INFORMATION

Malaysian Culture and Malay Language (LKM111) course registration.

- i. Students are advised to register this course via <https://form.iotform.com/ipsusm/lkm111>
- ii. No additional payment required for this course.
- iii. Students may register this course at any semester prior to graduation.
- iv. Kindly refer to <https://ppblt.usm.my/index.php> for more details.
- v. This course is a substitution course for Malay Language (LKM100).

Research Methodology course registration.

- i. Students will be registered for Research Methodology course at the first semester. In case the date of registration has already exceeded week-2 after the semester started, students will be automatically registered for second semester group.
- ii. Additional payment of USD80 (international) or RM320 (Malaysian) will be charged upon registration.
- iii. Exemption to take this course is applicable, and subject to School approval and endorsement. Should students be exempted to take this course, official letter will be issued by IPS and refund of the fee paid will be made.

IMPORTANT CONTACT DETAILS

UNIT	CONTACT NO.	E-MAIL
<p>ADMISSION (Registration matters) (Postponement of registration date)</p>	<p>Main Campus/SainsKL +604 – 653 6309 +604 – 653 2958 (CWMM) +604 – 653 2958 (CWMM) +604 – 653 2944 (CWMM) +604 – 653 2937 (CWMM) +604 – 653 6027 (Research) +604 – 653 2946 (Research) +604 – 653 2946 (Research) +604 – 653 2946 (Research) +604 – 653 2951 (Research)</p> <p>Engineering Campus +604 – 599 5075 (Mixed mode) +604 – 599 5060 (Research) +604 – 599 6525</p> <p>Health Campus +609 – 767 2383 (Research) +609 – 767 2386 (CWMM) +609 – 767 2384</p>	<p>admission_ips@usm.my nuryaakop@usm.my ayunizulikha@usm.my noradilahr@usm.my farah_man@usm.my natalia@usm.my airil_suffiyan@usm.my snfa@usm.my siti_hajar@usm.my syazira@usm.my</p> <p>julia_ahmad@usm.my mohd_azri@usm.my srnorasmah@usm.my</p> <p>ridhuan@usm.my zubaidahh@usm.my haznida@usm.my</p>
<p>BURSARY (Fees related matters)</p>	<p>Main Campus / SainsKL +604 – 653 6210 +604 – 653 2995</p> <p>Engineering Campus +604 – 599 5024</p> <p>Health Campus +609 – 767 2132</p>	<p>norhayaty@usm.my ukpbendahari@usm.my</p> <p>bssumaiyah@usm.my pelajar_eng@usm.my</p> <p>postgradkck@usm.my imankck@usm.my</p>

<p>VISA (Student Pass matters)</p>	<p>Main / Engineering Campus +604 – 653 2493 +604 – 653 2492 +604 – 653 2710</p> <p>Health Campus +609 – 767 2385 +609 – 767 2381</p> <p>SainsKL +03 – 2681 0091</p>	<p>msidek@usm.my sabrinaa@usm.my aizat.hisham@usm.my</p> <p>nesha@usm.my norashiken@usm.my</p> <p>hafezie@usm.my</p>
<p>ON-CAMPUS ACCOMMODATION</p>	<p>Main Campus +604 – 653 4050 +604 – 653 3192</p> <p>Health Campus +609 – 767 1316 +609 – 767 1302 +609 – 767 1346</p> <p>Engineering Campus +604 – 599 5514 +604 – 599 5504</p>	<p>shalina@usm.my postgrad_hac@usm.my</p> <p>hafidz@usm.my</p> <p>baizura@usm.my dlfahrul@usm.my</p>

SCHOOL/CENTRE/INSTITUTE PERSON IN-CHARGE		
MAIN CAMPUS		
School of Arts	+604-653 3620	rfauziah@usm.my
School of Biological Sciences	+604-653 4035	mdbadro@usm.my
School of Chemical Sciences	+604-653 3540	tarmizi_rahim@usm.my
School of Communication	+604-653 3600	samsuriati@usm.my
School of Computer Sciences	+604-653 3263	zuhaida@usm.my
School of Distance Education	+604-653 2302	nazira_za@usm.my
School of Educational Studies	+604-653 2049	jayajohan@usm.my
School of Humanities	+604-653 3850	bazilah@usm.my
School of Housing, Building and Planning	+604-653 6193	ferial@usm.my
School of Languages, Literacies and Translation	+604-653 4543	bfaridah@usm.my
School of Industrial Technology	+604-653 2218	nuraqila@usm.my
School of Management	+604-653 3367	wahida_halim@usm.my
School of Mathematical Sciences	+604-653 2629	wafi@usm.my
School of Pharmaceutical Sciences	+604-653 4593	juwitasari@usm.my
School of Physics	+604-653 3025	edzuwyn@usm.my
School of Social Sciences	+604-653 3362	fikri_ay@usm.my
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Centre for Global Archaeological Research	+604-653 4148	azmandarus@usm.my
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Centre for Marine and Coastal Studies	+604-653 2604	alif_rashidi@usm.my
Centre for Policy Research and International Studies	+604-653 3385	zuraida@usm.my
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Institute for Research in Molecular Medicine	+604-653 4808	redzuan@usm.my
National Advanced IPv6 Centre	+604-653 3001	malar@usm.my
National Higher Education Research Institute	+604-653 5754	dhurga_ragava@usm.my
National Poison Centre	+604-653 2078	rosilawaty@usm.my



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INSTITUTE OF POSTGRADUATE STUDIES

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School of Chemical Engineering	+604-599 5880	kamil.ashar@usm.my
School of Civil Engineering	+604-599 6209	liliqzaharah@usm.my
School of Electrical and Electronic Engineering	+604-599 6011	normala@usm.my
School of Materials and Mineral Resources Engineering	+604-599 5003	mdkamal@usm.my
School of Mechanical Engineering	+604-599 6305	cerasyidah@usm.my

HEALTH CAMPUS		
School of Dental Sciences	+609-767 5522	shmastura@usm.my
School of Health Sciences	+604-767 7522	noraidakck@usm.my
School of Medical Sciences	+604-767 6052	zubaidahkck@usm.my

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