REGISTRATION GUIDELINES
FOR
NEW POSTGRADUATE STUDENTS

COURSEWORK & MIXED MODE

Date	Activities
14 November 2022 to 20 March 2023	**I. Acceptance of Offer** **II. Payment of Registration Fee** <table><tr><th>Malaysian</th><th>International</th></tr><tr><td>RM310.00 (Other programs)</td><td>USD222.50 (Other programs)</td></tr><tr><td>RM120.00 (e-MBA)</td><td>USD130.00 (e-MBA)</td></tr><tr><td>RM510.00 (MPA & MEM)</td><td>USD272.50 (MPA & MEM)</td></tr></table> **III. Self-Enrolment (Student Email Registration)**
14 November 2022 to 20 March 2023	**Self-Upload for Student Smart Card** **System will be closed from 20 March 2023**
1 February 2023 to 20 March 2023	**Courses Registration and Tuition Fee Payment** In case of any enquiries concerning course(s) registration, kindly contact the responsible officer from respective school. Timetable for each programme is available from 1 February 2023 Link - timetable
Refer to here (schedule)	**Specific Program Orientation and School Briefing** Get to know in detail for the programme, schedule of classes, learning arrangement and also get in touch with the lecturers and school administrative staff.
Refer to here (link)	**General Registration Briefing and Guideline** Get to know the general process of registration, steps of submitting documents, payment and etc.
Click here	**Frequently Asked Questions by New Students**
27 March 2023	Teaching & Learning Session commences

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. All candidates are required to obtain eVAL before making any travel arrangement to Malaysia. This process is subject to change and students are required to obtain latest information from USM Visa Office through www.imcc.usm.my/visa

ONLINE PHASE

Step 1 (B): Accepting of Offer

You need to log in into the Online Application portal (http://onlineips.usm.my/admission/). Refer to the below image and click according to the sequence as shown below.
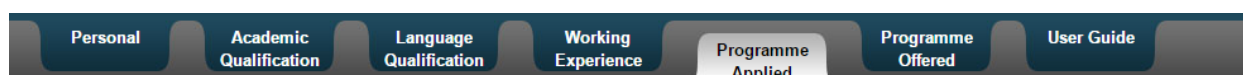
Step 2: Payment of Registration Fee

Registration fee is required to be paid for student to proceed with Self Enrolment and Self Upload.

Click payment icon and payment can be made either via ePayment portal (online payment) or cash at bank. All students are **highly advice to use the online payment method**.

For cash at bank option, please print out the transaction slip. Only slip with printed payment transaction by the bank will be considered valid and send the slip to vp@usm.my and admission_ips@usm.my to confirm the payment.

Note: For cash payment option, confirmation by USM is required for you to proceed for the rest of the steps.

Please also note that this step will no longer be available after 20 March 2023. Registration Fee will directly be added into the Tuition Fee invoice. Student will need to skip this part at that time.

Step 3: Self Enrolment (Student Email Address Registration)

You are allowed to create your email address by using your preferred email address. Take note for the pin number as in the previous step because you will use this pin number to activate your account at the Self Enrolment page.

Note: After generating the email address and student's status activated, it can be used to login to Campus Online portal, e-learning portal, access to online library and other online facilities.

Step 4: Self Upload for Smart Card

You need to upload a white background passport-sized photograph for your Smart Card. For those who successfully created the smart card before the deadline, the card will be ready for collection on the first week of class at the respective schools/centres/institutes.

For international students, do not proceed this step if you are changing your passport number. You need to update IPS first, otherwise if your Student Card has been successfully printed with the old passport number, you need to apply for a new student card with additional payment.

Please note that this step will no longer be available after 20 March 2023. Student will need to skip this part at that time and manually process it on a later date.

Step 5: Course Registration and Tuition Fee Payment

Students are required to complete the course registration and tuition fee payment. Students will be allowed to attend classes, access to e-learning portal and use the University's facilities after activation of student's status.

Please note that this step will be available from 1 February 2023.

Log-in to Campus Online portal (https://campusonline.usm.my/) by using the ID and password created at Step 3 previously. You can register for courses that you wish to follow for that particular semester.

Please refer to the program timetable at IPS website or if it is not available, please refer to your respective schools.

Tuition fee is to be paid before activation of status can be done. Total fees will be automatically calculated by the system depending on how many courses registered.

A: Click the Online Reg button

B: Select the required courses, follow steps as the below sequence.

Code	Title	Unit
NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	5
NDP512	SOCIAL SERVICES MANAGEMENT	3
NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	3
NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	3
PLG597	PRAKTIKUM DALAM BIMBINGAN DAN KAUNSELING	8
PLG598	PROJEK PENYELIDIKAN	8

C: Change the course type. If the selected courses are correct, click Confirm.

Courses Registered

No.	Date	Code	Title	Type	Unit
1	19/2/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Core (C)	5
2	10/2/2020	NDP517	ECONOMIC ANALYSIS FOR SUSTAINABLE DEVELOPMENT	Core (C)	3
3	19/1/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Elective (E)	3
4	19/2/2020	NDP544	APPLICATION OF ENVIRONMENTAL SCIENCE	Core (C)	3
5	9/3/2020	NDP504	MASTER'S IN SUSTAINABLE DEVELOPMENT PRACTICE PROJECT	Select Type	5
					19

Select Type
Core (C)
Elective (E)

Courses Drop

D: Click Method of Payment to proceed the payment step.

Below is the summary of the fees to be paid. If you are Malaysian student, the amount charged will be in Malaysian Ringgit and if you are International student, the amount charged will be in USD.

E: Click e-Payment or direct online payment transaction.

For any enquiries regarding the payment process, email to USM Bursary for assistance.

F: The below page will be shown and you can proceed the payment steps until complete.

This status will be shown after the payment. USM Bursary Team will update the status from time to time after checking the payment confirmation. Please make sure you print or save the receipt of payment for future reference. Your course registration will be considered complete after your payment status for all courses being updated like this ➡

List of the registered courses will be shown in your Campus Online profile on the first day of the new semester.

Step 6: Submission of documents (online)

All students are required to upload all the required document through the online form https://form.jotform.com/ipsusm/onlineregistration-cwmm.

Please download the required documents to be sent here (documents to submit).

Please note that if you have successfully completed the fee payment but fail to complete this part, you are still not considered as a Registered Student of USM and your temporary status (New Enrolment/Kemasukan Baru) will be terminated after week 4.

Postgraduate Online Registration Form
(Coursework/Mix/Online Studies Mode)

Greetings to all students!

This online registration is for **Coursework/Mix/Online Studies** programmes.

Submission of document is accepted as below:

	March/April Intake	October Intake
Period for student to upload document	1 February - 16 March	1 September - 7 October
Semester Commence	27 March 2023	16 October 2023

Should you have uploaded all the required documents and submitted the form, you will receive a notification through the email address that you have provided in the form.

Step 7: Student Activation Status

Activation of status from **New Enrollment** to **Active** will be made after the confirmation of tuition fee payment and/or from 1 February to 26 March 2023. Your candidature status will be activated, and you will be notified through email with the following documents:

    i.   Confirmation of Registration Letter
    ii.   Student Profile Page

ON-CAMPUS PHASE

Step 8: Collection of Student Card

You can collect your Student Card at IPS Office in the first week after the semester started. For those who manually submitted their photo after the Self-Upload deadline, the collection date will be on 2 to 3 weeks later.

Step 9: Medical Report

For international students, Health Examination is required to be completed at USM Health Facilities Centres/ USM Hospital / Malaysian Public Hospitals or Clinics only. It has to be done after arrival to Malaysia and a copy of the report must be submitted to IPS Office before collection of the Student Card.

Step 10: Activation of Student Card

Activation of Student Card can be done directly at the USM Library premises for the use of physical library facilities such as to borrow books.

Students are also required to activate the Student Card for banking purposes usage. This card is integrated with banking facilities by RHB Bank. All nationalities can proceed for card activation except Iran and North Korea. Date for activation to be announced later.

INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

IMPORTANT CONTACT DETAILS

UNIT	CONTACT NO.	E-MAIL
ADMISSION (Registration matters) (Postponement of registration date)	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) Engineering Campus +604 – 599 5075 (Mixed mode) +604 – 599 5060 (Research) +604 – 599 6525 Health Campus +609 – 767 2383 (Research) +609 – 767 2386 (CWMM) +609 – 767 2384	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 julia_ahmad@usm.my mohd_azri@usm.my srnorasmah@usm.my ridhuan@usm.my zubaidahh@usm.my shahieda@usm.my
BURSARY (Fees related matters)	Main Campus / SainsKL +604 – 653 6210 +604 – 653 2995 Engineering Campus +604 – 599 5024 Health Campus +609 – 767 2132	norhayaty@usm.my ukpbendahari@usm.my bssumaiyah@usm.my pelajar_eng@usm.my postgradkck@usm.my imankck@usm.my
VISA (Student Pass matters)	Main / Engineering Campus +604 – 653 2493 +604 – 653 2492 +604 – 653 2710 Health Campus +609 – 767 2385 +609 – 767 2381 SainsKL +03 – 2681 0091	msidek@usm.my sabrinaa@usm.my aizat.hisham@usm.my nesha@usm.my norashiken@usm.my hafezie@usm.my

ON-CAMPUS ACCOMMODATION	Main Campus +604 – 653 4050 +604 – 653 3192	shalina@usm.my postgrad_hac@usm.my
	Health Campus +609 – 767 1316 +609 – 767 1302 +609 – 767 1346	hafidz@usm.my
	Engineering Campus +604 – 599 5514 +604 – 599 5504	baizura@usm.my dlfahrul@usm.my

INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

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 2576	nrlinda@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	khairunisa@usm.my
School of Physics	+604-653 3025	edzuwyn@usm.my
School of Social Sciences	+604-653 3362	fikri_ay@usm.my
Advanced Medical & Dental Institute	+604-562 2352	anissyamimi@usm.my
Analytical Biochemistry Research Centre (ABrC)	+604-653 4696	amiraazman@usm.my
Centre for Chemical Biology	+604-653 5513	zulkiflimdy@usm.my
Centre for Drug Research	+604-653 3274	nurulamira_ali@usm.my
Centre for Global Archaeological Research	+604-653 4148	azmandarus@usm.my
Centre for Global Sustainability Studies	+604-653 2461	muzalifah@usm.my
Centre for Instructional Technology and Multimedia	+604-653 3225	azzah@usm.my
Centre for Islamic Development Management Studies	+604-653 4601	ahmad_shaharil@usm.my
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
Collaborative Microelectronic Design Excellence Centre (CEDEC)	+604-653 5628	nuha@usm.my
Graduate School of Business (GSB)	+604-653 2795	mariyam@usm.my
Institute of Nano Optoelectronics Research and Technology (INOR)	+604-653 5640	wanrosdan@usm.my
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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ENGINEERING CAMPUS		
River Engineering & Urban Drainage Research Centre	+604-599 5464	dunorzaide@usm.my
School of Aerospace Engineering	+604-599 5967	sitihajarms@usm.my
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	nurhusna@usm.my
School of Materials and Mineral Resources Engineering	+604-599 5003	normala@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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