

## Information on the Registration Process

Congratulations on being accepted to be part of our community of excellence. Below is a list of important information that needs your utmost attention as a new student. This admission is valid for the **semester indicated in the offer letter**, after which it will lapse without prior notice. Hence, you are strongly advised to confirm your acceptance and register as soon as possible within the stipulated period given.

### 1. Acceptance and Registration Process

- (1) Universiti Malaya has an online admission and registration process for students. The student is required to accept the offer of admission after receiving the offer and subsequently, self-enroll in the **MAYA Portal** at <https://maya.um.edu.my> by the second (2<sup>nd</sup>) Lecture Week of the semester. Click [HERE](#) for guidelines on the Self-Enrolment process.



- (2) The number of lecture weeks is shown on the **Academic Calendar** available at <https://aasc.um.edu.my/academic-calendar>
- (3) The student is advised to pay attention to all important dates pertaining to acceptance and registration which include admission fee payment, Self-Enrollment, module (course) registration and Confirmation of Registration posted on <https://maya.um.edu.my>. Failure to adhere to the dates, will affect the registration process. Click [HERE](#) for guidelines on the Module (Course Registration).
- (4) Students who miss the second (2<sup>nd</sup>) week registration deadline and wish to extend the validity of admission offer, must request for a deferment from the respective Dean of their Faculty. A deferment approval must be obtained and the student will be allowed to register in the following semester.

### 2. Payment of Fees

- (1) Payment of all fees must be made before Confirmation of Registration for the semester can be done. Click [HERE](#) for guidance on how to make the payment.
- (2) For students with scholarships, email a scanned copy of the scholarship award letter to [bursar\\_student@um.edu.my](mailto:bursar_student@um.edu.my) for approval before proceeding to Confirmation of Registration.
- (3) Malaysian students who wish to apply for EPF withdrawal to fund their study programme can do so only after they have successfully registered for the semester and paid the current semester fee in full.

### 3. Rules and Regulations

- (1) When the student accepts the admission offer, he/she clicks the **ACCEPT** button in the MAYA Portal. He has to read, understand and agree to abide by the Universiti Malaya's specific **RULES AND REGULATIONS** governing the candidature of the programme offered and the responsibility of the student therein;
- (2) Universiti Malaya Rules and Regulations may be revised periodically, and it is the student's responsibility to familiarise himself and keep abreast with the content of the documents. Click

UMSItS Guide  for a copy of the latest Rules and Regulations for the study programme.

- (3) All international students are required to fulfil the Malay Language course as part of the graduation requirement. In addition, an international student who is pursuing a study programme and/or writing a thesis or dissertation in a language other than English (ie Bahasa Malaysia and Arabic Language) is required to fulfil the English language competency requirement prior to graduation, as set by the University.

#### 4. Terms and Conditions

Notwithstanding the terms and conditions of the study programme stated in the admission letter, Universiti Malaya reserves the right to amend the said terms and conditions. The student shall be subject to the amendments as may be decided by the University from time to time.


#### 5. Health Declaration


- (1) Malaysian students is required to submit the following documents within fourteen (14<sup>th</sup>) days from the registration completion date (Confirmation of Registration) by email to [laporankesihatan@um.edu.my](mailto:laporankesihatan@um.edu.my) in **PDF format only**. Indicate **Matric No and IC/Passport No** in the title of the email.
  - (a) Medical Examination Report (Form PD1);
  - (b) chest X-ray report;
  - (c) urine test results;
  - (d) blood test results (for a candidate from Faculty of Medicine and Dentistry only)
- (2) Medical Examination Report (Form PD1) is available at <https://aasc.um.edu.my/admission>
- (3) Medical Examination can be done at any Government Hospital / Clinic or Private Hospital.
- (4) For further information, please do not hesitate to contact Klinik Kesihatan Pelajar UM at 03-79676445/ 03-79676444.

#### 6. Visa Requirement (For International Students)

International students are required to apply for the Electronic Visa Approval Letter (eVAL) through EMGS at <https://educationmalaysia.gov.my/> after accepting the admission offer. For further information on the visa regulations and guidelines, please refer to the International Student Services Unit (ISSU) website <https://aasc.um.edu.my/main-international-page> or email [iss\\_aasc@um.edu.my](mailto:iss_aasc@um.edu.my)


#### 7. Fulfillment of Graduation Requirements

The Candidature Milestone is provided in UMSItS Guide  to assist the student in planning his/her academic progression throughout the study programme. This is also to enhance the student's understanding of the expectation of the university on his academic journey. The student is advised to regularly consult the appointed academic supervisor and/or the office of the Deputy Dean for Postgraduate Studies for further assistance.

The following documents are available in UMSItS Guide  to guide the students during their candidature period and to fulfil their graduation requirements.

- Guidelines for Candidature Seminar
- Guidelines for Publication
- Guidelines for Viva-Voce

Note:

1. Please be informed that the application has undergone a thorough selection review process by the Faculty and subsequently been approved, based on the information and documents provided by the applicant. Submission of inaccurate or false data or documents during the application and registration processes, will result in revoked admission offers or termination of candidature by the University.
2. To get access to UMSItS Guide  the student must accept admission offer, self-enrolment and create siswamail at MAYA Portal.