

## Information on the Registration Process

Congratulations on being accepted to be a member of community of excellence. Below is a list of important information that needs the utmost attention from all new students. The offer of admission is valid for the **semester indicated in the offer letter**, after which it will lapse without prior notice. Hence, students are strongly advised to confirm their acceptance, and register at the soonest time possible

### 1. Acceptance and Registration Process

- (1) Universiti Malaya provides an online admission and registration process for students. All new students who wish to join Universiti Malaya are required to accept the offer of admission after receiving the letter of offer in the **MAYA Portal** at <https://maya.um.edu.my>
- (2) Students undertaking the **research mode** study program are allowed to accept, complete the self-enrolment process, and confirm course registration at the very latest by the fourteenth (14<sup>th</sup>) Lecture Week of the semester. However, please note that students who self-enroll and register from 3<sup>rd</sup> -14<sup>th</sup> Lecture Week will not be allowed to register courses that require classroom teaching i.e.; the Research Methodology course.
- (3) The number of lecture weeks is displayed on the **Academic Calendar** available at <https://masd.um.edu.my/academic-calendar>
- (4) Click **HERE** for guidelines on the Acceptance of Offer Letter process.



- (5) Students are advised to pay attention to all the important dates pertaining to the acceptance and the module registration process, the payment of admission fee and the confirmation of registration processes posted at <https://maya.um.edu.my>. Failure to adhere to the stipulated dates will affect the registration process. Click **HERE** for guidelines on the Module Registration.
- (6) Students who miss the registration deadline and wish to extend the validity of the admission offer must request for a **deferral from their respective Faculty**. A deferral approval letter must be obtained before they are allowed to register in the subsequent semester.
- (7) Kad Prihatin Siswa (KPS) is the student matric card of the Universiti Malaya, serving the following purposes:
  - (a) Verification card.
  - (b) Access to Library, Sports Centre, and UM; and
  - (c) UM bus transportation.

KPS also functions as a debit card (MySiswa Debit Card-i) with RHB Bank, the official bank of the Universiti Malaya.

Therefore, you are **REQUIRED** to open an I-Pro RHB Savings account at any RHB Bank branch throughout Malaysia. All scholarship/loan/assistance/Government incentive payments or refunds by the Universiti Malaya (if any) will be processed through the student's bank account.

The procedure for opening an I-Pro Savings account can be referred to at this link: ([Malay Version/English Version](#)).

For any further information, you may contact RHB Customer Contact Centre at:  
E-mail: [customer.service@rhbgroup.com](mailto:customer.service@rhbgroup.com)



Telephone number: 03-9206 8118;

## 2. Payment of Fees

- (1) The approximate tuition fees and other fees are displayed at <https://study.um.edu.my/download-brochures>. The actual cost will be charged to the student's account upon completion of enrolment for each semester.
- (2) Tuition fees and university student levies displayed are for a programme of study beginning in the year that they are quoted for and may change in subsequent years. The University has the right to vary the prescribed fees and other payments without prior notice to the students.
- (3) Payment of all fees must be made to ensure students have officially registered for the semester. Click [HERE](#) for guidance on how to make the payment.
- (4) Students with scholarships must email a scanned copy of the scholarship letter of award to [bursar\\_student@um.edu.my](mailto:bursar_student@um.edu.my) before proceeding to the Confirmation of Registration process.
- (5) 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.
- (6) Please be advised that the admission fee paid is **not refundable**.

Note: Students who accept and confirm registration during the 14<sup>th</sup> Lecture Week will still be imposed full tuition fee. Therefore, students are strongly advised to self-enroll and confirm registration as early as possible.

## 3. Rules and Regulations

- (1) When students accept the admission offer, they need to click the **ACCEPT** button  in the MAYA Portal. They have to read, understand and agree to abide by Universiti Malaya's specific **RULES AND REGULATIONS** governing the candidature of the programme offered and the responsibility of the students therein;
- (2) Universiti Malaya Rules and Regulations may be revised periodically, and it is the students' responsibility to familiarise themselves and keep abreast with the content of the documents. Click on the UMSIts Guide  for a copy of the latest Rules and Regulations for the study programme.
- (3) Students shall not register concurrently for any programme of study that will lead to the award of any degree in this University or any other University or Institution.
- (4) Malaysian Students are required to fulfil Bahasa Malaysia requirement before being conferred the degree with at least a pass in the:
  - (i) Bahasa Malaysia or Bahasa Melayu at the Sijil Pelajaran Malaysia level; or
  - (ii) Level III in the Sijil Bahasa Malaysia or Bahasa Melayu Universiti or at an equivalent level; or
  - (iii) Sit for GLT7000 Malay Language Exemption Test set by the Faculty of Languages and Linguistics (FLL)
- (5) All international students are required to fulfil the Malay Language course as part of the graduation requirement. However, international student can be exempted from taking the Bahasa Malaysia course if the candidate possesses at least a pass in the:
  - (i) Bahasa Malaysia or Bahasa Melayu at the Sijil Pelajaran Malaysia level; or
  - (ii) Level III in the Sijil Bahasa Malaysia or Bahasa Melayu Universiti or at an equivalent level; or
  - (iii) Bahasa Malaysia or Bahasa Melayu course as recognised by the University.

*\*Bahasa Malaysia or Bahasa Melayu requirement may be waived for an international student who has pursued a programme of study and has been conferred a degree from a Local Institute of Higher Learning while for Private Institute of Higher Learning where the medium of instruction used is the national language.*

#### 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 students shall be subject to the amendments as may be decided by the University from time to time.

#### 5. Health Declaration (Malaysian Students only)

(1) Malaysian students are required to submit the following documents within **thirty (30) 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**. Please indicate **Matric No and IC 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 the Faculty of Medicine, Dentistry and Pharmacy only)

(2) Medical Examination Report (Form PD1) is available at <https://masd.um.edu.my/form>

(3) For further information, please do not hesitate to contact Klinik Kesihatan Universiti Malaya at 03-79676445/ 03-79676444 or email [laporankesihatan@um.edu.my](mailto:laporankesihatan@um.edu.my)

(4) For International Students, please visit the university's Visa Counter for medical examination report.

(5) Failure to undergo medical examination will result in difficulties for students be eligible for treatment under the Universiti Malaya student health services scheme, including treatment at the Universiti Malaya Clinic. This will also affect the application for a Letter of Guarantee.

#### 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 Student Services Division (Visa Unit) website <https://masd.um.edu.my/visa/student%20pass/2024.08.29%20-%20VISA%20APPLICATION%20GUIDELINES%20FOR%20INTERNATIONAL%20STUDENT.pdf> or email [bpvisa\\_aasd@um.edu.my](mailto:bpvisa_aasd@um.edu.my)

An international student is required to apply for a student visa through Education Malaysia Global Service (EMGS) **no later than one (1) month before the Date of Commencement**. For a student residing outside Malaysia, the application can be lodged via the EMGS website at <https://visa.educationmalaysia.gov.my>. If the candidate is already in Malaysia with a valid Pass, the application must be made through Universiti Malaya. Please visit university's Visa Counter for this application.

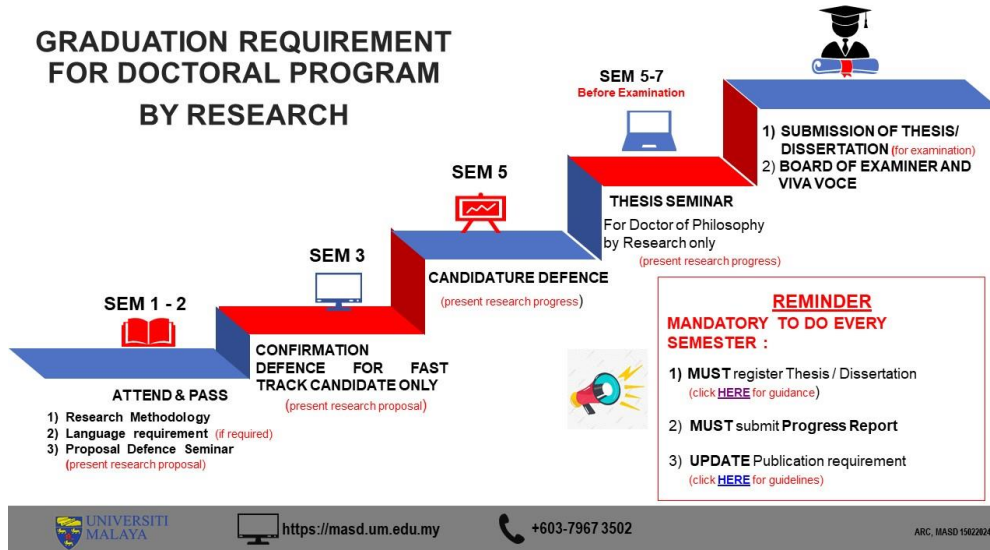
**Important Note: Any submissions made prior to the advised application date will be placed on hold, resulting in additional inconveniences.**

#### 7. Accommodation (For International Students)

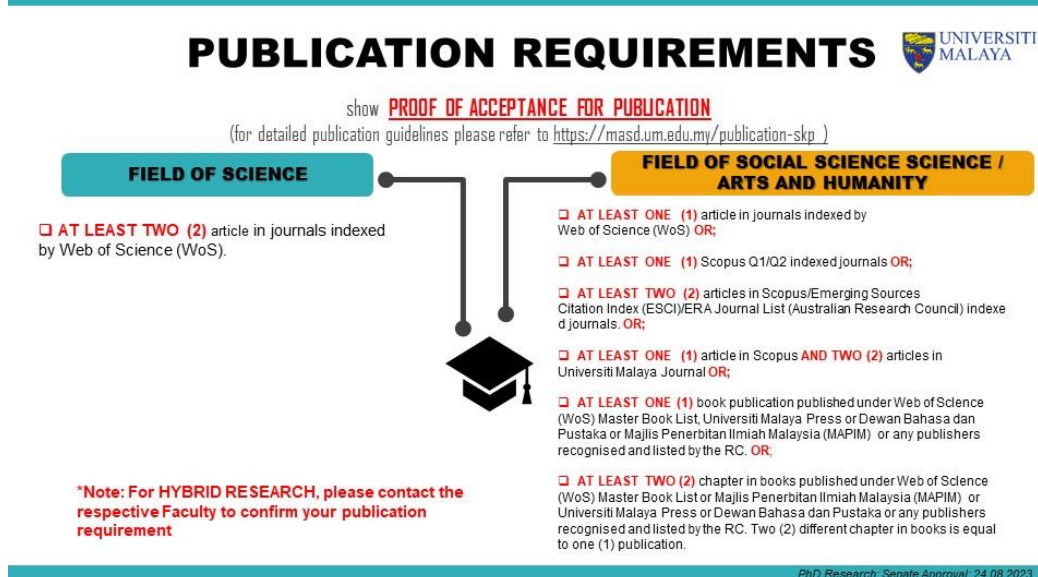
International students may refer to Student Affair Website for the list of accommodation here: <https://hep.um.edu.my/international-amp-postgraduate-students> or email [hep@um.edu.my](mailto:hep@um.edu.my)

8. Fulfillment of Graduation Requirements

(1) The Candidature Milestone provided below is to assist the students in planning their academic progression throughout the study programme. It is also to enhance the students' understanding of the expectations of the university on their academic journey. The students are advised to regularly consult their appointed academic supervisor(s) and/or the office of the Deputy Dean for Postgraduate Studies for further assistance.




(2) All research mode students are expected to publish in the respective journals (based on their field of study) to complete their study programme. A summary of the required publication is shown below.



Details of the above requirements are available at <https://masd.um.edu.my/publication-skp>

- (a) Candidature Requirements
- (b) Publication Requirements

Note:

1. *Please be informed that the students' applications for admission to the University have undergone a thorough selection review process by the University and subsequently have 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 complete the acceptance of offer letter process and create a siswamail account at MAYA Portal.*