

## 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** program must complete the acceptance of offer letter process and confirm module registration at the very latest by the fourteenth (14<sup>th</sup>) Lecture Week of the semester. However, please note that students who register from 3<sup>rd</sup> -14<sup>th</sup> Lecture Week will not be allowed to register for 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://aasd.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 fail to meet the registration deadline and wish to extend the validity of their admission offer are required to submit a formal deferment request to the **Marketing and Recruitment Department (MRD)** through email at [application@um.edu.my](mailto:application@um.edu.my). Deferment requests are subject to approval for a maximum period of two (2) academic semesters. Failure to apply for deferment within the stipulated duration of the offer validity, the admission offer will be deemed **LAPSED**
- (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/tuition-fee>. The approximate tuition fees and other fees are:
  - a) rounded up to the nearest upper hundred.
  - b) subject to change from time to time based on the approval of the relevant committee.
  - c) tuition fees do not include Application Fee and Residential College Fee.
  - d) denominated in Ringgit Malaysia (RM/MYR) unless stated otherwise.
  - e) applicable to students of the 2025/2026 intake session.
  - f) accurate at the time it is published. UM reserves the right to revise the above fees.
  - g) other fees are only applicable for successful applicants.
- (2) The actual cost will be charged to the student's account upon completion of enrolment for each semester.
- (3) Payment of all fees must be made to ensure students have officially registered for the semester. The payment for admission fees and tuition fees must be made using the FPX method or online credit card via the MAYA Portal : <https://maya.um.edu.my>. Students can also refer [HERE](#) to view a video guide on how to make payments using this method. Students are advised to keep the official receipt/payment documents throughout their study period for future reference. No CASH payments will be accepted during the registration process.
- (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. Scholarships/loans channeled through the Bursar's Office will be deducted to cover tuition fees and other debts before being disbursed to students. For sponsorship funds not managed through the Bursar's Office, students are responsible for settling their fees independently.
- (5) Please be advised that the application and admission fee paid is not refundable.
- (6) Students must pay all fees and payments required by the University at the time of registration every semester, unless the fees are exempt from some or all charges.
- (7) Students who fail to settle any fees or other payments, or part of any fees or other payments due to the University, will be subject to one or a combination of the following actions:
  - a) not being allowed to register for the following semester;
  - b) examination results, academic transcripts, and degree scrolls will not be issued to the students;
  - c) being barred from submitting a thesis or dissertation for examination;
  - d) being prevented from being conferred a degree at the convocation ceremony.
- (8) Students must pay all fees and other charges within the period specified by the University.
- (9) By accepting this offer, you agree to allow the Universiti Malaya to:
  - a) record and store your personal information, along with other details related to your

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- The following is the Universiti Malaya Alumni Discount Fee procedure for your attention:



### 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 student 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 (For Malaysian Students)

- (1) Medical check-up is **COMPULSORY** for all new students.
- (2) The medical check-up can be done at any **Government** or **Private Hospital/Clinic**.
- (3) All new students must fulfill the medical check-up requirements by following these steps:
  - (i) **Print and complete** the Medical Examination Report (Form PD1) that has been downloaded [HERE](#).
  - (ii) **Submit** the Medical Examination Report (Form PD1) to the Universiti Malaya Clinic:
    - (a) During Registration Day at the Form Submission Counter **OR**;
    - (b) Directly to the Universiti Malaya Clinic by hand delivery or by mail to the address listed below.
  - (iii) The deadline for submitting the report is **one (1) month / thirty (30) days from the New Student Registration Day**.
  - (iv) **Failure** to undergo the health examination will result in the student being **ineligible** for

benefits under the **Universiti Malaya Student Health Service Scheme**, including treatment at the Universiti Malaya Clinic and the application for a Guarantee Letter.

(4) If you wish to undergo a medical check-up at the Universiti Malaya Clinic, you can visit according to the following schedule:

- (i) Visit the Universiti Malaya Clinic on a 'walk-in' basis on Tuesday, Wednesday, or Thursday (excluding Public Holidays).
- (ii) Time: 9:00 am – 11:00 am
- (iii) The Clinic reserves the right to refuse or reschedule the health examination to another day and time depending on the current situation.

(5) For any feedback or further inquiries regarding this matter, you can contact the Universiti Malaya Clinic as follows:

**Address** : Klinik Universiti Malaya, Bangunan Siswarama, Fakulti Sastera dan Sains Sosial, Universiti Malaya, 50603 Kuala Lumpur  
**Phone:** : 03-79676445 atau 03-7967644  
**Email** : [laporankesihatan@um.edu.my](mailto:laporankesihatan@um.edu.my)

## 6. Visa Requirement (For International Students)

International students are required to apply for the **Electronic Visa Approval Letter (e-VAL)** at **least one (1) month before the date of commencement**. It is essential that students comply with all EMGS and Malaysian Immigration Department requirements, processes, and deadlines.

Universiti Malaya offers an end-to-end visa application service to assist international students with their visa application process. This service is designed to simplify and expedite visa approval while ensuring full compliance with Malaysian immigration requirements. Please contact us at [eval@um.edu.my](mailto:eval@um.edu.my) to obtain a quotation on the total cost of the e-VAL and processing fees.

Package includes:

- Full assistance and step-by-step guidance with e-VAL application
- Fast-track visa approval within 4–6 weeks
- Medical screening process advice
- Comprehensive insurance coverage
- End-to-end support for all visa-related processes
- Personal Bond stamping fee included (at no extra cost)
- Country-specific document support (e.g. No Objection Certificate)
- Visa endorsement support
- Assistance upon arrival at the airport will be provided when required
- An automatic offer deferment if timelines are tight
- Stay updated on passport and e-VAL deadlines
- Free support for corrections and appeals

How to apply:

- Opt-in and make your payment securely via the MAYA Portal, or
- Contact us at [eval@um.edu.my](mailto:eval@um.edu.my) for personalized support
- For walk-in assistance, visit UM Marketing and Recruitment Department– we're here to help you every step of the way.

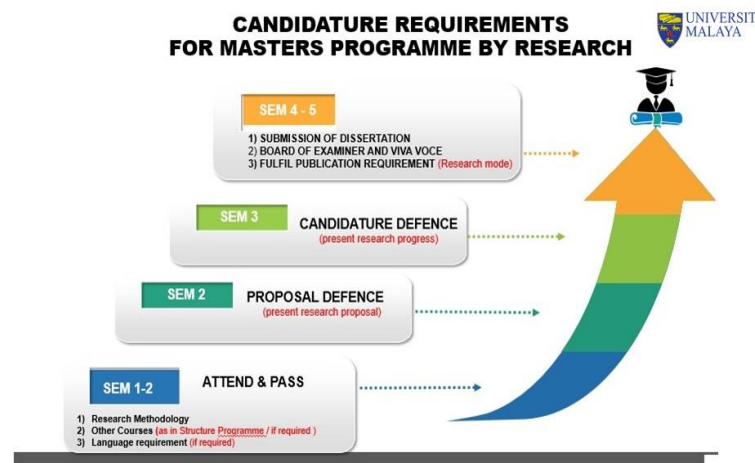


## 7. Accommodation (For International Students)

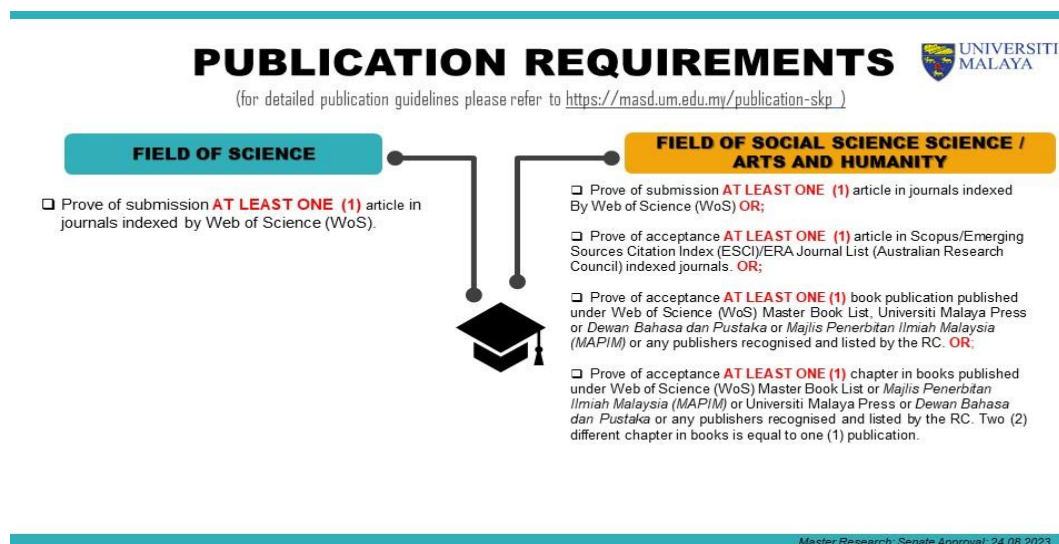
International students may refer to Student Affairs Department website for the list of accommodation [HERE](#) or email [hep@um.edu.my](mailto:hep@um.edu.my)

## 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://aasd.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.*