



USER MANUAL

Student Confirmation Letter

(Student Version)

via MAYA

1. ROLES AND RESPONSIBILITY



Student

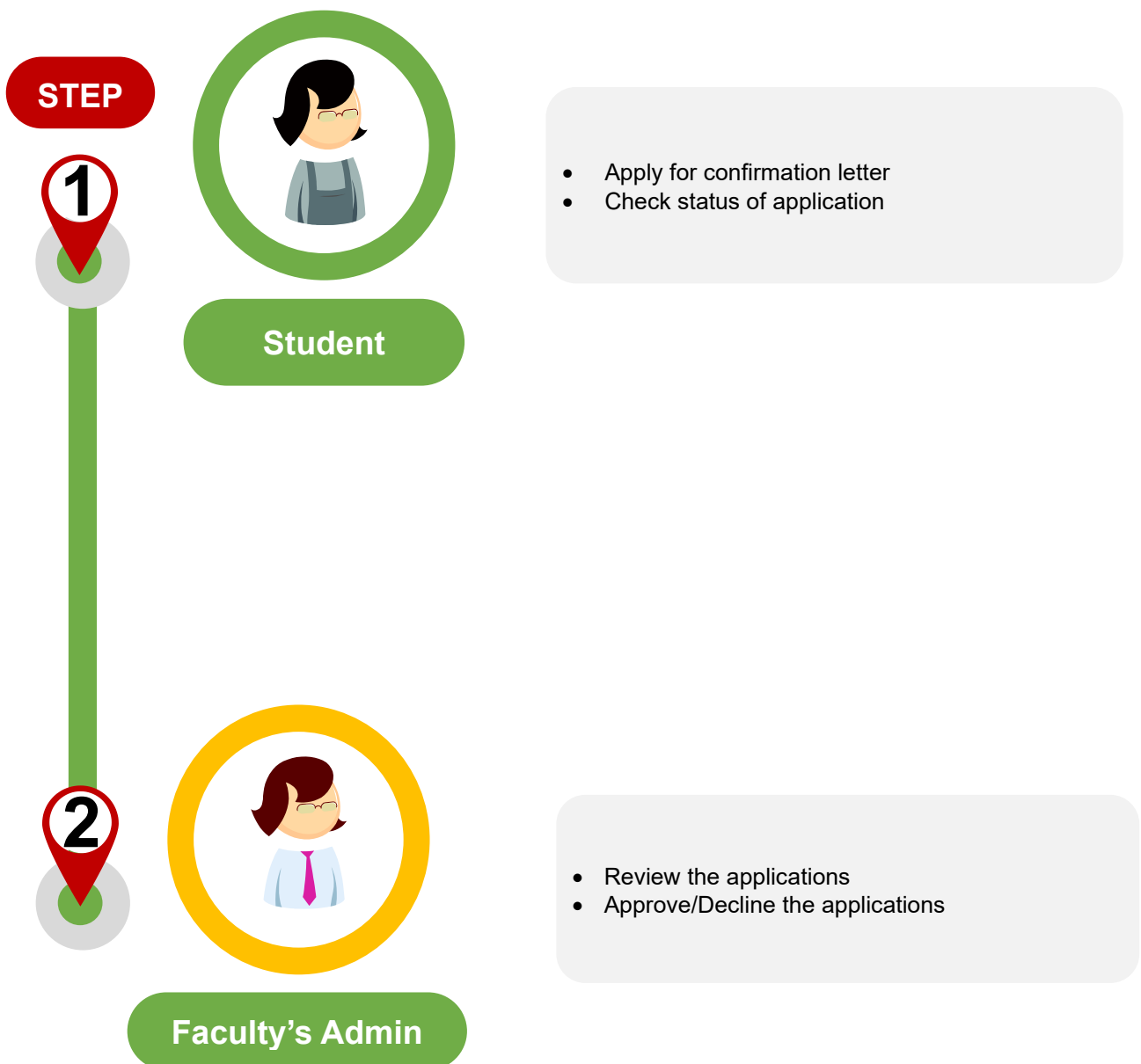
- Apply for confirmation letter
- Check application status



Faculty's Admin

- Review the applications
- Approve/Decline the applications

3. PROCESS FLOW



1.0 USER MANUAL

1.1 STUDENT VIA MAYA

1.1.1 Login Page

This page applies to all categories of students.

Log in to the Academic Portal MAYA via <https://maya.um.edu.my>

The screenshot shows the MAYA Portal login interface. At the top, a dark blue header contains the text 'Welcome to Academic Portal: MAYA' and social media icons. Below the header, the University of Malaya logo is on the left, and the 'MAYA' logo is on the right. The main content area has a light gray background. A white box with a red border contains the login form, which includes fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Create an Account'. An orange callout box with the number '1' points to the login form, containing the text: 'Key-in the username and password: Username: [SiswaMailID]@siswa.um.edu.my Password: [SiswaMail Password]'. Another orange callout box with the number '2' points to the 'Log In' button, containing the text: 'Click the 'Log in' button.' Below the login form, there are three blue boxes with white text, each with a 'Read More' button. The first box is for 'Semester II 2022/2023: Extension of Progress Report Submission & Evaluation' (dated 1 August 2023). The second box is for 'Sesi Akademik 2023/2024: Pengaktifan Status Pelajar Baharu Program-Program Asasi Sains (SATU)' (dated 8 July 2023-27 July 2023). The third box is for 'Sesi Akademik 2023/2024: Pengaktifan Status Pelajar Baharu Program Asasi Pengajian Islam (SATU)' (dated 8 July 2023-30 July 2023). At the bottom, a dark blue footer contains the text '© 2023 Universiti Malaya All Rights Reserved | Privacy Policy | Site Credits | Disclaimer | Security Policy'.

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

MAYA

Home Admission Enrolment Finance Placements

My Dashboard

Current Fee Balance
RM 0.00 Dr

Programme
Bachelor Of Science In Environmental Management

My Profile

Name: XXXXXXXXXXXXXXXXXXXX

Student ID: XXXXXXX

E-mail: XXXXXXXXXXXXXXXXXXXX

[View My Profile](#)

Timetable view selection

Inbox

Timetable

Examination Result

UMSITS Guide

MyUM

SPeCTRUM

Highlights

Personal Data Protection Declaration Form	New
Pledge of Undertaking	New
Kad Prihatin Siswa Consent Form	New
First Generation Survey	New
Confirmation Letter Application	New

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3

Navigate to My Dashboard > Highlights > click the 'Confirmation Letter Application' option.

1.1.2 Creating New Application

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA MAYA

Home Admission Enrolment Finance Placements

Confirmation Letter Application

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXX

List of Applications

1 Click the 'Create New Application' button.

Create New Application

Search:

#	Category	Programme	Application Date	Status	Action
No information available					

No entries to show

First Previous Next Last

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Welcome to Academic Portal: MAYA

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MAYA

Home Admission Enrolment Finance Placements

Confirmation Letter Form

Important:
This page allows you to generate an official Student Confirmation Letter. Please ensure all selected information is accurate before submit your letter. Each letter will be valid for **3 months** from the date of approval.

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXXXXXX

Letter Details Application Form

*** Required information**

Programme * XXXXXXXX - BIMSIHFTCV03 - BACHELOR ... x

Purpose * Sponsorship x

Recipient * BIASISWA MARA x

Address Line 1 PEJABAT MARA, TINGKAT 3,

Address Line 2 BANGUNAN MARA,

Postcode 50290

City KUALA LUMPUR,

State/Country MALAYSIA

Application Date 11/Aug/2025

Additional Information

☐ Minimum Period of Study
Semester 1, 2023/2024 - Special Semester, 2026/2027

☒ Current Semester
Special Semester ,2024/2025

☒ Balance Semester
7 Semester(s) / 3.5 Year(s)

☐ Expected Completion
Special Semester, 2026/2027

☒ Enrolment Status
Active student

☒ Financial Aid
The student does not receive any financial aid on a regular basis for this semester

Back Preview

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2

Complete the form by choosing the Programme, Purpose and Recipient from the list. Key in the recipient Address.

3

Choose by tick the any additional information to be displayed in the letter.

Click the 'Preview' button.

4

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

MAYA

Home Admission Enrolment Finance Placements

Letter preview

UNIVERSITI MALAYA

XXXXXXXX

11 Aug 2025

Biasiswa Mara
PEJABAT MARA, TINGKAT 3,
BANGUNAN MARA,
50290 KUALA LUMPUR,
MALAYSIA

Dear Sir/Madam,

STUDENT CONFIRMATION LETTER

We hereby confirm that the following student is currently pursuing his/her studies at Universiti Malaysia. The details are as follows:

Name : XXXXXXXXXXXXXXXXXXXX
IC/Passport Number : XXXXXXXX
Matric Number : XXXXXXXX
Programme : Bachelor Of Science In Environmental Management
Faculty : Faculty Of Science
Current Semester : Special Semester ,2024/2025
Balance Semester : 7 Semester(s) / 3.5 Year(s)
Enrolment Status : Active student
Financial Aid : The student does not receive any financial aid on a regular basis for this semester

This letter is issued at the student's request for any official purpose deemed necessary. If you require any further information, please do not hesitate to contact us.

Thank you,

Dean/ Director
FACULTY OF SCIENCE

This letter is computer generated. No signature required.

FACULTY OF SCIENCE
Universiti Malaysia, Lembah Pantai, 50603 Kuala Lumpur, Malaysia
Tel: +03-79674222 | Email: dekansains@um.edu.my | Website: um.edu.my

☒ I hereby declare that all information provided in this application is true and accurate to the best of my knowledge. I understand that this submission will be forwarded to the faculty for official review and approval.*

Back Submit

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5

Tick the declaration
check box.

6

Click the 'Submit'
button.

Welcome to Academic Portal: MAYA

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MAYA

Home Admission Enrolment Finance Placements







Confirmation Letter Application

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXXXXXX

List of Applications

Create New Application

Search:

#	Category	Programme	Application Date	Status	Action
1	Transportation	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	11 Aug 2025	Pending	 
2	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	4 Aug 2025	Approved	 
3	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	5 Aug 2025	Declined	 

Your list of applications will appear here.

7

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1.1.3 View Pending Application

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA MAYA

Home Admission Enrolment Finance Placements







Confirmation Letter Application

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXXXXXX

List of Applications

Create New Application

Search:

#	Category	Programme	Application Date	Status	Action
1	Transportation	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	11 Aug 2025	Pending	 
2	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	4 Aug 2025	Approved	 
3	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	5 Aug 2025	D	 

Click the view icon at pending status application.

1

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Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

MAYA

Home Admission Enrolment Finance Placements

Confirmation Letter Application

The application details will be displayed.

Student ID	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX
Matric Number	XXXXXXXX	
UM Matric Number		
Programme	Bachelor Of Science In Environmental Management	
Session		2025/2026
Semester		Semester 1
Enrolment Status		Ready to Enrol

Application Details PENDING

Application Details: SPONSORSHIP

Recipient: BIASISWA MARA

Full Address: PEJABAT MARA, TINGKAT 3,
BANGUNAN MARA,
50290
KUALA LUMPUR.

Application Date: 11/Aug/2025

Remarks: -

Back

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Click the 'Back' button to go to the 'List of Application' page.

1.1.4 View Approved Application

Welcome to Academic Portal: MAYA

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Home Admission Enrolment Finance Placements







Confirmation Letter Application

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXXXXXX

List of Applications

Create New Application

Search:

#	Category	Programme	Application Date	Status	Action
1	Transportation	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	11 Aug 2025	Pending	 
2	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	4 Aug 2025	Approved	 
3	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	5 Aug 2025	Declined	 

Click the view icon at approved status application.

1

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Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

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Home Admission Enrolment Finance Placements

Confirmation Letter Application

The application details will be displayed.

Student ID	XXXXXXX	XXXXXXXXXXXXXXXXXXXX
Matric Number	XXXXXXXXXX	
UM Matric Number		
Programme	Bachelor Of Science In Environmental Management	
Academic Session	2025/2026	
Semester	Semester 1	
Enrolment Status	Ready to Enrol	

Application Details **APPROVED**

Application Details: SPONSORSHIP

Recipient: Biasiswa MARA

Full Address: Pejabat MARA, Tingkat 3,
Bangunan MARA,
50290
Kuala Lumpur.

Application Date: 04/Aug/2025

Remarks: -

Back Download

Click the 'Back' button to go to the 'List of Application' page.

Click the 'Download' button to download the confirmation letter.

View Application

Full Address: Pejabat MARA, Tingkat 3,
Bangunan MARA,

Downloads

What do you want to do with CC54DC17-4C2A-427A938-6C0B31363BFD.pdf?

Open Save as Save

The file will be downloaded and please follow the download instructions based on the web browser used.



XXXXXX

5 Aug 2025

Biasiswa MARA
Pejabat MARA, Tingkat 3,
Bangunan MARA,
50290 Kuala Lumpur,
Malaysia

Dear Sir/Madam,

STUDENT CONFIRMATION LETTER

We hereby confirm that the following student is currently pursuing his/her studies at Universiti Malaysia. The details are as follows:

Name	: XXXXXXXXXXXXXXXXXXXX
IC/Passport Number	: XXXXXXXX
Matric Number	: XXXXXXXX
Programme	: Bachelor Of Science In Environmental Management
Faculty	: Faculty Of Science
Date Valid	: 5 Nov 2025
Minimum Period of Study	: Semester 1, 2023/2024 - Special Semester, 2026/2027
Current Semester	: Special Semester, 2024/2025
Balance Semester	: 7 Semester(s)
Expected Completion	: Special Semester, 2026/2027
Enrolment Status	: Active student
Financial Aid	: The student does not receive any financial aid on a regular basis for this semester

This letter is issued at the student's request for any official purpose deemed necessary. If you require any further information, please do not hesitate to contact us.

Thank you,

Dean/ Director
FACULTY OF SCIENCE

This letter is computer generated. No signature required.

FACULTY OF SCIENCE
Universiti Malaysia, Lembah Pantai, 50603 Kuala Lumpur, MALAYSIA
Tel: +603-7967 3502 • Email: dekan@um.edu.my • Website: um.edu.my

The confirmation letter in English version.

4b



XXXXXX

5 Aug 2025

Blasiwa MARA
Pejabat MARA, Tingkat 3,
Bangunan MARA,
50290 Kuala Lumpur.

Tuan/Puan,

SURAT PENGESAHAN PELAJAR

Dengan ini disahkan bahawa pelajar berikut sedang mengikuti pengajian di Universiti Malaysia. Maklumat pelajar adalah seperti berikut:

Nama	: XXXXXXXXXXXXXXXXXXXX
No. Kad Pengenalan/Pasport	: XXXXXXXX
No. Matrik	: XXXXXXXX
Program Pengajian	: Sarjana Muda Sains Pengurusan Alam Sekitar
Fakulti	: Fakulti Sains
Tarikh Sah	: 5 Nov 2025
Tempoh Minimum Pengajian	: Semester 1, 2023/2024 - Semester Khas, 2026/2027
Semester Semasa	: Special Semester, 2024/2025
Baki Semester	: 7 Semester
Jangkaan Tamat Pengajian	: Semester Khas, 2026/2027
Status Pendaftaran	: Aktif
Bantuan Kewangan	: Pelajar tidak menerima sebarang bantuan kewangan bagi semester ini

Surat ini dikeluarkan atas permintaan pelajar untuk sebarang tujuan rasmi yang berkaitan. Sekiranya pihak tuan/puan memerlukan maklumat lanjut, sila hubungi kami.
Sekian, terima kasih.

Dekan/ Pengarah
FAKULTI SAINS

Surat ini dijana oleh komputer. Tandatangani tidak diperlukan.

FAKULTI SAINS
Universiti Malaysia, Lembah Pantai, 50603 Kuala Lumpur, MALAYSIA
Tel: +603-7967 3502 • Email: dekan@sains@um.edu.my • Laman web: um.edu.my

The confirmation letter in Malay version.

4c

1.1.5 View Declined Application

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA MAYA

Home Admission Enrolment Finance Placements







Confirmation Letter Application

Student ID: XXXXXXXX
Student Name: XXXXXXXXXXXXXXXXXXXX

List of Applications

Create New Application

Search:

#	Category	Programme	Application Date	Status	Action
1	Transportation	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	11 Aug 2025	Pending	 
2	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	4 Aug 2025	Approved	 
3	Sponsorship	BACHELOR OF SCIENCE IN ENVIRONMENTAL MANAGEMENT	5 Aug 2025	Declined	 

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Click the view icon at declined status application.

1

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

MAYA

Home Admission Enrolment Finance Placements

Confirmation Letter Application

Student ID	XXXXXXX	XXXXXXXXXXXXXXXXXXXX
Matric Number	XXXXXXXX	
UM Matric Number		
Programme	Bachelor Of Science In Environment Management	
Academic Session	2025/2026	
Semester	Semester 1	
Enrolment Status	Ready to Enrol	

Application Details DECLINED

Application Details: SPONSORSHIP

Recipient: Biasiswa MARA

Full Address: Pejabat MARA, Tingkat 3,
Bangunan MARA,
50290
Kuala Lumpur.

Application Date: 05/Aug/2025

Remarks: Duplicate application

Back

Debug Info

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2 The application details will be displayed.

3 Click the 'Back' button to go to the 'List of Application' page.