

## **APPLICATION GUIDELINE (CITIZEN APPLICANT)**

### **Step 1**

Kindly complete on-line application form at: <http://www.ips.um.edu.my>

### **Step 2**

Upload all the following documents:-

- (a) Photo (Passport Size With Blue Background)
- (b) Malaysia NRIC
- (c) Sijil Pelajaran Malaysia (SPM)
- (d) Education Background (\*Certificate and Academic Transcript)
- (e) Working Experience Document – if any
- (f) Financial Support – if any
- (g) Reference (Application for Research Only)
- (h) Research Intent (Application for Research Only)

\*Please provide English translations if the certificates are not in English/ Malay.

### **Step 3**

- (a) Once all the online procedure been completed, kindly press "Click To Confirm Application" button to get the Complete Application Form and Cover Letter. Please keep the documents for your own record.
- (b) You are not allowed to edit your on-line application after pressing "Click To Confirm Application" button.
- (c) You may check your application status through on-line at <http://pgadmission-status.um.edu.my>, two months after the date of your application.

## **PAYMENT OF PROCESSING FEES:- Citizen applicants, MYR50**

Processing fees for International applicants should be paid via [epay.um.edu.my](http://epay.um.edu.my):

**Processing fee > Application - Postgraduate Program > Malaysian Candidate - Postgraduate Program > Complete payment information and payment details > Payment Confirmation > Make Payment > click receipt before check out**

Any enquiries regarding processing fee payment, please contact:

Telephone : 603 – 7967 7084

Fax : 603 – 79566634

Email : [skp\\_aasc@um.edu.my](mailto:skp_aasc@um.edu.my)

## **GUIDELINE TO WRITE RESEARCH INTENT:**

All applicant for Master by Research, Doctor of Philosophy, Doctor of Medicine or Doctor of Management need to upload Research Intent in the on-line application system. Please follow the guideline on How To Write Research Intent.

## **REMINDERS:**

- (a) Candidates are allowed to choose up to 3 programmes for each payment of the processing fees for the same intake only.
- (b) The University of Malaya will not process any incomplete online application including those without processing fees.
- (c) We would like to informed that your application has been processed based on the information and the documents provided by applicants. In case of any inaccurate or falsification of documents during the application, the university reserves the right to withdraw the offer or terminated your candidature at any time.