

REGISTRATION PROCEDURE

CHECKLIST FOR INTERNATIONAL POSTGRADUATE REGISTRATION PROCESS

Instructions

Step 1. Candidate to complete Section I

Step 2. Candidate to go to the respective departments in Section II

Step 3. Upon completion, candidate must obtain endorsement from departments 1, 2, 3, 4 & 5

Step 4. Submit to IGS counter. Candidate will be registered as a student of UiTM after completing **Step 1, 2 & 3.**

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| SECTION I | | | | | | | | | | | |
| Name: _____ | | | | | | | | | | | |
| Student No: _____ Program Code: _____ | | | | | | | | | | | |
| SECTION II | | | | | | | | | | | |
| <p>1. FACULTY COUNTER</p> <p>a. Present the original documents for verification.</p> <ul style="list-style-type: none"> • Identification Card/Passport • Master / Degree Certificates • Academic Transcripts <p>b. Submit the certified true copies of the following documents:</p> <ol style="list-style-type: none"> i. Offer Letter ii. Identification Card/Passport iii. Master / Degree Certificates iv. Academic Transcripts iv. IELTS (min band 6.0) / TOEFL (min score 550) | <p>Signature:.....</p> <p>Date:.....Stamp:.....</p> | | | | | | | | | | |
| <p>2. HEALTH CENTRE</p> <ul style="list-style-type: none"> • Submit the Health Examination Report <p>Location:</p> <p>Pusat Kesihatan, UiTM Shah</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Documents</u></td> <td style="text-align: center;"><u>Tick (/)</u></td> <td style="text-align: center;"><u>Sign & Stamp</u></td> </tr> <tr> <td style="text-align: center;">Complete Documents</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> <tr> <td style="text-align: center;">Incomplete Documents</td> <td style="width: 30px;"></td> <td style="width: 30px;"></td> </tr> </table> | <u>Documents</u> | <u>Tick (/)</u> | <u>Sign & Stamp</u> | Complete Documents | | | Incomplete Documents | | | |
| <u>Documents</u> | <u>Tick (/)</u> | <u>Sign & Stamp</u> | | | | | | | | | |
| Complete Documents | | | | | | | | | | | |
| Incomplete Documents | | | | | | | | | | | |
| <p>3. BURSARY ZONE 24</p> <p>For non-cash payment only:</p> <ul style="list-style-type: none"> • Sponsored candidate • Payment by credit card <p>Location:</p> <p>Bursary Zone 24, Level 3, Institute of Graduate Studies UiTM, Block 8, INTEKMA Resort & Convention Centre, Persiaran Raja Muda, Section 7, 40450 Shah Alam, Selangor</p> | <p>Signature:.....</p> <p>Date:.....Stamp:.....</p> | | | | | | | | | | |

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| <p>4. OFFICE OF INTERNATIONAL AFFAIR</p> <ul style="list-style-type: none"> • Visa Processing (Student Pass - New) <p>a. Submit the following documents:</p> <ul style="list-style-type: none"> • Copy of Passport (All Pages) • Photo (4 Pieces) • Payment for Visa Processing & Journey Performed Charge = RM 170.00*- (Pay To Bursary Zone 23) • Passport • Copy receipt of Latest Insurance Payment RM 500.00 -(Pay To Bursary Zone 23) or Scholarship Letter from Embassy • Original copy of Medical Check Up Report • Copy of Offer Letter • Copy of Tourist Stamping Page (at KLIA) in the Passport | <p>Signature:.....</p> <p>Date:..... Stamp:.....</p> |
| <p>5. STUDENT SMART CARD COUNTER</p> <ul style="list-style-type: none"> • Photo-shoot for Smart Card • Collect Smart Card Receipt <p>Location: Unit Pengurusan Kad Pelbagai Guna, PSMB, Level 6, Sultan Abdul Aziz Shah (SAAS) Tower. UiTM Shah Alam</p> | <p>Signature:.....</p> <p>Date:..... Stamp:.....</p> |
| <p>6. IGS COUNTER</p> <p>a. Submit the following documents:</p> <ul style="list-style-type: none"> • The Letter of Offer • The Registration Form • Receipt / Proof of payment of fees / Financial guarantee letter • Student's Pledge <p>b. Submit the certified true copies of the following documents:</p> <ol style="list-style-type: none"> Identification Card/Passport Master / Degree Certificates Academic Transcripts IELTS (min band 6.0) / TOEFL (min score 550) <p>Location: Institute of Graduate Studies UiTM, Block 8, INTEKMA Resort & Convention Centre, Persiaran Raja Muda, Section 7, 40450 Shah Alam, Selangor</p> | <p style="text-align: center;"><u>STUDENT REGISTRATION STATUS</u></p> <p><i>Tick (/) in the Box</i></p> <p><u>PAYMENT</u></p> <p>PAID <input type="checkbox"/></p> <p>NOT PAID <input type="checkbox"/></p> <p>Remarks.....</p> <p><u>REGISTRATION</u> <input type="checkbox"/></p> <p>REGISTERED <input type="checkbox"/></p> <p>UNABLE TO REGISTER BECAUSE:.....</p> <p>.....</p> <p>.....</p> <p>Date.....</p> |