

You are required to abide by the procedures for entry into Malaysia and undergo SELF-QUARANTINE at quarantine locations identified by USIM for 14 days according to quarantine procedures set by National Disaster Management Agency (NADMA) and MOH. You are allowed to come to PPKP office to proceed the registration process ONLY after your self-quarantine period ends. The process for registration as mention below:

PROCESS NUMBER	PROCESS NAME	WHAT YOU SHOULD DO	IMPORTANT NOTE
1 (Compulsory)	Payment	Please pay your fees and personal bond (international student) here Please show your receipt/scholarship documents here.	Your registration may be denied if you do not pay ALL of your fees
2 (Compulsory)	Document Checking & Verification	Please present this documents here: 1.Original degree(s) or certificate(s) and academic transcripts (bachelor degree and master degree for Ph.D. student, bachelor degree for master student) 2.One (1) copy of the degree(s) or certificate(s) and academic transcripts, respectively 3.The receipt of payments 4.Evidence of English Language proficiency (if any) 5.Health/Medical Report from USIM Specialist Clinic -If you have not completed the medical report, please make an appointment here. 6.Completed Letter of Undertaking 7.Copy of personal bond receipt(International Student ONLY) 8.Copy of visa receipt(International Student ONLY) 9.Original passport (International Student ONLY) 10.Copy of student's passport details page (International Student ONLY)	Your registration may be denied if you do not bring/present your Original Degree
	Medical Report	Please present this document here: 1.Completed Medical Report If you have not completed the medical report, please make an appointment here.	
3 (Compulsory)	Language checking	Please present this documents here: 1. Evidence of English Language proficiency (if any) 2. Evidence of Arabic Language proficiency (if any)	If you are not fulfill the English requirement you will be given conditional registration. You have to fulfill the english requirement within one semester (Master/Diploma) and within two semester (P.hD) Graduate from institution / programe that use English as the medium of instruction will be registered as conditional registration and will be required to seat for University English Proficiency Test (UEPT).
4 (Compulsory)	Photo booth	Take photo for student card	
5 (Compulsory)	Student file	1. Take your registration kit 2. Hand over all your document here.	

You are now completed your university registration. Please proceed to register your courses

6 (Compulsory)	Courses registration	1. Please register all of your compulsory courses here	
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