Start

Student Admission Unit, Centre for Marketing and Student Admission (PPKP) notifies eligible candidates on online registration process and give documents to be completed by candidates

Candidates apply for Visa Approval Letter (VAL) (the procedure as stated in your offer letter in section V Part B) - international candidates

USIM Alamiyyah (UA) to check the approval from EMGS and to send the approval letter to the candidate

Candidates pay the tuition and registration fees as mentioned in offer letter and send the proof of Payment to USIM's Bursar Office (via email: kredit.bend@usim.edu.my) to get Official Receipt

Scholarship holder send a scholarship/sponsorship letter to USIM's Bursar Office (via email: kredit.bend@usim.edu.my) to get Official

Bursar office to check clearance of payment OR authenticity of sponsorship letter

Fulfil? YES

Bursary office send an official receipt/endorsement to the candidates

Candidate send the official receipt/endorsement by the USIM's Bursar Office, Approval Letter from EMGS, completed undertaking letter and offer letter to Student Admission Unit, PPKP via email pg@usim.edu.my. For candidates who have received conditional offer (subject to fulfilment of minimum CGPA for admission requirement), please send the following additional documents for online registration: a. official transcript, OR b. partial transcript with LDI endorsement from Academic Division, OR c. official completion of study letter from your university, OR d. any official evidence to proof your completion of study status

Student Admission Unit. PPKP check the documents

Complete? YES

Student Admission Unit, PPKP register the candidate and notify the student and give his/her ID and password for student portal

Online registration completed (Conditional Registration) (candidature begin)

Student can register courses through student portal - refer to the Centre for Graduate Studies for the procedure

Student notify Student Admission Unit. PPKP when his/ her plan to enter Malaysia

PPKP issue Declaration for Commencement of Online Classes

UA forward Declaration for Commencement of Online Classes to EMGS

Student follows SOP on Entry of International Students to Malaysia phrase 2b onward (link : https://bit.ly/3qTnmYS)

Student notify UA upon receiving a Release Order by the National Disaster Management Agency (NADMA)

UA release student from respective quarantine station

Student Pass endorsement; and USIM Specialist Clinic for Health Screening process

Student (himself/herself) come physically to surrender all required documents to PPKP Office:

- 1. Genuine/ Original copy of all academic qualification (Master and bachelor's degree for PhD student, bachelor's degree for Master student)
  - 2 Completed Health Examination Form
  - Personal Bond payment receipt (international student)
    - 4. Original and copy of IC/ passport

Student to process Matric Card at USIM's Security Department

Registration completed (Full Registration)

FND

\*Student can start his/her research by communicating with the supervisor(s) and utilise USIM online facilities for registered student

## IMPORTANT:

Students are required to complete the whole process above (both Online Phase and Physical Phase). Failure to do so will lead to registration termination without prior notice.

For foreign nationals whom would like to study in Malaysia, it is a <u>mandatory</u> requirement under the laws and regulations of the Government of Malaysia to obtain the Student Pass before entering Malaysia upon the acceptance of admission by any Malaysian Universities. For USIM, please contact USIM 'Alamiyyah via email at visa@usim.edu.my to apply for your Student Pass. Please find the following FAQs link for your reference https://educationmalaysia.gov.my/faq/