

STUDENT REGISTRATION DAY COUNTER

COUNTER	ACTION TO BE TAKEN BY CANDIDATE STUDENTS
Bursary Counter	1. Submit Full Sponsorship Letter and a copy of the bank book recorded no. bank account only (for sponsored student only) 2. Submission Receipt of Payment Remarks : If the payment made using Debit Card/Credit Card, the tuition fees must be paid at least 7 days before registration day.
International Student Registration Counter	1. Candidate shows (Original Documents): <ol style="list-style-type: none"> Passport Offer letter EMGS Approval Letter Bachelor and/or Master Degree certificate, transcript and English language certificate 2. Candidate submit (Copy of documents): <ol style="list-style-type: none"> Passport Receipt of payment Orientation Kits Form Letter of Commitment Sponsorship Offer Letter (if any) 3. IMC staff provide/check: <ol style="list-style-type: none"> Student Visa 4. IGS staff provide/check: <ol style="list-style-type: none"> Orientation Kits Students photo at Student Activation Screen. Kindly inform the students to email passport size photo to umpc@ict.upsi.edu.my for matric card purpose
IGS Counter	If students need the Confirmation Letter or other related matters to postgraduate program.