

## STUDENT REGISTRATION DAY COUNTER

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