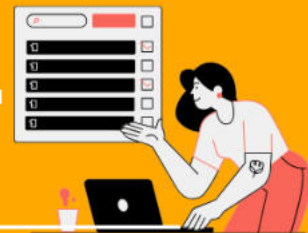# REGISTRATION FOR NEW INTERNATIONAL POSTGRADUATE STUDENT

Semester 1 Session 2025/2026 (SEPTEMBER 2025)

01 ONLINE APPLICATION

Apply through https://postgrad.upsi.edu.my/ or scan the QR code

Process the application

02 CONDITIONAL OFFER LETTER

May **download** the **Conditional Offer Letter** and **Acceptance Letter** at Online Admission Application UPSI (https://postgrad.upsi.edu.my/) Conditional Offer Letter is not final acceptance to enrol in this university. This application is subject **to approval** by faculty (availability of expertise), university management and based on quota.

Submit the application to the faculty for the evaluation purposes. Faculty staff may **call** for interview session.

04 VISA APPLICATION

Kindly refer the attachment given and for Visa matters email to **upsiemgs@upsi.edu.my**.

Fill up the **Letter of Commitment** and email to **admission.ips@upsi.edu.my.** For any related matters regarding Visa, SOP related student arrival to Malaysia and international affairs. Kindly contact the International and Mobility Centre.

INCOMPLETE

Incomplete Visa Application due to:
- **Reject by Institutions/EMGS**
- Incomplete documents
- **Candidates have a record entered Malaysia however candidate did not submit the Exit Stamp.**

03 OFFER LETTER

May **received** the notification **email** and **check** the application status through https://postgrad.upsi.edu.my/.
Download the **Offer Letter** and **Letter of Commitment**

05 OBTAIN E-VAL

Candidates **submit** **e-VAL** to IGS and **email** to (admission.ips@upsi.edu.my)

Received the **Letter of Commitment** and **e-VAL.**

06 PRE-REGISTRATION

After submitting the **Letter of Commitment** and **e-VAL**, the candidate will **receive** the email from the admission unit to **proceed** with the **payment.**
NOTE: the payment will take 3-5 working days to clear.

KINDLY **DO NOT PROCEED** WITH THE PAYMENT IF CANDIDATE DID NOT RECEIVED THE EMAIL‼
Then, **follow** the step below after payment :
- Log in to Online Admission Application UPSI https://postgrad.upsi.edu.my/
- Fill up the Letter of Commitment.
- Upload the tuition fee receipt.
- Upload the e-VAL.
- Upload the sponsorship letter (if any).

DON'TS

LOG IN

08 ACTIVATION AS A STUDENT

Student status will be **activated** by IGS staff once the student has completed **pre-registration** and **paid** the **tuition fee.**

*Student need to **come** to **Malaysia** within **6 months** after active as student and **proceed** with the student pass. Fail to do so, student need to bear with cost to apply e-VAL again.

Any matters related with the courses registration, may contact Lecture Unit at:
Email: up.ips@upsi.edu.my
Hotline: +605-450 7006/5495/+6013 4517960

ICourse Registration
Student : Students required to register the courses at Unisis Student Portal (https://unistudent.upsi.edu.my/login)
Username : Matric Number
Password : Passport Number

07 MATRIC CARD

Email the **passport size photo** to umpc@ict.upsi.edu.my

ICT Staff will verify and process the photo and print the Student Card after active as a student.

09 AFTER ARRIVING IN MALAYSIA

International postgraduate students must complete the following steps:

✅ **GO TO THE IMAC (INTERNATIONAL MOBILITY CENTRE)**
Purpose:
Surrender your **passport**
Submit your **medical report**

①

✅ **GO TO IGS (INSTITUTE OF GRADUATE STUDIES)**
Purpose:
Complete the final registration
Documents to **Bring** (Originals required):
Bachelor's degree transcript & certificate
Master's degree transcript & certificate
English proficiency certificate

②

✅ **GO TO YOUR FACULTY**
Purpose:
Get your programme structure
Obtain your supervisor's contact information
Discuss any other academic matters

③