INSTITUTE OF POSTGRADUATE STUDIES

UNIVERSITI SAINS MALAYSIA

APPLICATION FORM TO ADD/DROP COURSE(S)

Student's Details:

Full Name:

Passport/ IC No.:

Student ID.:

School/ Centre/ Institute.: _____

Programme: _____

COURSES TO BE ADDED

Course Code	Unit	Type	Student's Signature	School's Endorsement
			Date:	Date:

Total number of units registered: _____ Units

COURSES TO BE DROPPED

Course Code	Unit	Type	Student's Signature	School's Endorsement
			Date:	Date:

Total number of units registered after dropping of courses: _____ Units

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Notes :

1. Starting Week-3 (30 March 2026)
   Course **adding**, student will be **charged RM50/USD12.5 per application (Penalty**) without any valid reason.
   Course **dropping** within this period, FEES ARE NOT REFUNDABLE/ CARRY FORWARD.
2. Starting Week-4 (6 April 2026), adding /dropping of subject (s) has to be endorsed by Deputy Vice Chancellors Academic and International.
3. It is your responsibility to check whether your courses have been updated and the examination slip coincides with the remaining units and courses
   Fees Regulation: Courses dropped during week 1 & 2 :- Eligible for fee credit. Fees are not refundable or credited after the Week-2
4. **Registration for Malaysian Culture & Malay Language course (LKM111) & Research Methodology course is NOT ALLOWED AFTER 29 March 2026.**

IPS Confirmation:
Student Name:
Date Received:
Received by:

IPS Stamp

PROCESS FLOW FOR ADD / DROP COURSE

Start

Student fill in the form

School/Centre/Institute endorsed the application

Student make payment by contacting Bursary
Department in each campus
(if requires extra payment)

Main Campus: ukpbendahari@usm.my
Engineering Campus: pelajar_eng@usm.my
Health Campus: postgradkck@usm.my

Student submit the completed form to IPS **WITH
RECEIPT/ PROOF OF PAYMENT**

Main Campus: mwzafran@usm.my
Engineering Campus: bpa.eng@usm.my
Health Campus: shahieda@usm.my

IPS (Main/Health/ Engineering) register the course(s)

End