IPS /HEP – 11

UNIVERSITI SAINS MALAYSIA

INSTITUTE OF POSTGRADUATE STUDIES

APPLICATION FORM TO KSCP COURSE(S)

Student's Details:

Full Name:

Passport/ IC No.:

Student ID.:

School/ Centre/ Institute.: _____

Programme: _____

COURSES TO BE ADDED

Course Code	Unit	Type	School's Endorsement	Date

Total number of units registered: _____ *Units*

COURSES TO BE DROPPED

Course Code	Unit	Type	School's Endorsement	Date

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

Notes :

1. Payment can be made via FIS@USM portal within 3 working days after school submitted this form to IPS
2. Please Log in Campus Online > Click FIS@USM -> Click My Account > Click irecord- > Click Bayar (Pay - KI-SB****)
3. Fees for KSCP:
   Local Student: **MYR 100 / course**
   International Student: **USD 25 / course**
4. All payment of any method should be completed no later than 4 September 2025
5. It is your responsibility to check whether your courses have been updated and the examination slip coincides with the remaining units and courses

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

IPS Stamp

PROCESS FLOW FOR KSCP COURSE REGISTRATION

Start

Student fill in the form (HEP-11)

School/Centre/Institute endorsed the application via this form

School/Centre/Institute submitted endorsed form via link https://forms.office.com/r/LzvgyuN5jQ to IPS

Student should make payment within three days after school submitted this form.

Payment method

Please Log in Campus Online > Click FIS@USM -> Click My Account > Click irecord- > Click Bayar (Pay - KI-SB****)

Main Campus: ukpbendahari@usm.my

Engineering Campus: pelajar_eng@usm.my

Health Campus: postgradkck@usm.my

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

Student can check the updated course at Campus Online

End