



**INSTITUTE OF
POSTGRADUATE
STUDIES**

**REGISTRATION GUIDELINES
FOR
NEW POSTGRADUATE STUDENTS**

COURSEWORK & MIXED MODE
SEMESTER 2, ACADEMIC SESSION 2025/2026
(SEM. 252 – MARCH 2026 INTAKE)

IMPORTANT CALENDAR

| Date | Activities | | | | | | | | |
|---|---|-----------|---------------|---------------------------|----------------------------|------------------|-------------------|----------------------|-----------------------|
| 26 January 2026 to 29 March 2026 | <p>I. Acceptance of Offer</p> <p>II. Payment of Registration Fee</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Malaysian</th> <th style="text-align: center;">International</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">RM330.00 (Other programs)</td> <td style="text-align: center;">USD225.00 (Other programs)</td> </tr> <tr> <td style="text-align: center;">RM120.00 (e-MBA)</td> <td style="text-align: center;">USD210.00 (e-MBA)</td> </tr> <tr> <td style="text-align: center;">RM510.00 (MPA & MEM)</td> <td style="text-align: center;">USD275.00 (MPA & MEM)</td> </tr> </tbody> </table> <p>III. Self-Enrolment (Student Email Registration)</p> | Malaysian | International | RM330.00 (Other programs) | USD225.00 (Other programs) | RM120.00 (e-MBA) | USD210.00 (e-MBA) | RM510.00 (MPA & MEM) | USD275.00 (MPA & MEM) |
| Malaysian | International | | | | | | | | |
| RM330.00 (Other programs) | USD225.00 (Other programs) | | | | | | | | |
| RM120.00 (e-MBA) | USD210.00 (e-MBA) | | | | | | | | |
| RM510.00 (MPA & MEM) | USD275.00 (MPA & MEM) | | | | | | | | |
| 26 January 2026 to 01 March 2026 | <p>Self-Upload for Student Smart Card System will be closed from 02 March 2026</p> | | | | | | | | |
| 26 January 2026 to 15 March 2026 (Timetable) | <p>Courses Registration and Tuition Fee Payment</p> <p>In case of any enquiries concerning course(s) registration, kindly contact the responsible officer from respective school.</p> <p>Timetable for each programme will be updated from time to time.</p> | | | | | | | | |
| 16 March 2026 | Teaching & Learning Session commences | | | | | | | | |
| Refer here (Program Handbook) | <p>Specific Program Handbook</p> <p>Get to know in detail for the programme, schedule of classes, learning arrangement and also get in touch with the lecturers and school administrative staff.</p> | | | | | | | | |
| Refer here (Registration Guideline) | <p>General Registration Briefing and Guideline</p> <p>Get to know the general process of registration, steps of submitting documents, payment etc.</p> | | | | | | | | |

Step 1 (A): Visa Application

For all international students, please proceed for Visa Application. Please refer to the [Visa Application Guideline](#) for further details. Do not travel to Malaysia prior to approval of your Student Visa. All candidates are required to obtain eVAL before making any travel arrangement to Malaysia. This process is subject to change and students are required to obtain latest information from [USM Visa Office](#)

ONLINE PHASE

Step 1 (B): Accepting of Offer

You need to log in into the Online Application portal (<http://onlineips.usm.my/admission/>). Refer to the image below and click accordingly:

The screenshot shows the user interface of the online application portal. At the top, there is a navigation bar with 'Home' and 'Status' links. Below this, there are input fields for 'Name' and 'Serial No.'. A 'Status' section contains a list of notes. The main part of the page is a table titled 'Status of the Programme(s) Applied'. The table has columns for '#', 'Degree', 'Application Form', 'Pay & Submit', 'Progress', 'Offer Letter', 'Accept Offer', and 'Registration'. The first row shows a degree 'K27 - MASTER OF PROFESSIONAL MANAGEMENT - EMPM' with a 'View' button under 'Application Form', 'Submitted on 20 May 2025' under 'Pay & Submit', a green circle under 'Progress', a red 'IB' icon under 'Offer Letter', and a red box around the 'Accept Offer' column containing 'Accept' and 'Decline' buttons. The 'Registration' column is empty.

Step 2: Payment of Registration Fee

Starting from 1 September 2025, registration fees will be included in the course registration fees invoices (Step 5). Candidates may proceed with the other processes as listed in Things to do.

The screenshot shows the user interface of the online application portal. At the top, there is a navigation bar with 'Home' and 'Status' links. Below this, there are input fields for 'Name' and 'Serial No.'. A 'Status' section contains a list of notes. The main part of the page is a table titled 'Status of the Programme(s) Applied'. The table has columns for '#', 'Degree', 'Application Form', 'Pay & Submit', 'Progress', 'Offer Letter', 'Accept Offer', and 'Registration'. The first row shows a degree 'K27A - MASTER OF INSTRUCTIONAL MULTIMEDIA' with a 'View' button under 'Application Form', 'Submitted on 30 July 2025' under 'Pay & Submit', a green circle under 'Progress', a red 'IB' icon under 'Offer Letter', and a red box around the 'Accept Offer' column containing 'Accepted on 29 August 2025'. The 'Registration' column contains a yellow box with 'PIN Number' and 'USM ID: USM2'. A red box around the 'Things to do' section lists: 1. Self-Enrol, 2. Self-Upload for Student Card, 3. Registration Documents.

Step 3: Self Enrolment (Student Email Address Registration)

| Status of the Programme(s) Applied | | | | | | | |
|------------------------------------|---|----------------------|---------------------------|----------|--------------|--------------------------|---|
| # | Degree | Application Form | Pay & Submit | Progress | Offer Letter | Accept Offer | Registration |
| 1 | K01F - MASTER OF BUSINESS ADMINISTRATION (MBA) ✓ | View | Submitted on 05 June 2025 | ● | | Accepted on 23 July 2025 | Registration fee was paid on 23 July 2025 Check Receipt PIN Number: [REDACTED] USM ID: 9009 [REDACTED] Things to do: 1. Self-Enrol 2. Self-Upload for Student Card 3. Registration Documents |

You are allowed to create your email address by using your preferred email address. Take note for the pin number as in the previous step because you will use this pin number to activate your account at the [Self Enrolment](#) page.



id Register new Identity

id Change Password





Identity Card/Passport Number/USM ID:

PIN Number:

If you have tried accessing this site but failed, it is likely due to your information is not yet available in registration database. Please contact person or department that supply your PIN number.

Please provide information to ICT Security Unit at infosec@usm.my if you encounter any problem.

Note: After generating the email address and student's status activated, it can be used to login to Campus Online portal, e-learning portal, access to online library and other online facilities for registered students.

Step 4: Self Upload for Smart Card

You need to upload a white background passport-sized photograph for your [Smart Card](#). For those who successfully created the smart card before the deadline, the card will be ready for collection on the first week of class at the respective schools/centres/institutes.

For international students, do not proceed this step if you are changing your passport number. You need to update IPS first, otherwise if your Student Card has been successfully printed with the old passport number, you need to apply for a new student card with additional payment.

Please note that this step will no longer be available after the deadline (see Page 2). At that time, students must skip this step and complete the process manually at a later date.

STUDENT CARD REGISTRATION



Copyright © 2015 - 2017 Pusat Pengetahuan Komunikasi & Teknologi, USM.
All rights reserved. For any enquiries please email: developer2@usm.my

Step 5: Course Registration and Tuition Fee Payment

Please note that this step will be available from 21 January 2026 - 15 March 2026

If you or your parents are USM alumni, you are eligible for a tuition fee discount. You may apply through the following link: [TUITION FEE DISCOUNT FOR ALUMNI AND ALUMNI'S OFFSPRING APPLICATION](#)

Students are required to complete the course registration and tuition fee payment. Students will be allowed to attend classes, access to e-learning portal and use the University's facilities after activation of student's status.

Log-in to Campus Online portal (<https://campusonline.usm.my/>) by using the ID and password created at Step 2 previously. You can register for courses that you wish to follow for that particular semester.

Please refer to the program timetable at [IPS website](#) or if it is not available, please refer to your respective schools.

Tuition fee is to be paid before activation of status can be done. Total fees will be automatically calculated by the system depending on how many courses registered.

Step 5a: Click the Online Reg button

The screenshot shows the 'Student Profile' page. The header includes 'Student Profile' and navigation icons. A sidebar on the left contains 'Main', 'Student Profile', and 'Application' menus. The main content area displays student details: Name, NRIC No. (Matric No.), Status (ACTIVE), School (School of Communication), Programme (Master of Communication (Integrated Marketing Communication)), and Mode (COURSEWORK - FULL TIME). Below the details is a row of five buttons: 'Academic Calendar', 'Health Services', 'Online Reg' (highlighted with a red box), 'Penawaran Kursus', and 'Progress Report'.

Student should be able to see the interface as below.

Click on **Register|Pay** menu to proceed with the course(s) registration.

The screenshot shows the 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' interface. The header includes 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' and a 'Language' dropdown. The sidebar contains 'List of Courses', 'Register | Pay' (highlighted with a red box), and 'Registration Info'. The main content area is titled 'List of Courses > SEMESTER I, ACADEMIC SESSION 2024/2025 | 241'. It features a search bar for Name and Matric No., and two tables: 'List of Courses' and 'PREREQUISITE COURSE'. The 'List of Courses' table has columns for #, Course Code, Course Name, Semester, Type, Unit, Method, and Date/Time, with 'No record' displayed. The 'PREREQUISITE COURSE' table has columns for #, Course Code, Course Name, Unit, Minimum Grade, and Status, also with 'No record'. A yellow warning box states: 'Pre-requisite course(s) are compulsory and must be completed during your candidature period as graduation requirement'. At the bottom, there is an 'INVOICE AND RECEIPT' section with a 'NEW' tag and a table with columns for #, Registration Status, Date, Invoice, and Receipt, also showing 'No record'.

Step 5b: Select course(s) in the drop down choices

If the course is not available, please refer to your respective schools.

The screenshot shows the 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' interface. The header includes 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' and a 'Language' dropdown. The sidebar contains 'List of Courses', 'Register | Pay' (highlighted with a red box), and 'Registration Info'. The main content area is titled 'SEMESTER I, ACADEMIC SESSION 2024/2025 | 241 > POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)'. It features a search bar for Name, Identification No., Matric No., and Semester Registered, and a table for School, Campus, Programme, and Mode. Below this is the 'REGISTRATION STATUS : New Registration' section. It includes a 'Course Code' field, a 'Type' dropdown menu (highlighted with a red box), and a 'Register' button. The dropdown menu is open, showing a search bar and a list of course options: '[1] Select Course', 'ABF5020 / 4 - ACCOUNTING AND FINANCE ANALYTICS', 'ABF5070 / 4 - ECONOMICS INSIGHTS', 'ABM5020 / 4 - MARKETING ANALYTICS', 'ABO5030 / 4 - COLLABORATIVE FORESIGHT', 'ABW5010 / 4 - ANALYTICS EDGE', 'ABW5030 / 4 - MANAGEMENT INSIGHTS', and 'ABW5050 / 4 - DATA PROGRAMMING AND PREDICTIVE ANALYTICS FOR BUSINESS'. Below the dropdown is a table with columns for #, Course Name, Type, Unit, Delete, and Update, with '0' in the Unit column.

Step 5c: Select type of course.

Kindly ensure that the course is either Core or Elective. If you are uncertain, please liaise with your School for clarification.

The screenshot shows the 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' interface. The main header indicates the user is in the 'Register' section. A navigation menu on the left includes 'List of Courses' (highlighted with a red box), 'Register | Pay', and 'Registration Info'. The main content area is titled 'SEMESTER I, ACADEMIC SESSION 2024/2025 | 241' and 'POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)'. It features two input forms: one for personal details (Name, Identification No., Matric No., Semester Registered) and another for institutional details (School, Campus, Programme, Mode). Below these is the 'REGISTRATION STATUS : New Registration' section, which includes a 'Course Code' dropdown (set to 'ABF502D / 4 - ACCOUNTING AND FINANCE ANA...') and a 'Type' dropdown (with options 'E | ELECTIVE' and 'I | CORE', and a 'Register' button). At the bottom, there is a table with columns for '#', 'Course Code', 'Course Name', 'Type', 'Unit', 'Delete', and 'Update'. The table currently shows 'No record' and a 'TOTAL UNIT' of '0'.

Step 5d: Click on Register button

The screenshot shows the 'Register' page in the ONLINE REGISTRATION SYSTEM - PG (ORS-PG). The page title is 'SEMESTER I, ACADEMIC SESSION 2024/2025 | 241 > POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)'. The 'REGISTRATION STATUS' is 'New Registration'. The 'Course Code' is 'ABF502D / 4 - ACCOUNTING AND FINANCE ANA.' and the 'Type' is 'E | ELECTIVE'. A red box highlights the 'Register' button. The left sidebar shows 'Register | Pay' selected. Below the form is a table with columns: #, Course Code, Course Name, Type, Unit, Delete, and Update. The table shows 'TOTAL UNIT' as 0.

Repeat Step 5b until 5d should you need to register for more than one course.

Course Updating

Should you have mistakenly choose the course type, you can edit by clicking the update button by following the sequence as below:

The screenshot shows the 'Update' page in the ONLINE REGISTRATION SYSTEM - PG (ORS-PG). The page title is 'SEMESTER I, ACADEMIC SESSION 2024/2025 | 241 > POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)'. The 'REGISTRATION STATUS' is 'New Registration'. The 'Course Code' is 'ABF507D' and the 'Type' is 'ELECTIVE (E)'. A red box highlights the 'Update' button. The left sidebar shows 'Register | Pay' selected. Below the form is a table with columns: #, Course Code, Course Name, Type, Unit, Delete, and Update. The table shows 'TOTAL UNIT' as 4. A green message at the top says 'Course ABF507D has been saved.' A red box highlights the 'Update' button in the table row, with a yellow box containing the number '1' next to it.

You can update the course type and click Update button to proceed.

The screenshot shows the 'Update' page in the ONLINE REGISTRATION SYSTEM - PG (ORS-PG). The page title is 'Update >> ABF507D'. The 'Course Code' is 'ABF507D' and the 'Course' is 'ECONOMICS INSIGHTS'. The 'Unit' is '4' and the 'Type' is 'E'. A red box highlights the 'Update ABF507D' button. The left sidebar shows 'Register | Pay' selected. Below the form is a table with columns: Name, Matric No., Course Code, Course, Unit, and Type. The table shows 'TOTAL UNIT' as 4. A red box highlights the 'Update ABF507D' button, with a yellow box containing the number '2' next to it.

Step 5e: Generating Invoice & Confirmation of Registration

Note: Kindly confirm on the course registered are **CORRECT** before proceeding to generate invoice.

Once all the course(s) has been confirmed and finalized, click on the **Generate Invoice** button to generate the invoice.

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > Register

Language

List of Courses

Register | Pay

Registration info

✓ Course ABO503D has been saved.

SEMESTER I, ACADEMIC SESSION 2024/2025 | 241 » POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)

Name: [Redacted]
Identification No.: [Redacted]
Matric No.: [Redacted]
Semester Registered: [Redacted]

School: [Redacted]
Campus: [Redacted]
Programme: [Redacted]
Mode: [Redacted]

REGISTRATION STATUS : New Registration

Course Code: [1] Select Course
Type: [2] Select Type - a list will be displayed based on it Register

| # | Course Code | Course Name | Type | Unit | Delete | Update |
|------------|------------------------------------|-------------------------|--------------|------|--------|--------|
| 1 | ABF507D Not Confirmed | ECONOMICS INSIGHTS | ELECTIVE (E) | 4 | | |
| 2 | ABO503D Not Confirmed | COLLABORATIVE FORESIGHT | ELECTIVE (E) | 4 | | |
| TOTAL UNIT | | | | 8 | | |

GENERATE INVOICE

1

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > Register

Language

List of Courses

Register | Pay

Registration info

GENERATE INVOICE?

Cancel Agree, please proceed

SEMESTER I, ACADEMIC SESSION 2024/2025 | 241 » POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)

Name: [Redacted]
Identification No.: [Redacted]
Matric No.: [Redacted]
Semester Registered: [Redacted]

School: [Redacted]
Campus: [Redacted]
Programme: [Redacted]
Mode: [Redacted]

REGISTRATION STATUS : Invoice has been generated

Course Code: [1] Select Course
Type: [2] Select Type - a list will be displayed based on it Register

| # | Course Code | Course Name | Type | Unit | Delete | Update |
|------------|------------------------------------|-------------------------|--------------|------|--------|--------|
| 1 | ABF507D Not Confirmed | ECONOMICS INSIGHTS | ELECTIVE (E) | 4 | | |
| 2 | ABO503D Not Confirmed | COLLABORATIVE FORESIGHT | ELECTIVE (E) | 4 | | |
| TOTAL UNIT | | | | 8 | | |

2

After clicking 'Agree, please proceed', you will be able to see the page as below.

The screenshot displays the 'ONLINE REGISTRATION SYSTEM - PG (ORS-PG)' interface. The main heading is 'INVOICE > POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)'. Below this, there are two tables for student and program details. A message states 'Invoice has been generated | AMOUNT DUE :'. A large pink box contains a disclaimer and a 'BEMINDER' section with instructions for students with scholarships or sponsorships. At the bottom, a preview of the invoice is shown, including the USM logo, student details, program information, and a 'Confirm Registration' button highlighted with a red box. The interface also includes a sidebar with navigation options like 'List of Courses', 'Register | Pay', and 'Registration Info'.

Please ensure to check **ALL** the details in the invoice (Name, Programme, IC/ Passport No., the amount).

Click on **Confirm Registration** button **ONLY WHEN YOU HAVE CHECK AND CONFIRM THAT ALL INFORMATIONS ARE CORRECT.**

If you are **unsure** of any details, PLEASE **DO NOT CLICK** 'Confirm Registration'. **Any amendment to the invoice after this step is NOT ALLOWED.**

Step 5f: Tuition Fees Payment

Kindly confirm the payer details as this information will be displayed in the payment receipt. For Malaysian students, currency will be in MYR and for International students, it will be in USD. Click both buttons to proceed.

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > Payment Details Language ▾

Register

- List of Courses
- Registration Info
- Semakan (Admin) ▾
- Student Search

PAYMENT DETAILS

» POSTGRADUATE STUDENTS RENEWAL OF REGISTRATION
(COURSEWORK & MIXED MODE)

| | | | |
|---------------------|------------|-----------|-------------------------------|
| Name | [REDACTED] | School | SCHOOL OF EDUCATIONAL STUDIES |
| Identification No. | [REDACTED] | Campus | MAIN CAMPUS |
| Matric No. | [REDACTED] | Programme | MASTER IN COUNSELING K30A |
| Semester Registered | [REDACTED] | Mode | COURSEWORK - PART TIME |

Invoice has been confirmed | AMOUNT DUE : MYR 1872.00

PAYER DETAILS

Name: [REDACTED]
 Identification No.: [REDACTED]
 Address: [REDACTED]

I have read and fully understand the terms and conditions.

[Back](#) [Click Here To Make Payment](#)

If you have made payment via ePayment but the status is not updated, please click [here](#) to refresh the page.
 If the payment you have made is different from invoice details, kindly contact IPS (Data & Record Unit) via email datarecord.ips@usm.my for further details [Payment Data]

Student will be able to view this payment gateway. Kindly select payment via credit card or online banking.

USM Payment Gateway



Pembayaran untuk: PELAJAR IJAZAH TINGGI
 Nombor transaksi: EP023188
 Nilai: MYR 1,872.00
 Atas Nama: UNIVERSITI SAINS MALAYSIA

Credit Card Online Banking



Proceed →

USM Payment Gateway



Pembayaran untuk: PELAJAR IJAZAH TINGGI
 Nombor transaksi: EP023188
 Nilai: MYR 1,872.00
 Atas Nama: UNIVERSITI SAINS MALAYSIA

Credit Card Online Banking



Proceed →

Confirmation of course registration will be displayed as below. Kindly note that payment receipt will be sent automatically to the registered email address in Step 3.

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > Register

Language

Register

SEMESTER I, ACADEMIC SESSION 2023/2024 | 231 » POSTGRADUATE
STUDENTS RENEWAL OF REGISTRATION (COURSEWORK & MIXED MODE)

Registration is confirmed.

To the student who has registered for course(s), kindly check your course list.
To the new CANDIDATE, confirmation of registration is based on the submission of complete documents.

| | |
|---------------------|--------------------------------|
| Registration Status | Registration confirmed |
| Date | 05/09/2023 20:03:20 |
| Invois | KI-SB2300340 ↓ |

Please make sure you print or save the receipt of payment for future reference.

Student can check for the registered course(s) in the List of Courses menu.

Status **Confirmed** means that the course has been successfully registered. Should the course remains **Not Confirmed** after the payment was made, immediately check with USM Bursary.

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > List of Courses

Language

Register

List of Courses

Registration Info

Semakan (Admin)

Student Search

List of Courses » SEMESTER I, ACADEMIC SESSION 2023/2024 | 231

Name
Matric No.

| # | Course Code | Course Name | Semester | Type | Unit | Method | Date/Time |
|---|-------------|---|----------|----------|------|--------|---------------------|
| 1 | PLG525 | THE DYNAMICS OF EDUCATION ORGANIZATION | 231 | CORE (T) | 4 | WEB | 05/09/2023 21:06 PM |
| 2 | PLG526 | HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATION | 231 | CORE (T) | 4 | WEB | 05/09/2023 21:07 PM |

TOTAL UNIT : 8 unit
TOTAL ACTUAL WORK LOAD (UNIT) : 8 unit

If students need to add/drop course after the previous steps completed, manual process via external platform is available. Click the link as in the below image.

ONLINE REGISTRATION SYSTEM - PG (ORS-PG)

Home > Registration Info

Language

List of Courses

Register | Pay

Registration Info

Add/Drop Course Form

Courses Offered

Kindly note that to add course, the allowable period is up to the **second week** of the semester. To drop course, the allowable period is up to the **sixth week** of the semester and no refund will be made if the course drops after the second week.

Step 6: Submission of documents (online)

All candidates are required to upload all the required document through the online registration platform.

Refer to this link to obtain forms : <https://ips.usm.my/index.php/download/admission>

Click **Registration Documents** link to upload the forms.

The screenshot shows the 'Postgraduate@USM' portal interface. The user is logged in as SHAFIQAH SUHAILA BINTI MOHAMED. The page title is 'Home > Status'. The user's personal details are displayed: Name [REDACTED] and Serial No. 0[REDACTED]24. The 'Status' section contains the following notes:

- 1. The application will be processed once payment, declaration, and submission are successfully completed.
- 2. Once everything is complete and all particulars are correct, click **PAY & SUBMIT**.
- 3. **Any application that is not submitted within 30 days will be automatically void, and the processing fee will not be refunded.**
- 4. For registration guideline, please refer the **New Postgraduate Student Registration Activities** section in IPS official website.

The 'Status of the Programme(s) Applied' table is shown below:

| # | Degree | Application Form | Pay & Submit | Progress | Offer Letter | Accept Offer | Registration |
|---|---|----------------------|---------------------------|----------|--------------|--------------------------|---|
| 1 | K01F - MASTER OF BUSINESS ADMINISTRATION (MBA) ✔ | View | Submitted on 05 June 2025 | ● | | Accepted on 23 July 2025 | Registration fee was paid on 23 July 2025 Check Receipt PIN Number: 2[REDACTED]1 USM ID: [REDACTED] Things to do: 1. Self-Enrol 2. Self-Upload for Student Card 3. Registration Documents |

Please download the required documents to be submitted here ([documents to submit](#)). Once you have uploaded all required forms, click Notify to IPS.

USM Postgraduate@USM SHARIQAH SUHAILA BINTI MOHAMED

Name [REDACTED]
Serial No. [REDACTED]

Registration Document Uploads

Notes

1. Submit all required documents in PDF format only.
2. Checking process will be done by IPS for the submitted documents and will give feedback to students through email.
3. For International students, Medical Report is to be submitted within 10 days after arrival to Malaysia.
4. The required documents for registration can be downloaded at our IPS Official Website.
5. The fields marked with (*) are compulsory.

| No. | Document | File Name | Date | Action |
|-----|--|-----------------------|--------------|--------|
| 1 | STUDENT PLEDGE FORM * | J01_900920075261_.pdf | 24 July 2025 | |
| 2 | MEDICAL REPORT FORM * | J02_900920075261_.pdf | 24 July 2025 | |
| 3 | CONFIRMATION OF REGISTRATION FORM * | J04_900920075261_.pdf | 25 July 2025 | |
| 4 | TUITION FEE RECEIPT/SCHOLARSHIP LETTER * | J05_900920075261_.pdf | 24 July 2025 | |

Preferred Name on Student Card * (limit 12 characters include spacing)

Please ensure that all documents are correct and click the button below to notify IPS.
Notification has been sent to IPS 2 time(s). (max. 3 times)

Please note that if you have successfully completed the fee payment but fail to complete this part, you are still not considered as a Registered Student of USM and your temporary status (New Enrolment/Kemasukan Baru) will be terminated after week 4.

You will see a notice confirming that your documents have been submitted for review. If you need to re-upload a document, delete the previous version, upload the new one, and click Notify to IPS again.

After completing all the above steps, please wait for an email notification from the IPS Team

Step 7: Student Activation Status

Activation of status from **New Enrollment** to **Active** will be made after the confirmation of tuition fee payment and completion of all the required document. Your candidature status will be activated, and you will be notified through email with the following documents:

- i. Confirmation of Registration Letter
- ii. Student Profile Page
- iii. Student Handbook Link

Step 8: Opening the RHB Bank Account (Student Account)

All students (except those from sanctioned countries) are required to open an RHB Pro Saving Account-i. The account can be opened either online or at any RHB Bank. This account is a student privilege and is valid only for the duration of the study period.

REFER TO **APPENDIX A** FOR STEPS TO OPEN THE BANK ACCOUNT

ON-CAMPUS PHASE

Step 9: Collection of Student Card (Kad Prihatin Siswa - RHB Debit Card)

You can collect your Student Card at IPS Office and IPS will send email notification to collect the card. For those who manually submitted their photo after the Self-Upload deadline, the collection process can be made 3 weeks after the semester started.

Note: All students are required to collect the Student Card personally at IPS Office.

Step 10: Medical Report

For international students, Health Examination is required to be completed at USM Health Facilities Centres/ USM Hospital / Malaysian Public Hospitals or Clinics only. It has to be done after arrival to Malaysia and a copy of the report must be submitted to IPS Office before collection of the Student Card.

Step 11: Activation of Student Card (Kad Prihatin Siswa - RHB Debit Card)

Activation of Student Card can be done directly at the USM Library premises for the use of physical library facilities such as to borrow books.

Latest update from RHB: All new students except Iran and North Korea nationality can proceed to RHB branch with the offer letter for the purpose of opening the bank account. Activation of debit card can be done at any RHB branch after collecting the card from IPS. Collection date for the card will be announced later.

Alternatively, students can wait for the card collection first prior visiting RHB to open the bank account.

----- END OF PROCESS -----

IMPORTANT CONTACT DETAILS

| UNIT | CONTACT NO. | E-MAIL |
|--|---|---|
| ADMISSION (Registration matters) (Deferment of registration date) | Main Campus/USM@KL +604 – 653 6309 +604 – 653 2958 +604 – 653 2606 +604 – 653 2606 +604 – 653 2958 +604 – 653 6027 +604 – 653 2946 +604 – 653 2946 +604 – 653 2951 +604 – 653 2937 | shaikhazm@usm.my nuryaakop@usm.my ayunizulikha@usm.my sitirosida@usm.my n.imani@usm.my airil_suffiyan@usm.my snfa@usm.my siti_hajar@usm.my mdbadro@usm.my shafiqahsuhaila@usm.my |
| | Engineering Campus +604 – 599 5075 (Mixed mode) +604 – 599 5060 (Research) +604 – 599 6525 | julia_ahmad@usm.my mohd_azri@usm.my liliqzaharah@usm.my |
| | Health Campus +609 – 767 2383 (Research) +609 – 767 2386 (CWMM) +609 – 767 2384 | ridhuan@usm.my zubaidahh@usm.my shahieda@usm.my |
| BURSARY (Fees related matters) | Main Campus / USM@KL +604 – 653 6210 +604 – 653 2995 | ukpbendahari@usm.my |
| | Engineering Campus +604 – 599 5024 | bssumaiyah@usm.my pelajar_eng@usm.my |
| | Health Campus +609 – 767 2132 | postgradkck@usm.my imankck@usm.my |
| VISA (Student Pass matters) | Main / Engineering Campus +604 – 653 2493 +604 – 653 2492 +604 – 653 2710 | sabrinaa@usm.my munirahzakariah@usm.my |
| | Health Campus +609 – 767 2385 +609 – 767 2381 | nesha@usm.my norashiken@usm.my |
| | USM@KL +03 – 2681 0091 | azmiazizan@usm.my |

**ON-CAMPUS
ACCOMMODATION**

Main Campus

+604 – 653 6246

+604 – 653 4457

Health Campus

+609 – 767 1161

+609 – 767 1163

+609 – 767 1164

Engineering Campus

+604 – 599 5514

+604 – 599 5504

postgrad_hac@usm.my

qarnain@usm.my

baizura@usm.my

| SCHOOL/CENTRE/INSTITUTE PERSON IN-CHARGE | | |
|---|---------------|------------------------|
| MAIN CAMPUS | | |
| School of Arts | +604-653 3620 | haryani@usm.my |
| School of Biological Sciences | +604-653 4035 | mnhazim@usm.my |
| School of Chemical Sciences | +604-653 3540 | mzakimi@usm.my |
| School of Communication | +604-653 3600 | samsuriati@usm.my |
| School of Computer Sciences | +604-653 3263 | mahfuzah_othman@usm.my |
| School of Distance Education | +604-653 2302 | nazira_z@usm.my |
| School of Educational Studies | +604-653 2049 | nrlinda@usm.my |
| School of Humanities | +604-653 3850 | bazilah@usm.my |
| School of Housing, Building and Planning | +604-653 6193 | zuhaida@usm.my |
| School of Languages, Literacies and Translation | +604-653 4543 | aizat.hisham@usm.my |
| School of Industrial Technology | +604-653 2218 | mnnooraida@usm.my |
| School of Management | +604-653 3367 | wahida_halim@usm.my |
| School of Mathematical Sciences | +604-653 2629 | ferial@usm.my |
| School of Pharmaceutical Sciences | +604-653 4593 | nyuhainis@usm.my |
| School of Physics | +604-653 3025 | mss@usm.my |
| School of Social Sciences | +604-653 3362 | fikri_ay@usm.my |
| Advanced Medical & Dental Institute | | |
| Advanced Medical & Dental Institute | +604-562 2352 | anissyamimi@usm.my |
| Analytical Biochemistry Research Centre (ABrC) | | |
| Analytical Biochemistry Research Centre (ABrC) | +604-653 4696 | ainn@usm.my |
| Centre for Chemical Biology | | |
| Centre for Chemical Biology | +604-653 5513 | azmandarus@usm.my |
| Centre for Drug Research | | |
| Centre for Drug Research | +604-653 3274 | azmahani@usm.my |
| Centre for Global Archaeological Research | | |
| Centre for Global Archaeological Research | +604-653 4148 | hasan_hamid@usm.my |
| Centre for Global Sustainability Studies | | |
| Centre for Global Sustainability Studies | +604-653 2461 | wansharipahmira@usm.my |
| Centre for Instructional Technology and Multimedia | | |
| Centre for Instructional Technology and Multimedia | +604-653 3225 | rfauziah@usm.my |
| Centre for Islamic Development Management Studies | | |
| Centre for Islamic Development Management Studies | +604-653 4601 | anati@usm.my |
| Centre for Marine and Coastal Studies | | |
| Centre for Marine and Coastal Studies | +604-653 2604 | misbahulothman@usm.my |
| Centre for Policy Research | | |
| Centre for Policy Research | +604-653 3385 | rosliza@usm.my |
| Collaborative Microelectronic Design Excellence Centre (CEDEC) | | |
| Collaborative Microelectronic Design Excellence Centre (CEDEC) | +604-653 5628 | sofiah@usm.my |
| Cybersecurity Research Centre | | |
| Cybersecurity Research Centre | +604-653 3001 | malar@usm.my |
| Graduate School of Business (GSB) | | |
| Graduate School of Business (GSB) | +604-653 2795 | habibahm@usm.my |
| Institute of Nano Optoelectronics Research and Technology (INOR) | | |
| Institute of Nano Optoelectronics Research and Technology (INOR) | +604-653 5640 | wanrosdan@usm.my |
| Institute for Research in Molecular Medicine | | |
| Institute for Research in Molecular Medicine | +604-653 4808 | nurnadiahilal@usm.my |
| National Higher Education Research Institute | | |
| National Higher Education Research Institute | +604-653 5754 | dhurga_ragava@usm.my |
| National Poison Centre | | |
| National Poison Centre | +604-653 2078 | shakira.hussain@usm.my |

| ENGINEERING CAMPUS | | |
|---|---------------|--------------------|
| River Engineering & Urban Drainage Research Centre | +604-599 5464 | dunorzaide@usm.my |
| School of Aerospace Engineering | +604-599 5967 | rgfarah@usm.my |
| School of Chemical Engineering | +604-599 5880 | sitihajarms@usm.my |
| School of Civil Engineering | +604-599 6209 | redzuan@usm.my |
| School of Electrical and Electronic Engineering | +604-599 6011 | aimannurr@usm.my |
| School of Materials and Mineral Resources Engineering | +604-599 5003 | cerasyidah@usm.my |
| School of Mechanical Engineering | +604-599 6305 | srnorasmah@usm.my |

| HEALTH CAMPUS | | |
|----------------------------|---------------|------------------|
| School of Dental Sciences | +609-767 5522 | whafizol@usm.my |
| School of Health Sciences | +604-767 7522 | wanazleen@usm.my |
| School of Medical Sciences | +604-767 6052 | wanaini@usm.my |

Version: January 2026

Institute of Postgraduate Studies

Universiti Sains Malaysia
11800 USM
Penang, MALAYSIA



Scan to download the RHB Mobile Banking app.

Unlock your future with RHB Pro Savings Account-i today!

Two easy ways to open an RHB Pro Savings Account-i:

Option 1

Open an account online

(For students 18 years old and above)

Recommended

1. Download the RHB Mobile Banking App and scan the QR Code to start.



If you can't scan the QR Code, go to link below:
<https://onlinebanking.rhbgroup.com/my/open-in-app?mohe>

2. Fill in the details and follow instructions on screen to submit your application.

A deposit of at least RM10 is required for online account verification and activation.

3. Check the email you've registered with your application to receive Welcome Email from RHB and your account details.

If you're applying for PTPTN loan, you may use the account number in the email.

4. Collect your RHB MySiswa Debit Card-i once your university notifies you.

5. Activate your RHB MySiswa Debit Card-i by bringing the card and MyKad to RHB counters allocated at your university. After activation, you can use your card for transactions.

Scan QR Code on right for the step-by-step guide or go to link below:

<https://www.rhbgroup.com/-/media/Assets/Corporate-Website/Document/Personal/Joy-at-Uni/FAQ-MOHE-Online-Account-Opening.pdf>



Option 2

Open an account at any RHB branch

1. Schedule an appointment to visit any RHB branch by scanning the QR Code to avoid long queues.



If you can't scan the QR Code, go to link below:
<https://www.rhbgroup.com/BranchAppointment>

2. Visit your preferred RHB Branch with the items below:

- **If you're below 18 years old:** Your Birth Certificate, MyKad and University Offer Letter. You must be accompanied by parents/guardian.

If you're accompanied by a guardian, please bring proof of relationship such as legal guardian letter.

- **If you're 18 years old and above:** Your MyKad/MyTentera and University Offer Letter.

- **If you're a non-Malaysian student:** Your Passport, University Offer Letter and valid Student Visa.

3. Check the email you've registered with your application to receive Welcome Email from RHB and your account details.

If you're applying for a PTPTN loan, you may use the account number in the email.

4. Collect your RHB MySiswa Debit Card-i once your university notifies you.

5. Activate your RHB MySiswa Debit Card-i by bringing the card and MyKad to RHB counters allocated at your university. After activation, you can use your card for transactions.

Important!



Mandatory: Open an RHB Pro Savings Account-i before university registration. Refer to your university for more details.



Benefits: Enjoy discounts and perks once your account and MySiswa Debit Card-i are activated. More details at [RHB Joy@Uni](mailto:RHBJoy@Uni).



Passport/MyPR Holders: Open your account online and visit any RHB branch within 30 days to activate it.



PTPTN Loan: If you're applying for a PTPTN loan, the fund will be credited into this account.



RHB MySiswa Debit Card-i: This card functions as both your debit card and student ID. You'll receive it from your university and must activate it to use it. For foreign students, you'll need to activate your card at nearest RHB branch.