

GUIDELINES FOR ONLINE REGISTRATION SEM 2 2020/2021 EXISTING STUDENTS AT SAINS@KL

Log on to <http://campusonline.usm.my>

SELF SPONSORED

1. Click at Online Registration
2. Tick at the courses to be registered
3. Print bill
4. Click at the "method of payment" *Two methods of payment:
 - a) Cash payment at CIMB counter
 - b) Online payment via credit card or e-banking i.e CIMBClick or Maybank2U
5. Scan the receipt and email to ukpbendahari@usm.my, sainskl@usm.my, imankck@usm.my (For Health Campus only) by **22 MARCH 2021**.
6. To know whether the registration process is successful, check the status in campus online portal after 7 working days (The list of subjects registered should appear in your CampusOnline portal). Contact Ms. Norhayaty 046532995 / Mr. Iman 097672132 (Health campus ONLY) should you face any problem.

IMPORTANT

All registration AND payment must be settled by **22 MARCH 2021**, failing which a penalty of RM200 will be imposed.

KWSP

1. Click at Online Registration
2. Tick at the courses
3. Print bill (NO need to pay)
4. Fill up the KWSP Request form by scanning the QR Code on page 2 before **8 MARCH 2021**.
5. USM will mail the KWSP letter to your correspondence address.
6. Bring the letter to KWSP ASAP and get "Notis Akuan Penerimaan Permohonan" and "Screenshot of transactions" from KWSP Online Account and email it to ukpbendahari@usm.my, norhayaty@usm.my, sainskl@usm.my, imankck@usm.my (For Health Campus only) by **22 March 2021**.
7. Check status in CampusOnline portal (The list of subjects registered should appear in your CampusOnline portal once "Notis Akuan Penerimaan Permohonan" KWSP is received by USM). Contact Ms. Norhayaty 046532995 / Mr. Iman 097672132 (Health campus ONLY) should you face any problem.

Sponsored Student (Government sponsor)

1. Click at Online Registration
2. Tick at the courses
3. Print the bill and scan the offer/sponsorship letter.
5. Email both to ukpbendahari@usm.my, sainskl@usm.my, imankck@usm.my (For Health Campus only) by **22 MARCH 2021**.
6. Check status in Campus Online portal after 7 working days (The list of subjects registered should appear in your CampusOnline portal)

IMPORTANT

If CampusOnline portal is not working, student can pay via <https://epayment.usm.my>

- a) Type <https://epayment.usm.my>
- b) Click at Kampus Induk
- c) Choose Pelajar Ijazah tinggi
- d) Complete the details and for Invoice no, type this generic number PT123456
- e) Proceed with payment via eBanking or credit card



MAIN CAMPUS



ENGINEERING CAMPUS



HEALTH CAMPUS

IMPORTANT:

Late Registration with Penalty RM200 / USD50: **23 March 2021 -> 11 April 2021**

Add/drop without Penalty (fees paid will be carried forward to the next semester): **23 March 2021 -> 11 APRIL 2021**

Add/drop with Penalty RM50 (fees paid will not be carried forward to the next semester): **12 APRIL 2021 -> 25 APRIL 2021**

USM SAINS@KL

Admin Sains@KL, Certification letter, Technical Issues: Muhammad Hafezie, 0326810091, hafezie@usm.my, 012-390 5711

Admin and Academic Matters: Prof Madya Dr Hajah Hasrina Mustafa, 03-26810091, 019-3228232, hasrina@usm.my

Registration, Add/Drop, Postponement: Azra Azreen, 03-26810091, sainskl@usm.my, 019-4209418

INSTITUTE OF POST GRADUATE STUDIES (IPS), PENANG

ONLINE REGISTRATION : Miss Nur Hidayah Yaakob, nuryaakob@usm.my, 046532958

ADD & DROP : Ms. Arni Adila Jamil, arniadila@usm.my , 046532608

PAYMENT/EPF ENQUIRIES : Ms. Norhayaty (Bursary IPS): 046532995, norhayaty@usm.my
Ms. Nur Salmi, 046532995, nursalmi@usm.my (Maternity Leave at the moment)
Mr. Muhamad Khairul Imam (Health Campus): 097672132, imankck@usm.my

LOST OF STUDENT’S CARD : Mr. Abdul Razak Abu Bakar, 046532956, razak_bakar@usm.my

USM LIBRARY : Mr. Meor Mohd Arafat, 046533712, arafat@usm.my (Open Access)

INTERNATIONAL OFFICE (VISA) : Mr. Hafezie, 012-390 5711, hafezie@usm.my, WhatsApp +6046532492 / +6046532777