REGISTRATION FOR NEW INTERNATIONAL POSTGRADUATE STUDENT

SEMESTER 2 SESSION 2024/2025 (MARCH 2025)

MALAYSIA MADANI | **UNIVERSITI PENDIDIKAN SULTAN IDRIS** | **IPS**

1 — Online Application

Apply through (https://postgrad.upsi.edu.my/)

Process the application

2 — 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.

3 — 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

4 — 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.**

5 — 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.

6 — 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).

7 — 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.

8 — Activation as a student

IGS Staff will active the student once student complete the pre-registration and pay 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.

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

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

9 — AFTER ARRIVING IN MALAYSIA MUST GO TO

IMC 1
Student required to go to the IMC to surrender the passport & medical report

IGS 2
Candidate come to IGS and kindly bring all the original documents (Bachelor's and Master's transcripts, certificates and English Certificate) to complete the registration process.

FACULTY 3
Student required to go to the faculty for the program structure, Supervisor contact info or any related matter

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