



ACADEMIC DIVISION
UNIVERSITI PUTRA MALAYSIA

Guidelines for International Undergraduate Online Application

Instructions:

Please read the Guidelines for International Undergraduate Online Application before filling in the International Undergraduate Online Application form

Also ensure all information required is filled in the International Undergraduate Online Application form before submitting to Academic Division.

A. Application Form

- (i) All sections/fields must be completed especially fields with * marking
- (ii) **Online application will only be processed when the following certified supporting documents are received by our office:**
 - a. Completed online application -;
 - b. Certified copy of Higher School Certificate (HSC) / GCE 'A' Level / Diploma or equivalent;
 - c. Certified copies of Academic Transcript(s) from your previous university / college / school
 - d. Certified copy of TOEFL / IELTS /MUET result;
 - e. Certified copy of the personal details page of your passport (include the expiry date). The passport must be valid for at least one year.
 - f. Certified copy of applicant's Financial Statement or Letter of Undertaking from sponsor;
- (iii) All documents attached must be certified by recognized authorities.
- (iv) All supporting documents that are in other than English or Malay language must be with certified English translation.
- (v) Submit all certified supporting documents **via post** for processing purposes. **DO NOT ENCLOSED ORIGINAL CERTIFICATES OR DOCUMENTS.**

B. Transcript of Academic Record

Please ensure all data of academic records are correct. The university will request for transcript of academic record from your last university /college/school attended. (if necessary).

C. Processing Fee

Non refundable application processing fee of USD25.00 in a form of Bank draft made payable in the name of '**BENDAHARI UPM**' or by Telegraphic Transfer to Bank Account No : 1215-0005004-05-0 swift code : CIBBMYKLBank: Cimb Bank

(i) Cash or personal cheque is not accepted.

(ii) **Application without the processing fee will not be processed.**

(iii) The bank draft or copy of telegraphic transfer form which has been processed by your bank must be attached with the above certified supporting document.

D. Date of Acceptance

The online application must reach the **Head of Administration, Academic Division, Universiti Putra Malaysia, 43400 UPM SERDANG, Selangor Darul Ehsan Malaysia** on or before **1st March** for **July Intake**.

E. Further Information

Applicants are advised to ensure that the online application reaches the **Head of Administration Academic Division, Universiti Putra Malaysia, 43400 UPM SERDANG, Selangor Darul Ehsan** before the closing date. Online application received after the stipulated closing date will be processed for the next coming intake.

All enquiries pertaining to Undergraduate Degree program in UPM can be send to :-

HEAD OF ADMINISTRATION
ACADEMIC DIVISION
UNIVERSITI PUTRA MALAYSIA
43400 UPM SERDANG
SELANGOR DARUL EHSAN

OR

Tel No. : 603-89466059/603-89466060
Fax Number : 603-89426469
e-mail : akademik@putra.upm.edu.my
website : <http://www.akademik.upm.edu.my>

Note : *Please note that if you do not receive any reply from our office within two (2) months after closing date, your application is considered unsuccessful.*