

Registration Guidelines Package

This Package included :

Registration Guideline

Registration Checklist New Student

Registration Checklist New Student (CIEP)

Health Examination Form

Matric Card Form

Upm Id Activation Guideline

Personal Details Form



Google

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Registration Venue:

**Academic Complex A
(Near Mosque of UPM)**



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

	ADMISSION DIVISION UNIVERSITI PUTRA MALAYSIA
	REGISTRATION GUIDELINES FOR INTERNATIONAL STUDENT

IMPORTANT (Please read carefully before proceeding to registration):

- Details of registration week are as follows:

Date : Please refer to your offer letter
(except Saturday, Sunday and public holiday)
Time : 8.30 a.m. - 4.30 p.m.
Venue : Academic Complex A (Near Mosque of UPM)

- During registration week, registration of all new students will be carried out at **Academic Complex A**. Please refer to the below table for a step-by-step guide to the registration process during the registration week.

COUNTER	INSTRUCTION
Step 1: Visa & Pass Counter	Proceed to the visa & pass counter for Visa verification and new student registration.
Step 2: Health Verification Counter	Submit the completed Health Examination Report (RME/IPT International) for verification and get an endorsement for the Medical Examination Report.
Step 3: Checklist Counter	Furnish the following documents during registration: ✓ The original offer letter of admission ✓ The original offer letter of admission ✓ Original copy higher school certificate (HSC)/ GCE 'A' LEVEL / Diploma or equivalent; ✓ Original copy of academic transcript from your previous university / college / school (if any) ✓ Original copy of TOEFL / IELTS / MUET result; ✓ International passport ✓ Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.
Step 4: Bursar Counter	Provide the Bursar Counter with a copy of the bank-in slip or the original scholarship/financial assistance offer letter.
Step 5: Registration Counter	Proceed to the registration counter with all verified documents as detailed above Receive a registration slip to enable login to the student portal Registration process completed. <i>Note: For registration of courses, all new international students are required to proceed to their respective faculty.</i>



ADMISSION DIVISION UNIVERSITI PUTRA MALAYSIA

REGISTRATION GUIDELINES FOR INTERNATIONAL STUDENT

3. Please ensure that you have had your health examination done in your own country, and have completed the enclosed **Health Examination Report (RME/IPT International) form**. Also enclosed are the 'Terms and Regulations for Health-related Disorders for International Students Entrance' which contain conditions that prohibit registration at Malaysia's institutes of higher learning, and the Health Examination Guidelines.
4. Before registering during the registration week, candidates must pay the full basic fee. Candidates paying fees by cash are required to do so at any CIMB Bank branch, and to bring the receipt during registration. Payment by credit card can only be made at the registration counter. For more information, please refer to the enclosed 'Methods of Payment'.
5. Please be noted that all the information given in the application form is deemed true. If there is any false declaration for gaining entry to UPM, the university reserves the right to withdraw this offer at any time. Therefore, make sure to bring all the original admission required documents (Academic, Health & English Language Requirements) during the registration process.
6. After this period, all transactions should be done at the respective business offices, as detailed below:

STEP	MATTERS	VENUE
Step 1	a. Visa and Passport Verification. b. Student Pass Application.	International Division
Step 2	To verify Higher School Certificate (HSC) or its equivalent and others supporting documents	Admission Division
Step 3	Health verification	University Health Centre http://www.pku.upm.edu.my/
Step 4	Tuition Fee	Any CIMB Bank
Step 5	Endorsement of payment or payment by credit/debit card	Bursar Office at Ground Floor Administration Building
Step 6	For registration of courses at respective faculty	Faculty

	PRKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA) Kod Dokumen : PU/PS/SS06/AMB
	REGISTRATION CHECKLIST FOR NEW INTERNATIONAL STUDENT

NAME	
MATRIC NO. / PASSPORT NO.	
FACULTY	
PROGRAMME	

FLOW	INSTRUCTION	SIGNATURE & STAMP																					
STEP 1 PUTRA INTERNATIONAL	Proceed to the visa & pass counter for Visa verification and new student registration.																						
STEP 2 UNIVERSITY HEALTH CENTRE	Submit the completed Health Examination Report (RME/IPT International) for verification and get an endorsement for the Medical Examination Report.																						
STEP 3 ADMISSION DIVISION	Submit the following documents for verification: <table border="1"> <thead> <tr> <th>NO</th> <th>DOCUMENTS</th> <th>(/)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The original offer letter of admission</td> <td></td> </tr> <tr> <td>2.</td> <td>Original copy higher school certificate (HSC)/ GCE 'A' LEVEL / Diploma or equivalent;</td> <td></td> </tr> <tr> <td>3.</td> <td>Original copy of translated certificate (if issued in other than English)</td> <td></td> </tr> <tr> <td>4.</td> <td>Original copy of TOEFL / IELTS / MUET result; English Score:</td> <td></td> </tr> <tr> <td>5.</td> <td>International passport</td> <td></td> </tr> <tr> <td>6.</td> <td>Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.</td> <td></td> </tr> </tbody> </table> Registration Slip	NO	DOCUMENTS	(/)	1.	The original offer letter of admission		2.	Original copy higher school certificate (HSC)/ GCE 'A' LEVEL / Diploma or equivalent;		3.	Original copy of translated certificate (if issued in other than English)		4.	Original copy of TOEFL / IELTS / MUET result; English Score:		5.	International passport		6.	Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.		
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6.	Original scholarship/financial assistance offer letter (if any) and two (2) copies of it.																						
STEP 4 BURSAR	Provide the Bursar Counter with a copy of the bank-in slip or the original scholarship/financial assistance offer letter. Payment can be made in cash or credit card or debit card. <i>Please refer to the respective rate of study fee.</i>																						
STEP 5 STUDENT AFFAIRS DIVISION	For registration of accommodation.																						
STEP 6 SECURITY DIVISION	Application for Matric Card																						
STEP 7 FACULTY	For registration of courses, all new international students are required to proceed to their respective faculty.																						
STEP 8 PUTRA INTERNATIONAL	Student Pass and Visa Application.																						

	PRKHIDMATAN UTAMA PRASISWAZAH PEJABAT TIMBALAN NAIB CANSELOR (AKADEMIK & ANTARABANGSA)
	REGISTRATION CHECKLIST FOR NEW INTERNATIONAL STUDENT CERTIFIED INTENSIVE ENGLISH PROGRAMME (CIEP)

NAME	
PASSPORT NO. / MATRIC NO	
PROGRAMME	

FLOW	INSTRUCTION	SIGNATURE & STAMP																					
STEP 1 ELS UPM	Placement Test	LEVEL:																					
STEP 2 PUTRA INTERNATIONAL	Proceed to the visa & pass counter for Visa verification and new student registration.																						
STEP 3 UNIVERSITY HEALTH CENTRE	Submit the completed Health Examination Report (RME/IPT International) for verification and get an endorsement for the Medical Examination Report.																						
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STEP 6 SECURITY DIVISION	Application for Matric Card																						
STEP 7 ELS UPM	For registration of CIEP																						
STEP 8 PUTRA INTERNATIONAL	Student Pass and Visa Application.																						

HEALTH EXAMINATION GUIDELINES

1. PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM.
2. ALL APPLICANTS SHALL UNDERGO HEALTH EXAMINATION WITHIN SEVEN (7) WORKING DAYS UPON ARRIVAL TO MALAYSIA AND **MUST BE DONE AT UPM UNIVERSITY HEALTH CENTRE.**
3. FAILURE IN COMPLYING WITH THE ABOVE MATTER WILL RESULT IN REJECTION OF APPLICATION FOR STUDENT PASS.
4. IF THE APPLICANT FAILED THE HEALTH EXAMINATION, STUDENT PASS ENDORSEMENT WILL NOT BE PROCESSED AND THE APPLICANT IS REQUIRED TO LEAVE MALAYSIA.
5. UNIVERSITI PUTRA MALAYSIA RESERVES THE RIGHT TO **REJECT** ANY APPLICATION:
 - a) BASED ON THE RESULTS OF THE HEALTH EXAMINATION ; AND/OR
 - b) SHOULD THERE BE ANY EVIDENCE THAT APPLICANT HAS GIVEN **FALSE INFORMATION** PERTAINING TO THE RESULTS OF THE HEALTH EXAMINATION.
6. PLEASE FILL IN THE FORM IN **ENGLISH.**
7. PLEASE WRITE IN **CAPITAL LETTERS.**
8. THIS FORM HAS **2 SECTIONS**
 - SECTION 1 (PART A AND B) TO BE FILLED BY THE CANDIDATES
 - SECTION 2 TO BE FILLED BY THE EXAMINING DOCTOR
9. PLEASE COMPLETE ALL THE TESTS REQUIRED IN THIS FORM.
10. PROSPECTIVE CANDIDATES ARE **STRONGLY ADVISED** TO UNDERGO VACCINATION FOR **HEPATITIS B** BEFORE JOINING UNIVERSITI PUTRA MALAYSIA.
11. PLEASE ATTACH ALL THE **ORIGINAL** LABORATORY RESULTS AND THE RESULTS MUST BE REPORTED IN **ENGLISH.**
12. THE UNIVERSITY RESERVES THE RIGHT TO **REPEAT** FULL MEDICAL CHECK – UP OR ANY SPECIFIC LABORATORY TESTS SHOULD THERE BE **ANY DOUBT** IN THE MEDICAL REPORT SUBMITTED. ALL COSTS INVOLVED SHALL BE BORNE BY THE CANDIDATES.

Terms and regulation of Health-related disorder for Admission of International Students to Universiti Putra Malaysia.

1. Communicable Disease

Type of disease/disorder	Example	Registration/admission
- Contagious - Recovery is expected to be difficult and delayed	- HIV/AIDS - Hepatitis B - Hepatitis C	Registration/admission is prohibited
- Contagious - Expected to recover with treatment	Tuberculosis	- Registration/admission must be deferred until treatment in home country is completed - Deferment should not be for more than two semester - Registration requires confirmation from the physician in charge that treatment has been completed
- Contagious - Expected to recover with treatment	- Malaria - Typhoid - Syphilis	Registration/admission is allowed only after treatment is completed in home country
Contagious disease that are declared as epidemic by the Malaysian Ministry of Health	- Japanese Encephalitis - SARS - Avian flu - Ebola - H1N1	Registration/admission is prohibited

2. Non - Communicable Disease

Type of disease/disorder	Example	Registration/admission
- Mental Illness - An attack that may harm the student or other	- Epilepsy - Schizophrenia - Depression - Bipolar Disorder	A report is required from the treating psychiatrist. May be accepted for registration/admission if any of the following is met: - Symptom-free for > 12 months - Treatment is completed
- Disease or disorder is expected to continue for an unspecified time - Apparent and serious symptoms - Long treatment schedule	- End stage renal failure requiring dialysis - Cancer	Registration/admission is prohibited
Addiction that is direct violation of the Malaysian laws	Drugs such as - Morphine - Canabis - Ampethamine - Metampethamine	Registration/admission is prohibited
- Requires continuous medication - No serious symptoms - Treatment not affecting study	- Hypertension - Diabetes Mellitus - Dyslipidaemia	May register if treatment does not affect study



KEMENTERIAN
PENDIDIKAN
MALAYSIA

Passport size
photo

SECTION 1 (To be completed by candidate)
(PART A)

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7

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[illegible]

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[illegible][illegible][illegible][illegible]

SECTION 1**(PART B)** – Please tick (✓) in the relevant box.

Declaration of self and family illness. Explain in full if you or your family has any of the following illnesses. **AGENTS ARE STRICTLY NOT ALLOWED TO FILL IN THE BOX.**

* Immediate family refers to father, mother, brothers / sisters

MEDICAL PROBLEMS	SELF		*IMMEDIATE FAMILY		If “Yes” please state. You are required to submit your medical history/report from your treating physician if you have sought consultation for any of the listed diseases/conditions
	Yes	No	Yes	No	
1. AIDS, HIV					
2. Hepatitis B/C					
3. Tuberculosis					
4. Drug addiction					
5. Congenital or inherited disorder					
6. Allergy/Drugs allergy					
7. Mental illness (depression, ocd, schizo, etc)					
8. Fits, stroke, other neurological disease					
9. Diabetes Mellitus					
10. Hypertension					
11. Heart or vascular disease					
12. Asthma					
13. Thyroid disease					
14. Kidney disease					
15. Cancer					
16. History of surgery					
17. Other illnesses/handicapped					

Current medication (Long term):

IMMUNIZATION HISTORY	DATE IMMUNIZED				
1. Yellow fever					
2. BCG					
3. Typhoid					
4. Meningitis (Quadrivalent)					
5. Hepatitis B					
6. Others					

I hereby certify that the information given above is true. I understand that my application will be **REJECTED** if there is **any false** information given.

I declare that I will submit myself for compulsory Post Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

Date

Signature of candidate

SECTION 2 - PHYSICAL EXAMINATION

To be filled by examining doctor

1. BASIC MEASUREMENT	
HEIGHT : _____ m	BLOOD PRESSURE : _____ mmHg
WEIGHT : _____ kg	PULSE RATE : _____ / min
VISION TEST : Unaided : (R) _____ (L) _____ Aided : (R) _____ (L) _____	COLOUR BLIND TEST : NORMAL / ABNORMAL

2. GENERAL EXAMINATION			
ITEM	YES	NO	COMMENT
a. DEFORMITIES			
b. PALLOR			
c. CYANOSIS			
d. JAUNDICE			
e. OEDEMA			
f. SKIN DISEASES			

3. SYSTEMIC EXAMINATION			
ITEM	NORMAL	ABNORMAL	COMMENT
a. EYES (including funduscopy)			
b. EARS			
c. NOSE			
d. ORAL CAVITY / THROAT			
e. NECK			
f. HEART			
g. LUNGS			
h. ABDOMEN / HERNIA ORIFICES			
i. NERVOUS SYSTEM			
j. MENTAL CONDITION			
k. MUSCULOSKELETAL SYSTEM			

SECTION 3 - INVESTIGATIONS

URINE TEST		
ITEM	DATE TAKEN	RESULT
a. ALBUMIN		
b. SUGAR		
c. MICROSCOPIC		
d. MORPHINE		
e. CANNABIS		
f. AMPHETAMINES		
g. METHAMPHETAMINES		

BLOOD TEST		
ITEM	DATE TAKEN	RESULT
a. HEPATITIS B ANTIGEN		
b. HEPATITIS B ANTIBODY		
c. HEPATITIS C		
d. HIV		
e. VDRL / TPHA		
f. MALARIAL PARASITE		

CHEST X-RAY INFORMATION	
CHEST X-RAY NO.	
DATE TAKEN	
PLACE TAKEN	
REPORT	

SECTION 4 - CERTIFICATION BY THE EXAMINING DOCTOR

Please tick (√) in the appropriate box

I certify that I have on this date _____ examined

Mr / Ms _____ Passport No. _____

and found him / her :-

☐

IN GOOD HEALTH

☐

FOUND TO HAVE (Please State)

☐

HAS MEDICAL PROBLEM (Please State)

☐

IS UNDERGOING TREATMENT FOR: (Please State)

Date _____

Signature of Doctor : _____

Name of Doctor : _____

Qualification and : _____

Official stamp of Clinic

Remarks By University Official :

SECTION 4 - CERTIFICATION BY THE EXAMINING DOCTOR

Please tick (√) in the appropriate box

I certify that I have on this date _____ examined

Mr / Ms _____ Passport No. _____

and found him / her :-

☐

IN GOOD HEALTH

☐

FOUND TO HAVE (Please State)

☐

HAS MEDICAL PROBLEM (Please State)

☐

IS UNDERGOING TREATMENT FOR: (Please State)

Date _____

Signature of Doctor : _____

Name of Doctor : _____

Qualification and : _____

Official stamp of Clinic

Remarks By University Official :



**ADMISSION DIVISION
UNIVERSITI PUTRA MALAYSIA**

**PERMOHONAN KAD MATRIK
APPLICATION FOR MATRIC CARD**

PART A TO BE COMPLETED BY THE APPLICANT

PLEASE USE CAPITAL LETTER

Passport-sized
photograph
(blue
background)

FULL NAME

PROGRAMME OF STUDY

PASSPORT NO.

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MATRIC NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PHONE NO.

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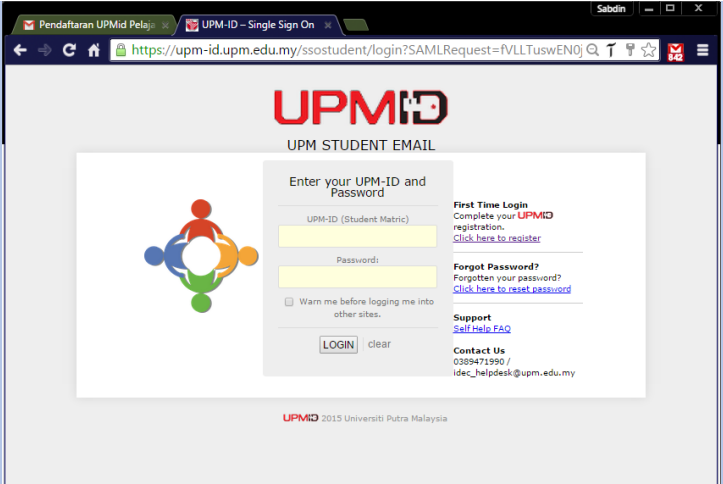
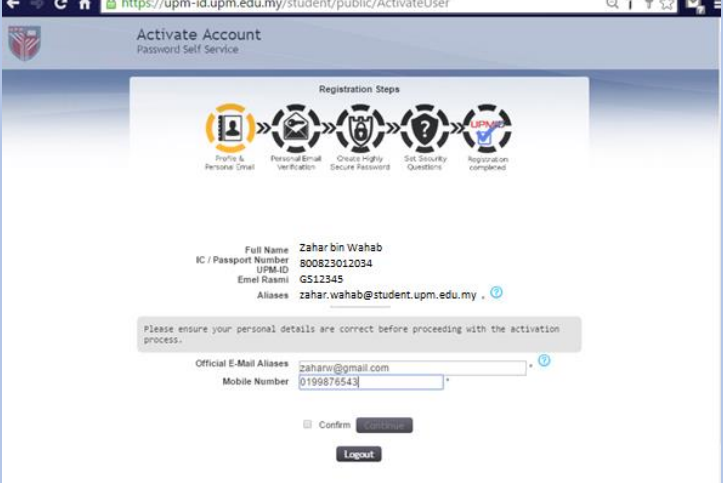
PART B FOR OFFICE USE

DATE RECEIVED	DATE OF CARD ISSUED	SIGNATURE
	YES	
	NO	

Manual Pengguna (User Manual)

Pengaktifan UPM-ID Pelajar Dan Email Pelajar (Google Apps Academic)

UPM-ID and Email Registration for Student

1	Alamat URL Email Pelajar: http://mail.student.upm.edu.my Klik pada 'Click here to register' pada ruangan <i>First Time Login</i> <i>Students Email URL :</i> http://mail.student.upm.edu.my <i>Please click 'Click here to register' to continue for UPM-ID registration</i>	
2	Sila lengkapkan ruangan Matric Number dan IC / Passport Number Klik pada butang 'Activate' untuk teruskan <i>Please complete all required fields.</i> <i>Click 'Activate' button to continue.</i>	
3	Jika maklumat betul, profil pengguna akan terpapar, sila semak ketepatan maklumat dan isikan ruangan yang diperlukan. Sila lengkapkan <i>Aliases</i>, Sila lengkapkan <i>Security Email</i> Sila lengkapkan <i>Mobile Number</i> Klik kotak Confirm dan klik pada butang Continue <i>If the information is correct, the user profile will appear. Please check the information and make sure the information is correct.</i> <i>Please complete all required fields</i> <i>Click 'Continue' button to continue.</i>	

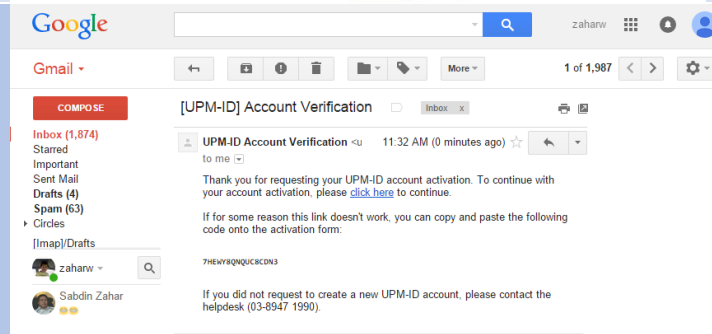
4 Kod pengaktifan akan di hantar kepada email keselamatan (Email Peribadi)

Sila buka email keselamatan untuk mendapatkan kod pengaktifan

*The activation code will be sent to the security email.
Please click the link in the email or copy and paste the security code.*

5 Sila salin kod pengaktifan yang dihantar ke alamat email peribadi anda.

Please click the link in the email or copy and paste the security code.



6 Pastikan kod keselamatan di tampal pada ruangan kod yang disediakan

Klik *Check Code* untuk teruskan

Click 'Check Code' button to continue

7 Jika kod keselamatan sah, profil pengguna akan dipaparkan sekali lagi.

Klik pada kotak Confirm dan klik pada butang Continue untuk teruskan

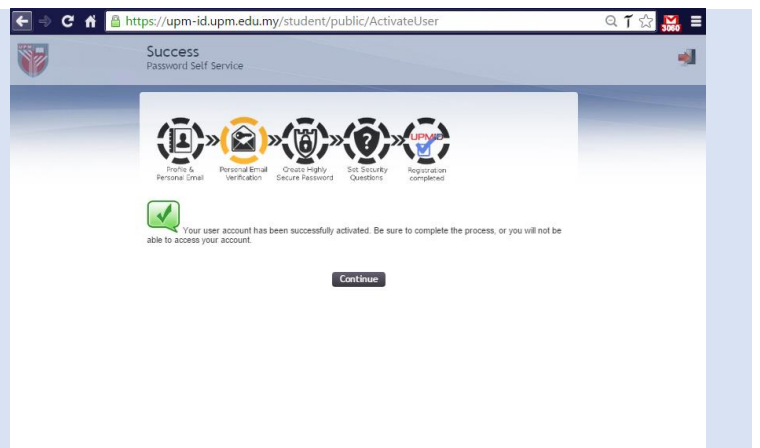
*If the security code valid, the registration info will be displayed.
Tick the Confirm box and Click "Continue" button to continue the registration.*

8 Pengesahan email keselamatan Berjaya.

Pastikan proses seterusnya dilengkapkan

Klik pada butang *Continue*

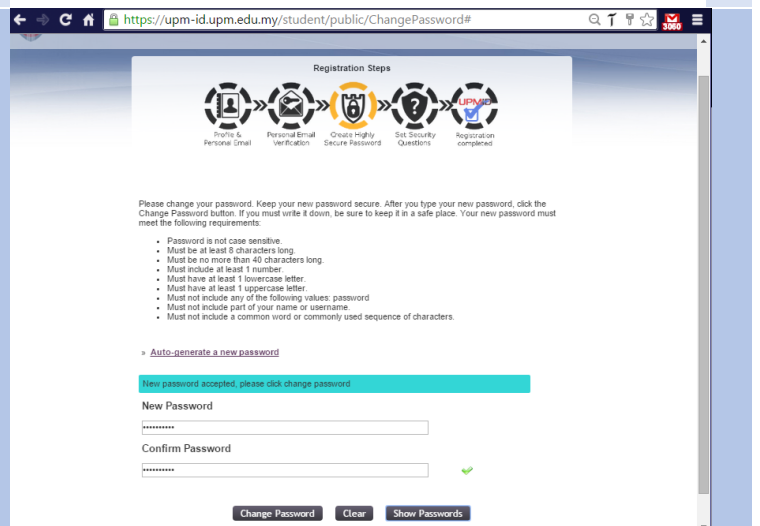
Please click "Continue" button to continue the next process



9 Sila teruskan pendaftaran dengan melengkapkan kata laluan baru

Sila pastikan syarat-syarat polisi yang ditetapkan dipatuhi

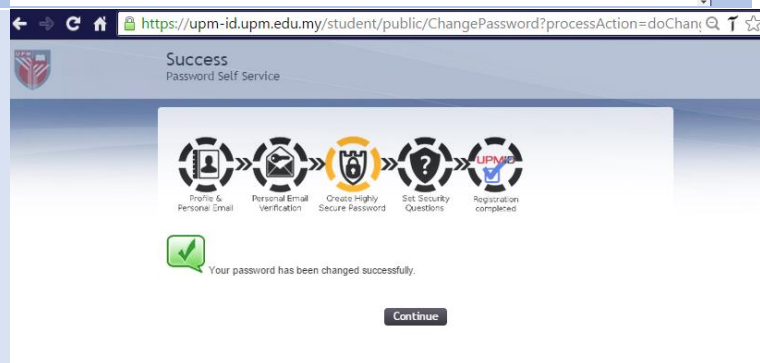
Your new password must meet the password policy.



10 Kata laluan baharu Berjaya ditukar dan disimpan.

Sila klik pada butang *Continue* untuk teruskan

Please click "Continue" button to continue the next process.



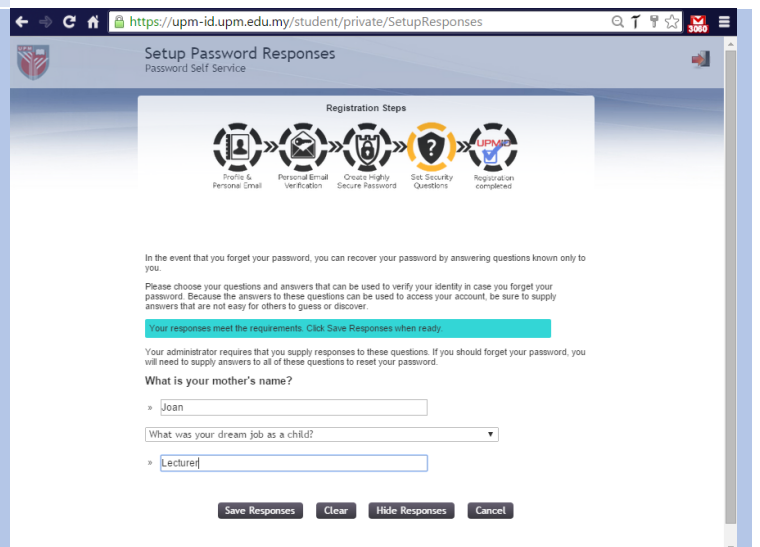
11 Sila lengkapkan soalan keselamatan

Soalan keselamatan diperlukan bila pengguna terlupa kata laluan

Klik butan *Save Responses* untuk teruskan

Please choose your questions and complete the answers.

Click "Save Responses" button to continue.



12 Sila sahkan soalan keselamatan

Klik pada butang *Confirm Responses* untuk teruskan

Be sure your answer and question are correct.

Click "Confirm Responses" button to continue.

13 Pendaftaran UPM-ID selesai

Sila klik pada link Email Login untuk login ke Email pelajar

UPM-ID registration completed. Congratulation.. Thank You.

14 Sila login dengan menggunakan UPM-ID(Student Matric) dengan kata laluan yang baru.

Please log in using your new password.

15 Jika Berjaya login, anda akan dapat memasuki ruangan email pelajar.

Tahniah

16 Jika ada sebarang masalah dan pertanyaan boleh menghubungi 03 89471990 atau email kepada idec_helpdesk@upm.edu.my Untuk bantuan

Please don't hesitate to contact us for any enquiries you might have.
Email : idec_helpdesk@upm.edu.my
Telephone : 03 8946 1990

03 8947 1990
[Idec_helpdesk@upm.edu.my](mailto:idec_helpdesk@upm.edu.my)

	UNIVERSITI PUTRA MALAYSIA DIVISION OF ADMISSION
	NEW UNDERGRADUATE INTERNATIONAL STUDENTS PERSONAL DETAILS FORM

please
attach a
passport
size photo
blue
background

FULL NAMES	
SEX: (<i>please tick</i>)	MALE ☐ FEMALE ☐
MATRIC NO.	
PASSPORT NO.	
NATIONALITY	

PERMENANT ADDRESS:

HOUSE NO	
ROAD	
CITY	
PROVINCE	
ZIP CODE	
COUNTRY	
EMAIL ADDRESS	
MOBILE NO. (Malaysia)	

FOR OFFICE USE ONLY

ENGLISH PROFICIENCY	SCORE	EQUIVALENT TO MUET
IELTS		
TOEFL		
MUET		
CIEP		
O level (English)		
OTHERS _____		

AGENT INFO
STAMP