Signing Up

General Guidelines

The following are crucial information which students need to be aware of before registering with the University:

- Candidates who are offered admission at the Main Campus are required to register at IPS, Main Campus, Penang.
- Candidates who are offered admission at the Engineering Campus are required to register at IPS, Engineering Campus, Nibong Tebal, Penang.
- Candidates who are offered admission at the Health Campus are required to register at IPS, Health Campus, Kubang Kerian, Kelantan.
- Original documents of degree scrolls and certificates must be presented for verification during registration.
- A full-time or part-time registered student of USM is not allowed to register for another degree or programme of study with any other university either locally or abroad.
- Foreign students must ensure that their Student Pass has been approved by the Immigration Department of Malaysia before entering Malaysia.

Enclose immigration documents to facilitate immigration clearance. Confirm your acceptance of offer of admission using the relevant form (Form A in the Appendix) and submit it to IPS immediately. For issues pertaining to immigration matters, visa, and student pass, contact the Officer-in-Charge at the International Office, USM.

Duration of Registration

The University has a scheduled time line for registration activities for new postgraduate students. Please take note of the registration schedule according to your mode of studies, as stated in your offer package.

For Research Mode Students

- Research mode students who are offered admission to a programme of study are given one (1) year effective from the date on the offer letter, to register as a student in this University. The period is inclusive of the requirement to make all the necessary arrangements before coming to Malaysia (for international students). If you do not register within one (1) year, the offer will become automatically void.

- Registration is based on the semester system and the date will be determined when the student registers. Semester I is from September - February and Semester II is from March - August. Students are strongly advised to register at the beginning of a semester.

- The registration date will take effect based on the following calculations: If a student registers on or before 15th of the month, the effective date is the 1st of that month. If a student registers after the 15th of the month, the effective date is the 1st of the following month.

For Coursework/Mixed Mode Students

- Coursework/Mixed Mode students who are offered admission into a programme of study are required to register on the date stipulated in the offer letter. Late registration will not be entertained unless accompanied by valid justifications.
- Postponement of registration is not allowed except for cases related to immigration matters.
- Re-application for consideration in the following academic session must be made for cases where study leave or financial assistance is involved.

Language Requirements and Pre-Requisite Courses

- The Bahasa Malaysia I course (LKM 100) is compulsory for all international students and must be taken and passed prior to graduation. The required passing grade is C. Registration for the course could be made at the School of Languages, Literacies and Translation in the University.
- A TOEFL score of 550/IELTS 6.0/grade in other equivalent examinations may be required for certain programmes.
- Registration for all pre-requisite courses other than LKM 100 (where applicable), must be completed within the first week of the first semester.
- Candidates need to complete the Pre-requisite form, obtain approval from the respective School/Centre and submit to IPS together with the evidence (receipt) of payment.
- The registration form IPS/HEP - 05 for pre-requisite courses is available at IPS.

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The Smart Card Facility

A smart card will be issued to all registered USM postgraduate students upon completion of the registration process. The card is non-transferable and can be used for the following purposes:

- Access to and use of library facilities
- Payment of fees at the Bursary
- Course registration
- Examinations (language or pre-requisite courses)
- Medical treatment at the University's wellness centre /panel clinics /hospitals
- Access to and use of sports facilities
- Other related matters pertaining to authorities, for example, the Immigration Department and police

Loss of the smart card must be reported immediately to USM Security Office and IPS. A charge of RM60.00 is applicable for every card replacement.