



Othman Yeop Abdullah  
Graduate School of Business  
Universiti Utara Malaysia

# POSTGRADUATE REGISTRATION GUIDELINES

*September 2024/2025 Intake*



**OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS**

**UNIVERSITI UTARA MALAYSIA, 06010 SINTOK, KEDAH, MALAYSIA**

# **CONTENT**



**IMPORTANT INFORMATION**



**REGISTRATION STEPS**



**QUICK LINKS**



**CONTACT US**

# IMPORTANT INFORMATION

- a) The registration for First Trimester Session 2024/2025 (Sept 2024 - 241) will be from **11<sup>th</sup> September 2024 until 19<sup>th</sup> September 2024.**
- b) All forms must be completed and uploaded online through <https://admission.uum.edu.my/> from **15<sup>th</sup> August 2024 until 10<sup>th</sup> September 2024.**
- c) The registration process for new students will be conducted in person. **Student must present on the registration day.**
- d) International student must obtain a **Visa Approval Letter (VAL) and be physically present on campus to undergo health examination** in order to complete the registration and activation as a student.
- e) Only those student who have uploaded the **required forms, paid the tuition fees** as stated in the offer letter and **present on registration day** will be **registered and activated as student.**
- f) **Students are required to present the original academic qualifications** and documents verification (as in the registration checklist) will be conducted on the registration day.
- g) **If the University finds any discrepancy in the submitted documents or suspects any forgery of the documents submitted, the University reserves the right to revoke the registration immediately and the student will lose his/her right as a UUM student. Should this occur, the student forfeits the tuition fees that have already been paid.**

# REGISTRATION STEPS

## 1

### RECEIVE OFFER LETTER

- ✓ Download offer letter from UUM Online Application via <https://apply.uum.edu.my/>
- ✓ Click "**Accept**", "**Accept but Defer**" or "**Reject**" and submit

## 2

### PREPARATION OF DOCUMENTS

- ✓ **Receive notification email from UUMIT**
  - Username and temporary password for portal
- ✓ **Fill up the registration forms that are available in Postgraduate Studies Admission link as follow:**
  - Login at <https://admission.uum.edu.my/>
  - Choose "Online Registration for Postgraduate"
  - Complete the forms:
    1. Student photo
    2. Student Record Form (Form A)
    3. Letter of Undertaking (Form C)
    4. Student Declaration (Form D)
    5. Consent Form Personal Data Protection Act 2010
    6. Sponsorship Letter (if any)
    7. Health Examination Report (Form E - Local Student)
    8. Health Examination Report (Form B - International Student)
    9. Visa Approval Letter (International Student)
- ✓ **Payment of tuition fees**
  - Payment can be made through <https://epay.uum.edu.my/>
  - Payment guideline: [https://bit.ly/NewStudent\\_PaymentGuideline](https://bit.ly/NewStudent_PaymentGuideline)
  - **Note:** Please write your Matric No. as reference for online payment.



UNIT PENGAJIAN SISWAZAH  
POSTGRADUATE STUDIES UNIT (PSU)  
UUM COB  
Universiti Utara Malaysia  
06010 UUM SINTOK  
KEDAH DARUL AMAN  
MALAYSIA



Tel: 604-928 7130/7104/7119/7121/7124  
Laman web (Web): [www.cob.uum.edu.my](http://www.cob.uum.edu.my)

Reference No. : UUM/COB/P-40  
Date : November 15, 2021

NURUL NADIAH BINTI RUSLE (XXXXXX) ← **Matric No.**

PG UUM COB  
Universiti Utara Malaysia,  
06010 Sintok, Kedah

Dear NURUL NADIAH BINTI RUSLE

LETTER OF OFFER FOR POSTGRADUATE ADMISSION, SECOND TRIMESTER 2021/2022 SESSION (JANUARY 2022 INTAKE)

Congratulations and welcome to Universiti Utara Malaysia, the Eminent Management University.

### **3** SUBMISSION OF DOCUMENTS

- ✓ Upload all completed documents (as per in step #2) in Postgraduate Studies Admission via <https://admission.uum.edu.my/>
- ✓ Due date for documents submission is by **10<sup>th</sup> September 2024**.

### **4** HEALTH EXAMINATION (INTERNATIONAL STUDENT)

- ✓ International student must physically present on campus to undergo a health examination before being allowed to register as a student.

### **5** STUDENT REGISTRATION

- ✓ Registration will be **done by** Othman Yeop Abdullah Graduate School of Business (OYAGSB), Sintok (**11<sup>th</sup> September 2024 - 19<sup>th</sup> September 2024**).
- ✓ After registration is successful, student need to login into UUM Student Portal at <https://portal.uum.edu.my/> for student portal activation.
  - Use the same username and password received earlier in step #2.
- ✓ Refer to following link for manual on portal activation:  
[User Manual for UUM Portal Activation](#)

### **6** ATTEND BRIEFING

- ✓ New Postgraduate Student Orientation and Academic Briefing
  - **11<sup>th</sup> September 2024 (Wednesday) | 11.00 a.m.**
- ✓ UUM Library Services Briefing
  - **TBC**
- ✓ Tentative: [New Postgraduate Student Orientation and Academic Briefing](#)

## **7** COURSE REGISTRATION

- ✓ Register subject for current trimester (for coursework / pre-requisite courses) via student portal <https://portal.uum.edu.my/> starting from **12<sup>th</sup> September 2024 until 19<sup>th</sup> September 2024**.
- ✓ Refer to following link for Course Registration Video Tutorial: [How to Register for Course](#)

## **8** ATTEND CLASSES

- ✓ Please ensure you attend the registered courses as per the timetable
- ✓ Timetable will be available at <http://psucob.uum.edu.my/current-students>

# QUICK LINKS

1

[Academic Handbook 2022/2023](#)

2

[UUM COB Postgraduate Coordinators 2024](#)

3

[Directory](#)

4

[Important Information for International Students](#)

5

[Academic Calendar 2024/2025](#)

6

[Webex Meeting Guidelines](#)

7

[Negaraku](#)

[UUM Official Song - Biru Warna](#)

[UUM Corporate Video](#)

8

[New Postgraduate Student Orientation and Academic Briefing](#)

9

[Fees Payment Guidelines](#)

# CONTACT US



[cobadmission@uum.edu.my](mailto:cobadmission@uum.edu.my)  
[cobpg@uum.edu.my](mailto:cobpg@uum.edu.my)



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<http://psucob.uum.edu.my/>



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<https://t.me/cobpginfo>



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