

POSTGRADUATE REGISTRATION GUIDELINES

September 2024/2025 Intake



OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS UNIVERSITI UTARA MALAYSIA, 06010 SINTOK, KEDAH, MALAYSIA

CONTENT









IMPORTANT INFORMATION

- a) The registration for First Trimester Session 2024/2025 (Sept 2024 241) will be from 11th September 2024 until 19th September 2024.
- b) All forms must be completed and uploaded online through https://admission.uum.edu.my/ from 15th August 2024 until 10th 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



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



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
- **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
MAI AYSIA



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

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

NURUL NADIAH BINTI RUSLE (XXXXXXX) 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.

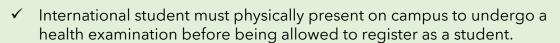


SUBMISSION OF DOCUMENTS

- ✓ 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 **10th September 2024**.



HEALTH EXAMINATION (INTERNATIONAL STUDENT)





STUDENT REGISTRATION

- ✓ Registration will be done by Othman Yeop Abdullah Graduate School of Business (OYAGSB), Sintok (11th September 2024 - 19th 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: <u>User Manual for UUM Portal Activation</u>



ATTEND BRIEFING

- ✓ New Postgraduate Student Orientation and Academic Briefing
 - 11th September 2024 (Wednesday) | 11.00 a.m.
- ✓ UUM Library Services Briefing
 - TBC
- ✓ Tentative: New Postgraduate Student Orientation and Academic Briefing



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

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 <u>Directory</u>
- Important Information for International Students
 - Academic Calendar 2024/2025
- Webex Meeting Guidelines
- Negaraku
 UUM Official Song Biru Warna
 UUM Corporate Video
- New Postgraduate Student Orientation and Academic Briefing
- Fees Payment Guidelines

CONTACT US



cobadmission@uum.edu.my
cobpg@uum.edu.my



+604 928 7130/7121/7104/7119/7120/7124



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



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https://t.me/cobpginfo



Othman Yeop Abdullah Graduate School of Business (OYAGSB) Universiti Utara Malaysia, 06010 UUM Sintok, Kedah, Malaysia.