NEW STUDENT REGISTRATION GUIDELINES

Othman Yeop Abdullah Graduate School of Business

Universiti Utara Malaysia

We Produce Strategic Leaders

January 2024/2025 Intake

OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS (OYAGSB)

UNIVERSITI UTARA MALAYSIA, 06010 SINTOK, KEDAH, MALAYSIA

CONTENT

IMPORTANT INFORMATION

a) The registration for Second Trimester Session 2024/2025 (January 2025 – 242) will be held from **8th January 2025 until 26th January 2025.**

b) All forms must be completed and uploaded online through https://admission.uum.edu.my/ from **1st November 2024 until 5th January 2025**.

c) Students **must** attend the pre-registration and briefing session on 5th January 2025 (Sunday).

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 **pre-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 **pre-registration day (5th January 2025)**.

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 via https://epay.uum.edu.my/
  - • Payment guideline via https://epay.uum.edu.my/doc/ePay_payment_via_ePay_v1.pdf
  - • **Note**: Please write your Matric No. as reference for online payment.

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Universiti Utara Malaysia
06010 UUM SINTOK
KEDAH DARUL AMAN
MALAYSIA

UUM
Universiti Utara Malaysia

Tel: 604-928 7130/7122/7119/7121/7124/7156
Laman web (Web): http://psucob.uum.edu.my/

Reference No. : UUM/COB/P-40
Date : August 20, 2024

Nur Shazwani binti Shariffudin (xxxxxx) ← **Matric No.**
OYAGSB
Universiti Utara Malaysia
06010 Sintok, Kedah

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 **5th January 2025**.

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) (8th – 26th January 2025)**.

✓ 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 Pre-registration and Briefing Session
  • **5th January 2025 (Sunday) | 9.00 a.m.**

✓ UUM Library Services Briefing
  • **8th January 2025 (Wednesday) | 3.00 p.m.**

✓ Tentative: **New Postgraduate Student Pre-registration and Academic Briefing**

7 COURSE REGISTRATION

✓ Register subject for current trimester (for coursework / pre-requisite courses) via student portal https://portal.uum.edu.my/

✓ 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**
Note: For English Reguirement starting Trimester 242, please refer our website:
http://psucob.uum.edu.my/prospective-students

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 **Pre-registration Day and Briefing Session**

9 **Fees Payment Guidelines**

CONTACT US

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

https://www.facebook.com/Postgraduate-Studies-Unit-UUM-COB-102347321914590

https://t.me/cobpginfo

https://maps.app.goo.gl/YerguH3LbHTu5TsAA

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