

# APPLICATION GUIDELINE FOR NEW POSTGRADUATE STUDENTS

#### STEP 1: IDENTIFY YOUR POTENTIAL SUPERVISOR

Once the potential supervisor has been identified, kindly contact the supervisor to discuss on the topic and field of interest.

#### **STEP 2: ONLINE APPLICATION**

a) Visit http://onlineips.usm.my/admission/

Please ensure the below documents are ready in pdf version:-

- i) Scroll of first degree and masters degree
- ii) Transcript of academic of first degree and masters degree
- iii) Passport (details page)
- iv) IELTS / TOEFL / Other English result (if required)
- v) Research Proposal

b) Click 'here' for first time registration.

Login	Registration	Forgot Password	Programme Offered	User Guide	User Manual
Authentication Requir	ements				
Username :					
Password :					
	Login	🚿 Reset			
For new account, please cl	ick <b>here</b> to register.				

c) Fill up the below information, do not leave blank on any part.

Login Registration	Forgot Programme User Guide Use Password Offered	er Manual
Fill up the registration form		
Nationality Status :	NON-CITIZEN V	
Nationality :	HONG KONG	
Name :		]
Login ID :		(email address)
Password :		
Re-type Password :		
Mother's Name :		
Date Of Birth :	e.g : 1988-8-18 (year-month-day)	

Upload passport (details page) as below. Should the file cannot be uploaded, try to rename the file to a different name and follow the same steps again.

Personal Qualifica	nic Langu ation Qualifie	uage W cation Exp	orking P perience P	rogramme Applied	Programme Offered	User Guide	
Please fill in all required field(s). Save a	ifter filling up each tran	saction.					
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Nationality Status :	NON-CITIZEN	•			Passport No. :	12345678 Upload Attachment ]	*
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③ onlineips.usm.my/admission/index.php/c_uploadfile?proses=icPassport
FILE UPLOAD : ICPASSPORT
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DONE 3
2013 Institute of Posigraduate Studies

#### d) Complete the Academic Qualification part below. If your university name is not listed, please email your university name and country to admission ips@usm.my.

Personal Acad Qualifi	emic cation	Language Qualification	Working Experience	Programme Applied	Programme Offered
Please fill in all required field(s). Sav	ve after filling up	each transaction.			
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Upload scroll and transcripts as below. If you are applying for PhD programme, please upload both first degree and masters degree documents.

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O onlineips.usm.my/admission/index.php/c_uploadfile?proses=academic								
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File Type : pdf								
File Size : Maximum 3Mb per file								
Please attach your certified Undergraduate/ Master degree certificate and provide with full detailed copies of your academic transcripts. Translation transcripts copy must certified by the Embassy or Commissioner for Oaths to all in 1 applicants Choose File No file chosen 2 Upload Certificates								
No. Filename Date & Time Delete								
1 TRANSKRIP_DEGREE17.pdf 25/11/2015								
2 SKROL_DEGREE3.pdf 25/11/2015 💼								
DONE 3 2013 Institute of Postgraduate Studies								

### e) Complete the Language Qualification as below. Upload result (if any).

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Personal	Academic Qualification	Language Qualification	Working Experience	Programme Applied	Programme Offered	User Guide
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lease browse IPS w	ebsite for programme offe	red & language require	ments.			
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opplicant graduated	from institutions of higher	learning which use Eng	lish Language as the med	dium of instruction	OR	
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## f) Complete the **Working Experience** (if any).

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g) Please fill up the required details and select **SCHOOL OF DISTANCE EDUCATION**. For research mode, **kindly upload research proposal**.

Personal	Academic Qualification	Language Qualification	Working Experience	Programme Applied	Programme Offered
Please fill in all required field Please browse IPS website	I(s). Save after filling ( (click here) for more	up each transaction. programme offered.			
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Supervisor Nan	ne :			•	
Research Title	:				

	Personal	Acad Qualif	lemic Langua ication Qualifica	nge Work ntion Experie	ing ence	Progran Appli	nme ed	Progr Offe	amme ered	User	Guide		
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h) Click at "**Referees**" button to key-in your referees' details.

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i) Click at "**Payment**" button to make payment for the processing fee.

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Read all	Read all instruction carefully.												
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Kindly read the below instructions carefully.													
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For option 2, please email the transaction slip to admission\_ips@usm.my for confirmation.

Mode	Programme Applied	Type of Candidature	School/Centre/Institute	Degree	Programme	Field	Supervisor	Research Title			
Research	Doctor of Philosophy	Full Time	School of Distance Education	Doctor of Philosophy (Main Campus)- Science	Chemistry	Material Chemistry (DES)	Sumiyyah Binti Sabar	XXX			
Method of p	ayment :										
1) ePaymer	nt										
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2) Bank Sli Please shov ssuance).	Process p w your slip at ban	k counter. After com	ayment Application L	ist Payment History	Check Pa	ayment Approval _ips@usm.my for as	ssistance (voucher	number			

#### j) Click "**Preview**" button to view the complete form.

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Please browse IPS website (click here) for more programme offered.													
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Master of	Surgery prog	jramme.											
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1.	Research	Full Time	School of Distan Education	nce F F	2072 - Doctor of Philosophy (Main	Chemistry	2	î	<u>\$</u> {	å	<b>a</b>	2	
	Proposal			C	ampus)- Science					-			

 k) Click "Submit" button to submit the application. Please ensure the button change to date format (dd/mm/yyyy).

		Personal	Acad Qualif	lemic ication G	Language Qualification	Working Experience		Progran Appli	nme ed	Progr Offe	amme ered	User	Guide	
[	Read all	instruction of	carefully.											Legend.
	Please browse IPS website (click here) for more programme offered.													
	Kindly read the below instructions carefully.													
	<ol> <li>Two referees' details (non-family related eg: employer/lecturer/colleague) are required for (i) Research Mode programmes, (ii) Master of Medicine programme and (iii) Master of Surgery programme.</li> <li>Research Mode applicants must upload up to 5 pages of research proposal or research intent.</li> <li>Research Mode applicants also must firstly secure the potential supervisor's agreement before submitting the application.</li> <li>Application will be processed upon successful of payment, declaration and submission.</li> <li>Kindly ensure to click the SUBMIT button degree of submission should appear for any successful submission).</li> <li>For any applications that are not submitted after 30 days, it will be automatically deleted from the system and payment of the processing fee are not refundable.</li> <li>For any submitted applications that are not being processed after 5 working days, please follow up with admission_ips@usm.my</li> </ol>													
	No.	Mode	Candidature	School/Centre/I	nstitute Degre	e Pro	gramme	Edit	Delete	Payment	Referees	Preview	Submit	Status
	1.	Research Proposal	Full Time	School of Distand Education	ce R072 Philos Campo	Doctor of Che ophy (Main us)- Science	emistry	2	î	<u>Ş</u>	۵ <u>۵</u>	<b>.</b>	Z	

Your application will be processed by IPS and School of Distance Education. For any info regarding application, kindly email to admission\_ips@usm.my