



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.

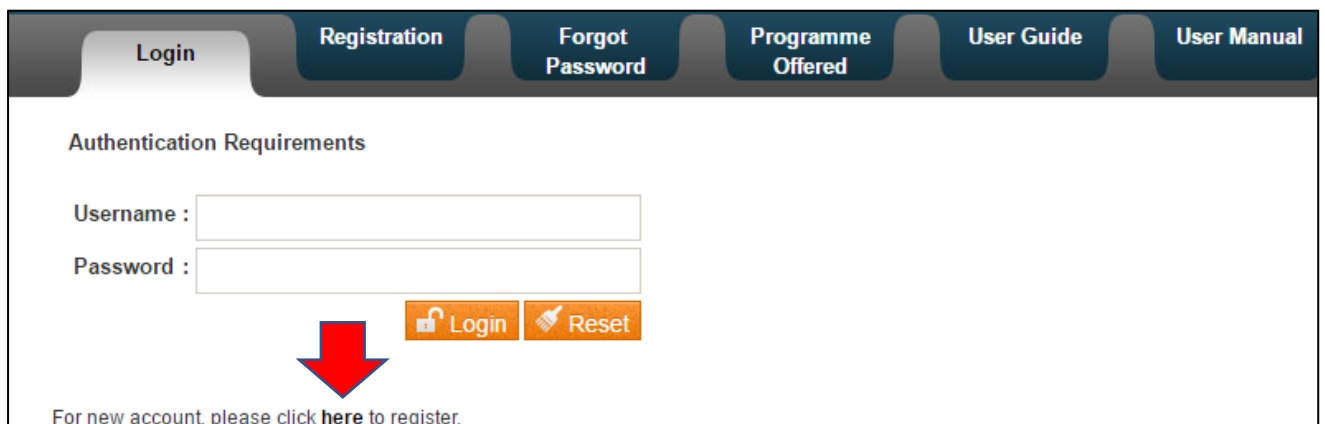
STEP 2: ONLINE APPLICATION

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

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

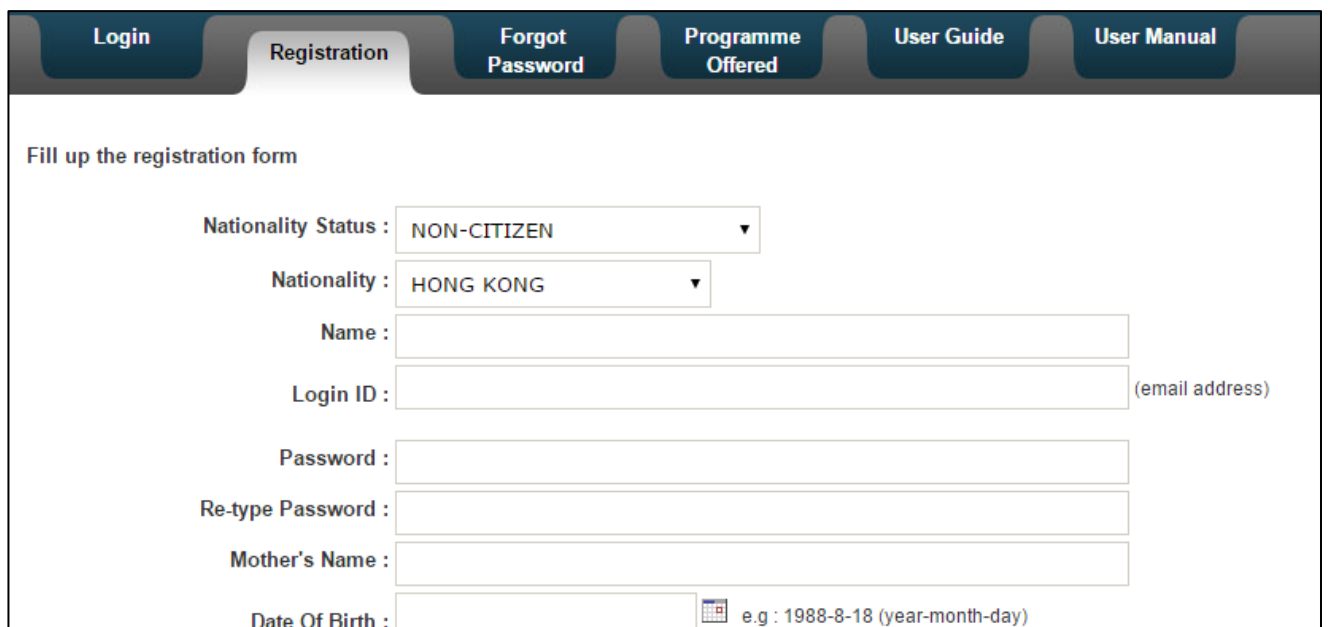
- i) Scroll of first degree and masters degree
- ii) Transcript of academic of first degree and masters degree
- iii) Passport (details page)
- iv) IELTS / TOEFL / Other English result (if required)
- v) Research Proposal

b) Click 'here' for first time registration.



The screenshot shows the top navigation bar with buttons for Login, Registration, Forgot Password, Programme Offered, User Guide, and User Manual. Below the navigation bar, the 'Authentication Requirements' section contains input fields for Username and Password, and buttons for Login and Reset. A red arrow points to the 'here' link in the text below the form: 'For new account, please click here to register.'

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



The screenshot shows the 'Registration' tab selected in the navigation bar. The 'Fill up the registration form' section contains the following fields:

- Nationality Status : NON-CITIZEN
- 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 Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

Please fill in all required field(s). Save after filling up each transaction.

Full name : ALVIN WONG WENG KAI
Enter name as per IC or passport in roman alphabets (A-Z) only

Nationality Status : NON-CITIZEN

Nationality : HONG KONG

Religion : CHRISTIAN

Date of Birth : 1983-10-24 [yyyy-mm-dd]

Country of Birth : HONG KONG

Disability : NO DISABILITY

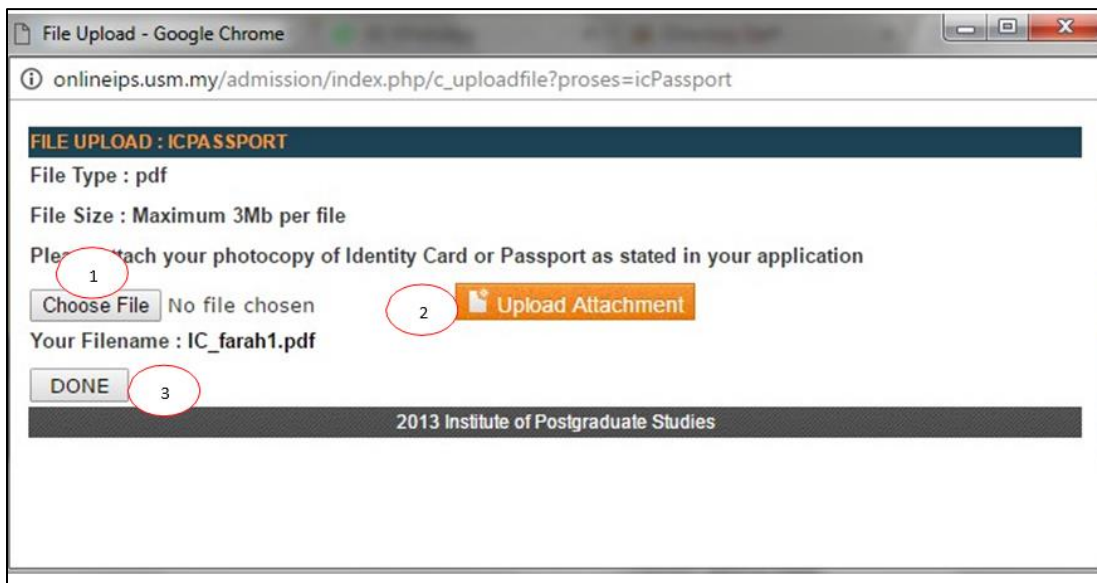
Passport No. : 12345678
[Upload Attachment](#)

Ethnicity : INTERNATIONAL

Marital : SINGLE

Gender : MALE

Correspondence Address :



- 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 Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered

Please fill in all required field(s). Save after filling up each transaction.
Please refer & enter all information according to information given below.

Type of Degree :

Country :

Institution :

Degree:

Year of Entry :

Year of Graduation :

Type of Achivement :

Score/CGPA :

Upload scroll and transcripts as below.
If you are applying for PhD programme, please upload both first degree and masters degree documents.

File Upload - Google Chrome

onlineips.usm.my/admission/index.php/c_uploadfile?proses=academic

FILE UPLOAD : ACADEMIC

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 international applicants

1 No file chosen

No.	Filename	Date & Time	Delete
1	TRANSKRIP_DEGREE17.pdf	25/11/2015	<input type="button" value="Delete"/>
2	SKROL_DEGREE3.pdf	25/11/2015	<input type="button" value="Delete"/>

2013 Institute of Postgraduate Studies

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

Welcome FARAH BINTI MAN | C

Personal Academic Qualification **Language Qualification** Working Experience Programme Applied Programme Offered User Guide

Please fill in all required field(s). Save after filling up each transaction.
Please scan and upload certify English Language Qualification Certificate.
Please browse **IPS website** for programme offered & language requirements.

IELTS

TOEFL

MUET

BI SPM

BM SPM

Please tick the appropriate box

The applicant's native language is English or National language OR

Applicant graduated from institutions of higher learning which use English Language as the medium of instruction OR

English courses offered by British Council OR

Passed USM's Intensive English Course level IV with minimum gred B OR

English courses offered by selected Public or Private Universities

Save Language Score Upload Files

- f) Complete the **Working Experience** (if any).

Personal Academic Qualification Language Qualification **Working Experience** Programme Applied Programme Offered

Please fill in relevant working experience & save after filling up each transaction.
Working experience must be related with the programme applied.

tick here if you have no experience

Working Criteria : Previous Current

Position :

Employer :

Start Service :

End Service :

Working Status :

Save Reset View

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(s). Save after filling up each transaction.
Please browse [IPS website \(click here\)](#) for more programme offered.

Type of Candidature : Full Time ▼

Programme Mode : Research ▼

Programme Applied : Doctor of Philosophy ▼

School : School of Distance Education ▼

Degree : ▼

Programme : ▼

Field : ▼


Supervisor Name : ▼






Research Title :

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

Read all instruction carefully. [Legend.](#)
Please browse [IPS website \(click here\)](#) for more programme offered.

Kindly read the below instructions carefully.

- 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.
- Research Mode applicants must upload up to 5 pages of research proposal or research intent.
- Research Mode applicants also must firstly secure the potential supervisor's agreement before submitting the application.
- Application will be processed upon successful of payment, declaration and submission.
- Kindly ensure to click the SUBMIT button  (date of submission should appear for any successful submission).
- 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.
- For any submitted applications that are not being processed after 5 working days, please follow up with admission_ips@usm.my

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research  Proposal	Full Time	School of Distance Education	R072 - Doctor of Philosophy (Main Campus)- Science	Chemistry							



h) Click at “Referees” button to key-in your referees’ details.









Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

[Read all instruction carefully.](#) [Legend.](#)

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No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research  Proposal	Full Time	School of Distance Education	R072 - Doctor of Philosophy (Main Campus)- Science	Chemistry							

Referee #1

Name * :

Address :

City : Postcode :

Country : State :

Phone No.* : - eg : country code - phone no (06-9999999) (for Malaysian only)

Position * :

Institution :

Email * : Fax No. :

Referee #2

Name * :

Address :

City : Postcode :

Country : State :

Phone No.* : - eg : country code - phone no (06-9999999) (for Malaysian only)

Position * :

Institution :

Email * : Fax No. :


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









Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide


Read all instruction carefully. Legend.

Please browse **IPS website (click here)** for more programme offered.

Kindly read the below instructions carefully.

- 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.
- Research Mode applicants must upload up to 5 pages of research proposal or research intent.
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- Application will be processed upon successful of payment, declaration and submission.
- Kindly ensure to click the SUBMIT button  (date of submission should appear for any successful submission).
- 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.**
- For any submitted applications that are not being processed after 5 working days, please follow up with admission_ips@usm.my

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research  Proposal	Full Time	School of Distance Education	R072 - Doctor of Philosophy (Main Campus)- Science	Chemistry							



For option 2, please email the transaction slip to admission_ips@usm.my for confirmation.

Payment to process your application as stated below :

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)	Sumiyah Binti Sabar	xxx

Method of payment :

1) ePayment
Please proceed to our online payment facility for transactions via credit card or direct debit. Payments will be updated within **2 working days** after each transaction, subject to the banks approval. Kindly access our **User Manual** at <https://epayment.usm.my/main> for a complete guide. For further inquiry, please email us at hasil@usm.my


Processing Fee : MYR 70.00

Processing Fee : RM

ePayment Application List Payment History Check Payment Approval

2) Bank Slip
Please show your slip at bank counter. After completing the payment transaction, email the slip to vp@usm.my and admission_ips@usm.my for assistance (voucher number issuance).

Processing Fee : MYR 70.00 Print Slip



j) Click **“Preview”** button to view the complete form.

The screenshot shows a navigation bar with tabs: Personal, Academic Qualification, Language Qualification, Working Experience, Programme Applied (selected), Programme Offered, and User Guide. Below the navigation bar, there is a section titled "Read all instruction carefully." with a "Legend." link. The instructions include: "Please browse IPS website (click here) for more programme offered.", "Kindly read the below instructions carefully.", and a list of 7 instructions. Instruction 6 is highlighted in red: "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." Below the instructions is a table with columns: No., Mode, Candidature, School/Centre/Institute, Degree, Programme, Edit, Delete, Payment, Referees, Preview, Submit, and Status. The first row of the table is highlighted in yellow and contains the following data: No. 1, Mode Research Proposal, Candidature Full Time, School/Centre/Institute School of Distance Education, Degree R072 - Doctor of Philosophy (Main Campus)- Science, Programme Chemistry, and icons for Edit, Delete, Payment, Referees, Preview, Submit, and Status. A red arrow points to the Preview button in the first row.

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research Proposal	Full Time	School of Distance Education	R072 - Doctor of Philosophy (Main Campus)- Science	Chemistry							

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

The screenshot shows the same navigation bar and instructions as the previous screenshot. The table below the instructions is the same, but the 'Submit' button in the first row is highlighted with a red arrow. The 'Submit' button is now a date format (dd/mm/yyyy).

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research Proposal	Full Time	School of Distance Education	R072 - Doctor of Philosophy (Main Campus)- Science	Chemistry							

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