



Universiti
Putra
Malaysia

www.upm.edu.my

AGRICULTURE • INNOVATION • LIFE

STUDENT FINANCIAL SECTION

By:
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 facebook.com/UniPutraMalaysia
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 instagram.com/uniputramalaysia
 youtube.com/user/bppupm

Introduction and Roles



Introduction and Roles

Student's Finance Section is a section under **UPM's Bursar Office** which handles both **Undergraduate** and **Postgraduates** students financial matter such as:

01

Creation of ledger to records tuition fee's charges and payments.

To bill the students as well as the sponsors.

02

03

To refund any excess due to ledger adjustment.

To block/barred students with outstanding from registration/exam result.

04

A Semester's Journey

Active study status

Tuition fee payment

- Cimbclicks
- JomPAY
- Flywire
- Payment shall be paid upon registration

Claim and invoices to sponsors

- Students must submit sponsorship / guarantee letter
- Aware of validity period
- Pay for unsponsored fee

Ledger updation

- Based on program and semester
- Based on Hostel flag (Undergraduate Local students)
- Based on credit hour taken (Master coursework)

Subject Registration

- Student portal
- Refer school/faculty
- Please register within the dateline

04

03

02

01

IMPORTANT'S NOTE

Students should always refer to the Academic Rules and Regulation.

[GRADUATE STUDIES RULES
2003 | SCHOOL OF
GRADUATE STUDIES
\(upm.edu.my\)](https://upm.edu.my)

**Please be aware on the important dates such as registration's deadline.
(Academic Calendar)**

https://sgs.upm.edu.my/upload/dokumen/20220929100353Kalender_akademik_siswazah_Sem_1_2022_29.9.22.pdf

Sponsored students should submit their Sponsorship letter and Guarantee Letter to both School Of Graduates Studies and Bursar's Office.

1.0

2.0

3.0



4.0

5.0

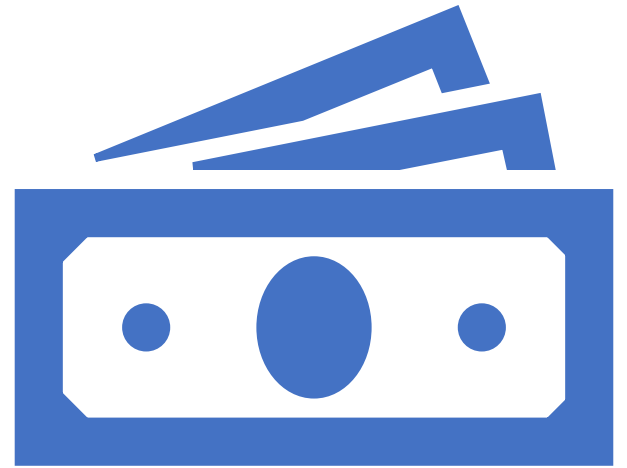
Some of the Sponsors only cover certain fees, and students must pay for them. E.g.: Malaysia International Scholarship (MIS) will not cover for Health and Student Welfare Fees amounted RM230.00 per semester.

Payment via Fund Transfer from Outside Malaysia must be informed by emailing us the details.

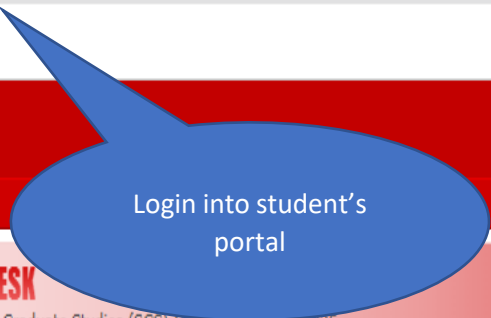


bursar.student_pg@upm.edu.my

Student's Ledger



UPM SCHOOL OF GRADUATE STUDIES **POSTGRADUATE STUDENT PORTAL** IGIMS



SGS WEBSITE
UPM Postgraduate Information Centre



REGISTRATION PACKAGE
Registration Guidelines For New Postgraduate Students



SGS APPLICATION'S GUIDE
UPM Postgraduate Application's Guide

HELPDESK

School of Graduate Studies (SGS) Counter: 03-9769 4225
Admission Unit: 03-9769 4163/4165/4169/4218/4223 or email to pg_admission@upm.edu.my
Academic Unit: 03-9769 4219/4220 or email to sgs_academic@upm.edu.my
Financial Assistance: 03-9769 4224/4238 or email to sgs_financialaid@upm.edu.my
Thesis Unit: 03-9769 4150/4210/4221/4222 or email to sgs_thesis@upm.edu.my
Mobility Programme: 03-9769 4203/4207 or email to sgs_intl.programme@upm.edu.my

ADMISSION APPLICATION DEADLINES

INTAKES	DEADLINES	REGISTRATION DATE FOR NEW STUDENTS	SEMESTER BEGINS
FIRST SEMESTER 2022/2023 (SEP 2022) (DUAL)	INTERNATIONAL: 30 JUN 2022	26 SEP 2022 - 21 OCT 2022	10 OCT 2022
	LOCAL: 31 JUL 2022		
SECOND SEMESTER 2022/2023 (MAR 2023) (DUAL)	INTERNATIONAL: 30 NOV 2022	06 MAR 2023 - 17 MAR 2023	13 MAR 2023
	LOCAL: 31 DEC 2022		
FIRST SESSION 2022/2023 (JUN 2022) (MEDIC)	INTERNATIONAL: 30 APR 2022	23 MAY 2022 - 02 JUN 2022	06 JUN 2022
	LOCAL: 20 APR 2022		

ANNOUNCEMENT

LOGIN FOR UPM STUDENT/APPLICANT

IMPORTANT INFORMATION

- i** For Student - Please login using UPM-ID account and make sure the UPM-ID is ACTIVE. If your UPM-ID is INACTIVE kindly activate it at [UPM-ID Portal](#). Any change of password/forgot password can only be made at the [UPM-ID portal](#).
- i** For Applicant - The applicant can apply and check their status application of admission online using the username/password specified in the signup form to submit or edit application for admission.

Please Key-in Your Username

Please Key-in Your Password

LOGIN

[Student UPM-ID Activation](#) | [Forgot UPM-ID Password?](#)

[Applicant Account Registration](#) | [Forgot Password?](#)



Programme : MASTER
Faculty : FACULTY OF MEDICINE AND
HEALTH SCIENCES

PutraENROLL

My Profile

Registration

Semester Result

Sponsorship

Forms & Documents

ANNOUNCEMENT

SGS NEWS

- General**
- Financial Assistance
- Registration
- Thesis
- Convocation
- Putra Sarjana
- FAQ

updates

IMPORTANT DATES RELATED TO THE FINAL EXAMINATION FOR FIRST SEMESTER 2021/2022

Click here for more details...

Select My Profile

Last update: 04 Jan 2022
Source: SGS. UPM

U-RESPONS

Dear students,

The School of Graduate Studies is committed to providing fair, timely and professional services to our customers. Please let us know if you have any concerns through our U-Respons system at <http://u-respons.upm.edu.my/>. Any suggestions for better services would be



Programme : MASTER
 Faculty : FACULTY OF MEDICINE AND HEALTH SCIENCES

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MY PROFILE

STUDENT PERSONAL INFORMATION

Please upload your Picture: (Passport-sized picture in the form of JPEG)

Choose File
No file chosen
Upload
Cancel

[PHOTO GUIDE](#)



- [Profile](#)
- [Current Address](#)
- [Home Address](#)
- [Next of Kin](#)
- [Supervisory Committee](#)
- [Student Ledger](#)

PERSONAL DETAILS	
Name	XXXXXXXXXX
Matric No.	XXXXXX
I.C	XXXXXXXXXX
Passport No.	n/a
Sex	Female
Race	Bumiputera
Place of Birth	Terengganu

STUDY DETAILS	
Study Status	CONTINUE
No Of Registered Semester	1
Structure	By Coursework
Programme	Master Of Medicine (Family Medicine)
Programme Category	Normal Degree (Universiti Putra Malaysia)
Approved Field of Study	Family Medicine
Faculty	Faculty Of Medicine And Health Sciences
Address	Dusunku Health And Skills Centre



Programme : MASTER
Faculty : FACULTY OF MEDICINE AND HEALTH SCIENCES

PutraENROLL

My Profile

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MY PROFILE

STUDENT PERSONAL INFORMATION

- Profile
- Current Address
- Home Address
- Next of Kin
- Supervisory Committee
- Student Ledger

Student Current Ledger Balance

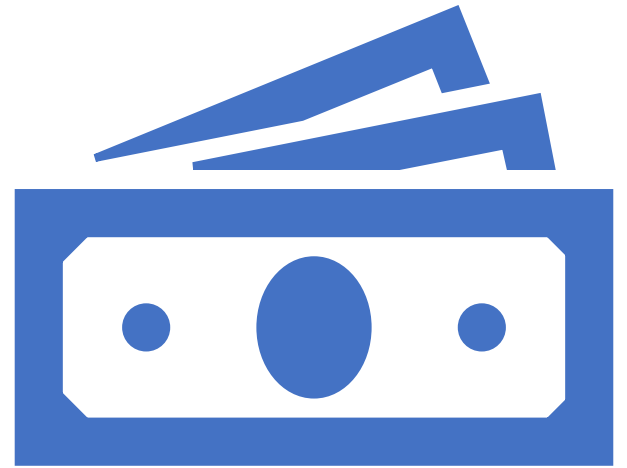
Ledger Balance as at 29/03/2022 : RM5,175.00
Method of Payment : Please [download](#) or visit [website](#)

The student's Ledger Balance as at current date.

Note :-

- 1) Please refer tuition fee's schedule in School of Graduate Studies website for the tuition fees charges based on the intake, program, and the student's number of semesters.
- 2) The New semester's tuition fees will only be charge and include in the ledger balance approximately 2 weeks after commencing of the new semester / after student have register their courses.
- 3) The ledger balance is considered true until there are changes or adjustment made due to the following if applicable: -
 - Add/Drop courses (Master with Credit Fees /Phd Industry)
 - Penalty/Fine
 - Changes in study status
 - Change of program/upgrades/ changes in field of study

Payment Method





Online Via **CIMB Clicks**

Steps To Make Online Payment

STEP 1

Log-in into

CIMB Clicks

STEP 2

Select **Pay Bills**

For this method of payment the student does not need to send proof of payment to us. Student's ledger will be updated on the next working day after receiving reports of successful transactions from the bank

STEP 3

1 To

Key-in "UPM"

Select "Universiti Putra Malaysia (UPM) – Kampus Serdang"

Student No: "Matric No"

Student IC Number:

"IC / Passport No"

2 From

Select Account:

Saving Account / Current Account

3 Amount

MYR Enter Amount



STEP 4

Request **TAC Number**

STEP 5

Confirmation of payment





Pay Bills The Easy Way

STEP 1

Login to your Internet or Mobile Banking service and look for “JomPAY” icon

STEP 2

Select Account :
Saving Account /
Current Account/Credit
Card

STEP 3

Key-in
Biller Code : 8441
Ref-1 : Matric No
Ref-2 : IC/Passport No
Amount (RM) : Total fees to pay



STEP 5

Confirmation of payment

STEP 4

Request **TAC Number**

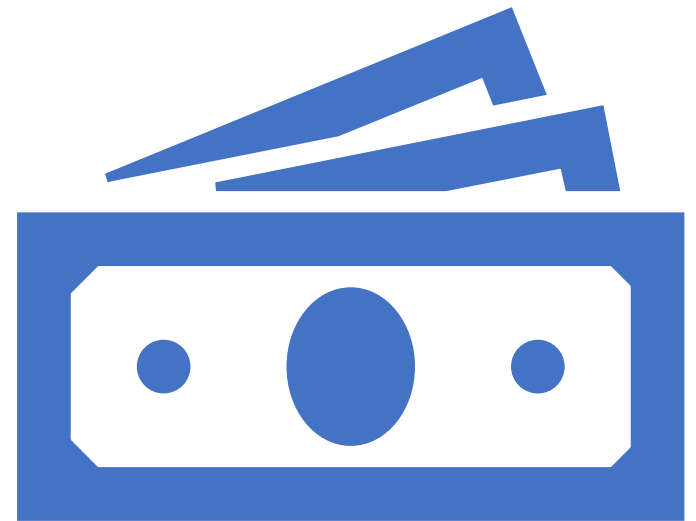
For this method of payment the student does not need to send proof of payment to us. Student's ledger will be updated after receiving reports of successful transactions from the bank



- Payment from **outside Malaysia**
- UPM has partnered with Flywire, to increase the efficiency and security of international fee payments to our campus.
- By using Flywire, students can access a variety of payment methods, including - local bank transfer, debit or credit card payments and many more options, as well as save on foreign exchange conversion costs and intermediary bank fees.
- Using Flywire, ensures that both the payer and the institution can easily track payments, from start to finish.
- <https://landing-pages.flywire.com/landing/upm>
- For this method of payment, student does not need to send proof of payment. Student's ledger will be updated after receiving reports of successful transactions from the bank



Frequently Asked Questions on Student Financial



No	Issues	Answers
1	How do I check my Tuition Fees charges?	<p>Undergraduate- Student Portal https://smp.upm.edu.my</p> <p>Postgraduate- Refer to School Of Graduate Studies Website https://sgs.upm.edu.my/current_students/study_costs_and_method_of_payment-12582</p>
2	When will the registration restriction due to debt be implemented by the Bursar's Department?	<p>Undergraduate- Before the pre-registration for coming semester</p> <p>Postgraduate- Approximately 4 Weeks after commencing of the semester</p>

No	Issues	Answers
3	I am sponsored student. My student account shows sponsors haven't made a payment for the last semester. Will I be barred?	The student will not be barred if the sponsorship is still valid and the student has paid their portion (unsponsored fee)
4	I would like to register a course but have debt. Can the restrictions be released if I make minimum payment or instalments?	No. The system will block self finance students with outstanding and the status remain until the ledger is clear.

Enquiries

Undergraduate Students

- Email to :
bursar.student_ug@upm.edu.my
- Telephone:
- +603 - 9769 6215 / 6240 / 3571

Postgraduate Students

- Email to :
bursar.student_pg@upm.edu.my
- Telephone:
- +603 -9769 3568 / 3569 / 3570



THANK YOU

