

## HOW TO APPLY

NO	INSTRUCTION
<b>1</b>	<p>Application can ONLY be made <b>ONLINE</b> at <a href="http://smp.upm.edu.my/admissionUG">http://smp.upm.edu.my/admissionUG</a> and the printed application form should be submitted to Universiti Putra Malaysia before <b>31st May (September Intake)</b> to the following address :</p> <p><b>Head of Admission Division,</b> 1<sup>st</sup> Floor, Administration Building, Universiti Putra Malaysia, 43400 UPM SERDANG, Selangor Darul Ehsan, Malaysia</p>
<b>2</b>	<p>A complete online application must be submitted together with the following documents (A4 size where applicable):</p> <ol style="list-style-type: none"> <li>a. recent passport-size photographs with a blue background</li> <li>b. certified copies of passport (front page only)</li> <li>c. certified copies of academic certificate with detailed academic transcripts.</li> <li>d. Official translation is needed for applicants whose native language is not English or Malay.</li> <li>e. Certified copies of TOEFL score or IELTS result scores (for English Language requirement).</li> <li>f. financial statement showing financial capability from the bank or relevant institution for self-financing students or a letter of guarantee from the sponsor for sponsored students.</li> </ol>
<b>3</b>	<p>Non refundable processing fee of USD26.50 (MYR95.40), made payable by telegraphic transfer to:</p> <p><b>Bank Account No : 8002155042</b>  <b>Bank Name : CIMB BANK BERHAD</b>  <b>Account Name : UPM COLLECTION</b>  <b>Bank Branch : UPM, SERDANG BRANCH</b>  <b>Swift Code : CIBBMYKL (Cash is not accepted &amp; non-refundable)</b></p>

**Note:**

- Application will be processed when all required supporting document are received.
- Application without the processing fee will not be processed.
- Please note that if you do not receive any reply from our office within two (2) months after closing date, your application is considered unsuccessful

For enquiries, please contact:

<b>NAME : NORLIYA BINTI YAHYA</b> <b>PHONE NO : 603 8947 1463</b>	<b>NAME : HASLINDA BINTI SAAD</b> <b>PHONE NO : 603-8946 6051</b>
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<p><b>ADMISSION DIVISION</b>          LEVEL 1, ADMINISTRATION BUILDING          UNIVERSITI PUTRA MALAYSIA          43400 UPM SERDANG, SELANGOR          E-mail : <a href="mailto:admission_ug@upm.edu.my">admission_ug@upm.edu.my</a></p>
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