REGISTRATION GUIDELINES FOR NEW INTERNATIONAL POSTGRADUATE STUDENTS

REMINDER

THE UNIVERSITY RESERVES THE RIGHT TO WITHDRAW THIS OFFER IF CONDITIONS ARE NOT COMPLIED. THEREFORE, APPLICANTS SHOULD NOT SUBMIT FALSE INFORMATION OR DOCUMENTS DURING THE APPLICATION / REGISTRATION PROCESS.

* The information in this guide is correct at the date it is issued. The university reserves the right to amend it from time to time.
WARNING

Applicants who are found giving false and manipulated information related to citizenship, race (i.e. Bumiputera status: Malay, Sabah or Sarawak) and examination entry form results would face the consequences of their actions. Legal action would be taken against them and their Letter of Offer withdrawn.

IMPORTANT REMINDER

DRUG ADDICTS, DISTRIBUTORS OR ANY PARTIES RELATED TO DRUG ABUSE ACTIVITIES ARE NOT ELIGIBLE TO APPLY.
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<th>Page</th>
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</tbody>
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1.0 INTRODUCTION

Heartfelt congratulations on your acceptance for a study programme at Universiti Malaysia Sabah.

2.0 ACCEPTANCE OF OFFER OF ADMISSION

If you are accepting the offer from Universiti Malaysia Sabah, you must confirm your acceptance at the following link https://smpp.ums.edu.my/application/semakanTawaran.aspx. If we do not receive your feedback within two (2) weeks from the date of your offer letter, we consider you are not interested and the offer will be withdrawn. Refer to Flow Chart 1 of University Registration Process Before Registration Day.

3.0 INFORMATION ON NEW STUDENTS’ REGISTRATION DAY

Details about the Registration Day are stated in the offer letter. Registration Guidelines for New International Postgraduate Students can be downloaded from the website. Please follow all the instructions accordingly.

4.0 REGISTRATION GUIDELINES

4.1 STEP 1

Preparations before the Registration Day are as follow:

i. You are required to print the Letter of Acceptance confirmation and Temporary Offer Letter;

ii. Complete the pre-registration within the stipulated period of time at the following link https://smpp.ums.edu.my/eregister/default.aspx. Please refer to Flow Chart 2 of the University Online Pre-registration;

iii. Applicants who have confirmed the acceptance of the Offer of Admission are required to inform the University the mode of fees payment seven (7) days before the registration day;

iv. Please refer to subsection 4.2 for the University’s methods of fees payment.

4.2 STEP 2

Methods of payment by programmes can be made based on the following guidelines:

4.2.1 Payment Guidelines for research and coursework programmes under the Centre for Postgraduate Studies. Please refer to Methods of Payment at the URL https://panduanpembayaran.
• Doctor of Philosophy (PhD)
• Master of Philosophy (MPhil)
• Master of Science (MSc)
• Master of Science in Agriculture (MAgric Sc)
• Master of Arts (MA)
• Master of Accountancy (MACC)
• Master of Business (MBuss)
• Master of Economics (MEcons)
• Master of Finance (MFin)
• Master of Engineering (MEng)
• Master of Education (MED)
• Master of Science [Science Art] (MSc)
• Master of Psychology (MPsy)
• Master of Counselling Psychology [Drug Abuse] (MCouns.Psy)
• Master of Science [Molecular Biology] (MSc)
• Master of Engineering in Oil and Gas

4.2.2 Payment Guidelines for coursework programmes under the UMS Centre for External Education. Please refer to Methods of Payment at the URL https://panduanpembayaran.

• Master of Business Administration (MBA)
• Master of Human Capital Management (MHCM)
• Master of Economics (MEconS)
• Master of Education [TESL] (MET)
• Master of Education [Education Management] (MEM)
• Master of Education [Computers in Education] (MEComp)
• Master of Education [Curriculum and Instruction] (MEC)
• Master of Education [Education Sciences] (MESC)
• Master of Education [Physical Education] (MEPHE)
• Master in Counselling Psychology (MCouns.Psy)

4.3 STEP 3

You are required to be present on the day of registration at the time and place specified in the offer letter. Please ensure that you bring original documents and a certified true photocopy each of the following:

(i) Passport;
(ii) Original copies of Bachelor’s degree and transcript;
(iii) Original copies of Master's Degree and transcript (for PhD candidates);
(iv) IELTS/TOEFL/ISFP certificate;
(v) The original letter of offer for education funding / scholarships / financial assistance (if any);
(vi) Completed form of Medical Examination Form (UMS/PPPS/01) and Letter of Surgery (UMS/PPPS/02); and
(vii) Proof of payment (if you made the payment via FPX) or payment receipt.
4.4 **STEP 4**

You are required to be present on the registration day according to the following schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITY</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 – 6 September 2014 (Friday – Saturday)</td>
<td>8:00 am – 5:00 pm</td>
<td>Student Registration Day</td>
<td>Please refer to Flow Chart 3</td>
</tr>
</tbody>
</table>

4.5 **STEP 5**

All students must attend the University Briefings and Methodology Courses according to the following schedule:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITIES</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 September 2014 (Monday)</td>
<td>8:00 am – 5:00 pm</td>
<td>University Briefings</td>
<td>All students</td>
</tr>
<tr>
<td>9 – 11 September 2014 (Tuesday – Thursday)</td>
<td>8:00 am – 5:00 pm</td>
<td>Methodology Courses</td>
<td>Research students only</td>
</tr>
<tr>
<td>12 September 2014 (Friday)</td>
<td>8:00 am – 5:00 pm</td>
<td>Postgraduates Welcoming Programme organised by Faculty/ Centre/ Institute</td>
<td>All students</td>
</tr>
</tbody>
</table>

5.0 **FORMS THAT NEED TO BE COMPLETED**

5.1 Oath Form (UMS/PPPS/01);
5.2 Medical Examination Report (UMS/PPPS/02);
5.3 Surgery Consent Letter (UMS/PPPS/03); and
5.4 Undertaking Form (UMS/PPPS/04).

Important notes:

i. Please bring these forms during Registration Day. Failure to submit these forms will delay the registration process.

ii. Please note that incomplete and illegible forms will be rejected.
6.0 DRESS CODE

Dress code in the campus area is as follows:

6.1 Formal attire should be neat, clean, appropriate and modest.

6.2 Prohibited attire:
- Flip-flops and slippers
- Above knee-length skirts or shorts
- Round-neck T-shirts
- Sleeveless blouses and shirts
- Tight pants and slacks
- Revealing dresses

6.3 Female students are not allowed to wear clothing that covers part of the face (purdah/burqa) as it deems difficult for university authorities to identify students.

6.4 Male students are not allowed to have long hair, hair tail (rattail) and dyed hair (colour should be at its original state based on ethnicity). Length of hair should not reach the collar of the shirt.

This dress code is designed to provide guidelines for appropriate personal appearance. Future and current students of Universiti Malaysia Sabah should adhere to these guidelines so as to embellish the campus image. For further information, please refer to Student Dress Code Book issued by the Department of Student Affairs, Universiti Malaysia Sabah.

7.0 DO'S AND DONT'S FOR INTERNATIONAL STUDENTS

7.1 General Rules and Regulations

- Students must abide the Malaysian laws at all times.
- A student has committed a case of misconduct when:
  - Found guilty of criminal charges by the court.
  - Involved in any jobs, trades or the like, on part-time or full-time basis, which are deemed illegal under the Immigration Ordinance 1959 and the Immigration Rules and Regulations 1963 or other laws, or which could affect his studies.

- Students are to abide by all the rules and regulations that are enforced by the institution.
- Students must at all times respect the culture, norms and beliefs of the locals.
7.2 Student Pass/ Visa Application

- Any international student who wishes to study in Malaysia is required to obtain a Student Pass.
- Application for the Student Pass has to be made through Centre for International Affairs, Universiti Malaysia Sabah prior entry to Malaysia.
- Students are required to apply the Visa with Reference (VWR) two weeks before arrival. This application must be attached with these documents:
  - Copy of Letter of Offer
  - Copy of passport (Front Page)
  - Passport photos (2 pcs)
  - Stamp Duty RM10
- Please refer to Flow Chart 4 of Visa Application With Reference (VWR) And Student Pass;
- For more details, please contact:

  DIRECTOR OF INTERNATIONAL OFFICE
  Section of International Student’s Management
  Centre for International Affairs
  Universiti Malaysia Sabah
  Jalan UMS
  88400 Kota Kinabalu
  Sabah
  MALAYSIA
  Tel. No.: +6088-320000 Ext.1385
  Fax No.: +6088-320126
  Email: intl@ums.edu.my

7.3 Drugs and Poisons

- It is considered a serious offence if a student:
  - Found to be in possession of any kind of drugs or poisons. The term ‘drug’ is as defined in the Dangerous Drugs Act 1952.
  - Found to provide, supply, distribute, offer or prepare drugs or poisons to other parties.
  - Involved in drug abuse of any kind.

7.4 Weapons and Dangerous Materials

- It is considered a serious offence if a student:
  - Found to be in possession or in supervision of any dangerous weapons or explosive materials. ‘Weapon’ is as defined in the Weapons Act 1971.
7.5 **Traffic Rules and Regulations**

A student who owns or uses any type of vehicle must:

- Fulfil the requirements under the Road Transportation Act 1987 and all subsections under the Act, whether on campus or on the public roads.

7.6 **Use of Force**

It is considered an offence if a student:

- Partakes in any kind of activities that involve force, extortion, molestation, harassment or any form of disturbance among themselves or towards others.
- Involves directly in any form of ragging or bullying, or abuse or the like inside or outside the campus.
- Uses force, aggression or threat to cause hurt to others.
- Engages in any physical aggression such as riots or fights, or commits an assault on any parties.
- Exhibits verbal and/or physical behaviour of a racist or prejudiced nature towards any other members of the community inside or outside the campus.

7.7 **Assembly**

It is considered a serious offence if any groups of students or organisations of students plan, organise, attend or take part in any assembly or meeting at any given places without permission from the relevant authorities. A student is to abide by all the rules and regulations that are enforced in this institution.

7.8 **Academic Integrity**

Students are not allowed to perform or to be involved in any form of falsification and plagiarism i.e. copying or allowing people to copy, plagiarize during exams, lab assignments, preparation of coursework or thesis and the like.

7.9 **Accomodation**

Students residing in the university residence are to abide by the rules of accommodation set by the Office of Student Affairs, Universiti Malaysia Sabah.

For students residing off campus, they are expected to be respectful of neighbours at all times.

Students are advised not to cause trouble or emit noises in any way that are disturbing others.
7.10 Safety and Emergency

Be safety conscious, especially in the first few weeks as you are getting used to your new environment and culture.

Take extra care of your safety in high-risk areas, especially if you need to go out late at night.

If you encounter a real emergency, the first point of contact would be the International Office or your Faculty/ Centre/ Institute.

Call 999 – police, ambulance, fire stations and civil defence rescue units if you are in trouble. (Warning: Under Section 233 of the Communications and Multimedia Act 1998, the penalty to a person who commits an offence for improper use of the network facilities or network service shall, on conviction, be liable to a fine not exceeding RM50,000 or to a one-year imprisonment or to both.)

For further assistance, you may call the Student Affairs and Development Division, Department of Higher Education’s general line at +603-8883 5939 during office hours.

8.0 CONTACT INFORMATION

You can contact us at the following address:

HEAD
Admission and Student Record Section
Centre for Postgraduate Studies
Universiti Malaysia Sabah
Jalan UMS
88400 Kota Kinabalu
Sabah
MALAYSIA
Tel. No.: +6088-321316 (8.00 am – 5.00 pm – Malaysian local time)
Fax No.: +6088-320233
Email: admission_cps@ums.edu.my
9.0 APPENDICES

FLOW CHART 1

UNIVERSITY REGISTRATION PROCESS BEFORE REGISTRATION DAY

Go to https://smpp.ums.edu.my/application/semakanTawaran.aspx

Check Admission Status

Not successful

Successful

Results verification web page

Confirmation of acceptance

Print the online Letter of Acceptance confirmation and Temporary Offer Letter

University Online Pre-registration
Please refer to Flow Chart 2

Complete

Data will be deleted

No

Yes
REGISTRATION GUIDELINES FOR NEW INTERNATIONAL POSTGRADUATE STUDENT

FLOW CHART 2

UNIVERSITY ONLINE PRE-REGISTRATION

Go to https://smpp.ums.edu.my/application/register/default.aspx

Enter identity card number, student card number and email to get PIN

Enter student card number and PIN to access into University Pre-registration System

Update/complete personal, health and bank information

Make payment by referring to Payment Guidelines in subsection 4.2 (page 2)

User Account activation

Download form

Complete
REGISTRATION GUIDELINES FOR NEW INTERNATIONAL POSTGRADUATE STUDENT

FLOW CHART 3
UNIVERSITY REGISTRATION PROCESS ON REGISTRATION DAY

1. Verification of Study Fees Payment slip. Submit original copy of education funding/scholarship/financial assistance letter of offer (if any).

2. Verification of Identification Card and Bachelor's/Master's Degree Documents and original Transcript.

3. Submission of completed Oath Form (UMS/PPPS/01), Medical Examination Report (UMS/PPPS/02), Surgery Consent Letter (UMS/PPPS/03) and Undertaking Form (UMS/PPPS/04)/ Collection of Offer Letter

4. Submission of Student Package

5. Verification of Accommodation/Hostel

6. Student Card processing

7. International Students Registration

8. Submission of Vehicle Sticker Application Form (Student)

9. Library Services

NOTE:
Please ensure that you have register at each counter.

Registration complete
FLOW CHART 4

VISA APPLICATION WITH REFERENCE (VWR) AND STUDENT PASS

Start

Receive application form from undergraduate/ postgraduate students who have been offered by Universiti Malaysia Sabah

IO will send the application form to Immigration Department for Visa with Reference process

The Immigration Department will produce the approval letter and send it to the Malaysian Embassy in each origin country and a copy of approval letter to the student for their reference

Student needs to go to IO for the application of the Visa Multiple Entry

End

Documents that need to be attached together:

a. Copy of passport
b. Copy of Letter of Offer
c. Duty Stamp (RM10)

Process is within 14 working hours

Student needs to go to the Embassy of Malaysia to apply the Visa Single Entry

Student needs to prepare a list of document such as:

a. Insurance
b. Medical Check-up (the examination has to be performed in Sabah, Malaysia)
### SENARAI SEMAK DOKUMEN SEMASA HARI PENDAFTARAN

**CHECKLIST OF DOCUMENTS REQUIRED DURING REGISTRATION DAY**

<table>
<thead>
<tr>
<th>NO.</th>
<th>DOKUMEN ASAL</th>
<th>KUANTITI</th>
<th>SILA TANDA</th>
<th>CATATAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Slip pembayaran</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 1 Counter No. 1</td>
</tr>
<tr>
<td></td>
<td><em>Payment slip</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Surat Tawaran pembiayaan pengajian / biasiswa / bantuan kewangan (sekiranya ada)</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 1 Counter No. 1</td>
</tr>
<tr>
<td></td>
<td><em>Education funding/scholarship/ financial aid Letter of Offer (if any)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Kad Pengenalan/Pasport Identification Card/Passport</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 2 Counter No. 2</td>
</tr>
<tr>
<td>4.</td>
<td>Ijazah Sarjana Muda Bachelor's Degree</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 2 Counter No. 2</td>
</tr>
<tr>
<td>5.</td>
<td>Transkrip Akademik Academic Transcript</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 2 Counter No. 2</td>
</tr>
<tr>
<td>6.</td>
<td>Ijazah Sarjana (Bagi Calon Pelajar Doktor Falsafah) Master's Degree (For Doctor of Philosophy Candidate)</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 2 Counter No. 2</td>
</tr>
<tr>
<td>7.</td>
<td>Transkrip Akademik (Bagi Calon Pelajar Doktor Falsafah) Academic Transcript (For Doctor of Philosophy Candidate)</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 2 Counter No. 2</td>
</tr>
<tr>
<td>8.</td>
<td>Ikrar (UMS/PPPS/01) Oath</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 3 Counter No. 3</td>
</tr>
<tr>
<td>9.</td>
<td>Laporan Kesihatan Perubatan (UMS/PPPS/02) Medical Examination Report</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 3 Counter No. 3</td>
</tr>
<tr>
<td>10.</td>
<td>Surat Kebenaran Pembedahan (UMS/PPPS/03) Surgery Consent Letter</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 3 Counter No. 3</td>
</tr>
<tr>
<td>11.</td>
<td>Borang Aku Janji (UMS/PPPS/04) Undertaking Form</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 3 Counter No. 3</td>
</tr>
<tr>
<td>12.</td>
<td>Borang Permohonan Pelekat Kenderaan (Pelajar) BK (T) / 03 (Rujuk Carta Alir 5) Vehicle Sticker Application Form (Student) (Refer to Flow Chart 5)</td>
<td>1</td>
<td>□</td>
<td>Kaunter No. 3 Counter No. 3</td>
</tr>
</tbody>
</table>

Nota: Sila bawa Senarai Semak ini semasa Hari Pendaftaran
Note: Please bring this Checklist during Registration Day.

*Saya dengan ini mengesahkan bahawa pelajar telah mengemukakan/tidak mengemukakan dokumen yang benar dengan lengkap.

*I hereby certify that the student has/ has not submitted the proper documents completely.*

**NAMA PEGAWAI**

**OFFICER NAME**

**TARIKH & MASA**

**DATE & TIME**

**TANDATANGAN**

**SIGNATURE**

*Sila potong mana yang tidak berkenaan.

*Please strikethrough where not applicable.*
IKRAR

OATH

BAHAWASANYA saya sebagai mahasiswa Universiti Malaysia Sabah BERIKRAR dan MENGAKU bahawa saya akan:

I HEREBY as a student of Universiti Malaysia Sabah SOLEMNLY DECLARE that I shall:

MEMATUHI AKTA, PERLEMBAGAN, PERATURAN STATUT DAN TATATERTIB YANG BERKUATKUASA DI UNIVERSITI INI.

ABIDE AND RESPECT THE ACTS, CONSTITUTION, STATUTE REGULATIONS AND DISCIPLINARY PROCEDURES ENFORCED BY THE UNIVERSITY.

MENCAPAI KECEMERLANGAN KESARJANAAN AKADEMIK DAN MEMPERTAHANKAN KEBEBASAN BERBUAT DEMIKIAN.

TO STRIVE FOR ACADEMIC EXCELLENCE AND TO UPHOLD ACADEMIC FREEDOM.

MENJADI WARGA YANG BERDISIPLIN DAN MENGUTAMAKAN KUALITI DALAM PELAKSANAAN AKTIVITI.

TO BE A DISCIPLINED CITIZEN WHO VALUES QUALITY IN ALL UNDERTAKINGS.

MENINGKATKAN MARTABAT DAN PRESTIJ UNIVERSITI INI DAN BERBAKTI MENCAPAI KESEJAHTERAAN MASYARAKAT DAN NEGARA.

TO UPHOLD THE REPUTATION AND PRESTIGE OF THE UNIVERSITY AND STRIVE TO PROMOTE HARMONY IN THE COMMUNITY AND THE NATION.

NAMA PELAJAR

STUDENT NAME

NO. PELAJAR

STUDENT ID

NO. KAD PENGENALAN/PASPORT

IDENTIFICATION CARD/PASSPORT NO.

TANDATANGAN

SIGNATURE

TARIKH

DATE
## PERSONAL INFORMATION

* TO BE COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>Name (Capital letter)</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport / ID No.</td>
<td>:</td>
</tr>
<tr>
<td>Offered Faculty</td>
<td>:</td>
</tr>
<tr>
<td>Programme of Study</td>
<td>:</td>
</tr>
<tr>
<td>Permanent Address</td>
<td>:</td>
</tr>
<tr>
<td>Home Telephone No.</td>
<td>:</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Race</td>
<td>:</td>
</tr>
<tr>
<td>Religion</td>
<td>:</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>:</td>
</tr>
<tr>
<td>(as stated in Birth Cert.)</td>
<td></td>
</tr>
</tbody>
</table>

## FAMILY INFORMATION

* TO BE COMPLETED BY STUDENT

| Father’s/Guardian’s Name (Capital letter) | : |
| Passport / ID No.                        | : | Occupation : |
| Postal Address                          | : |
| Telephone No.                           | : |
| Name of Next of Kin                     | : |
| Occupation                              | : | Relationship : |
| Postal Address                          | : |
| Telephone No.                           | : |
## HEALTH EXAMINATION

* TO BE COMPLETED BY MEDICAL OFFICER

### PHYSICAL CONDITIONS

<table>
<thead>
<tr>
<th>Condition</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height (cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight (kg)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Pressure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please tick (✓) in the appropriate boxes**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abdomen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teeth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nervous System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EYE TEST (Please tick (✓) in the appropriate boxes)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Without Glasses/Contact Lenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With Glasses/Contact Lenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour Blind</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### URINE TEST (Please tick (✓) in the appropriate boxes)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urine Sugar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albumin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood/RBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

X-ray Report (Not necessary unless requested by examining Medical Officer)

**X-ray No.**

**X-ray Report:**
Please tick (√) in the appropriate boxes.

1. **DISEASES**
   Have you ever been treated / diagnosed with the following diseases?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asthma</td>
<td></td>
<td></td>
<td>Tuberculosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart disease</td>
<td></td>
<td></td>
<td>High blood pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td>Kidney disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fits</td>
<td></td>
<td></td>
<td>Mental illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer</td>
<td></td>
<td></td>
<td>Chronic skin disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergy to medicine/food</td>
<td></td>
<td></td>
<td>Other chronic disease</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If other chronic disease is YES, please state:


2. **STUDENT’S DECLARATION***

I, ........................................................................................................... ID / Passport No. ..............................

(Name as stated in the ID / Passport)

do hereby declare that all information stated is true.

........................................................................................................... .................................

(Signature of Student)  Date

*To be signed and witnessed by the examining Medical Officer
3. **MEDICAL OFFICER’S DECLARATION (Please tick (√) in the appropriate boxes)**

I, ........................................................................................................................................................................

(Medical Officer’s name as stated in the Identification Card)

holder of Identification Card No. .................................................. declare that I already examined the student

and hereby testify that the student ..............................................................,

(Name of student as stated in the Identification Card)

☐ is in good health and does not have any diseases. Therefore, is fit to study in Universiti Malaysia Sabah.

☐ is diagnosed with disease (s) which does(do) not require long-term treatment and fit to study in Universiti Malaysia Sabah.

Please state disease(s):

Disease: ............................................

Treatment: ..........................................

☐ is not in good health and is advised to seek medical treatment before registering in Universiti Malaysia Sabah.

................................................................. .................................................................

(Medical Officer’s Signature & Official Stamp) Date
SURAT KEBENARAN PEMBEDAHAN
Surgery Consent Letter

Saya [Nama Ibu/Bapa/Penjaga] ______________________
Nama [name of Mother/Father/Guardian] ______________________
No. KPT/Pasport ______________________
Identification Card/Passport No. ______________________
Alamat ______________________

Dengan ini secara sukarela hati membenarkan Universiti Malaysia Sabah sebagai waris terdekat untuk menandatangani borang keizinan pembedahan bagi pihak saya jika berlaku apa-apa kemalangan atau kecederaan yang memerlukan pembedahan terhadap pelajar di bawah:

Hereby authorize Universiti Malaysia Sabah to act as next of kin to sign the surgery authorization form on my behalf in the event of accident or injuries needing urgent medical surgery to the student stated below:

Encik/Cik/Puan [Nama Pelajar]: ______________________

Mr/Ms/Sir/Madam [Name of Student]

Dan saya mengaku bahawa saya akan melepaskan atau membebaskan tanggungan Universiti Malaysia Sabah dari sebarang tuntutan sama ada dari pihak saya sendiri atau dari pihak-pihak lain sekiranya berlaku apa-apa perkara, kesan atau akibat dari pembedahan tersebut.

And I declare that I will not hold Universiti Malaysia Sabah responsible for any claims or damages from myself or any other parties acting on my behalf if any untoward happens arising from the said surgery.

Tandatangan & Tarih
Signature & Date: ______________________
No. KPT/Pasport: ______________________
Identification Card/Passport No.: ______________________

Disaksikan oleh
Witnessed by: ______________________
No. KPT/Pasport: ______________________
Identification Card/Passport No.: ______________________

Tandatangan Saksi
Signature of Witness: ______________________
Hubungan
Relationship: ______________________

Relation: ______________________

Page 1 of 1
AKU JANJI
UNDERTAKING

Saya, …………………………………………………………………………………………………………………………………………………………….. No. Kad Pengenalan …………………………………………………………………………………………………………………………………………………………….. dengan sesungguhnya dan sebenarnya berjanji bahawa saya akan mematuhi semua undang-undang, statut, peraturan-peraturan, kaedah-kaedah dan apa-apa arahan yang terpakai kepada pelajar-pelajar Universiti Malaysia Sabah (Selepas daripada ini disebut "Universiti"), yang dibuat dari semasa ke semasa sepanjang saya menjadi pelajar Universiti. Maka dengan ini saya berjanji bahawa saya antara lain:

1. akan mematuhi Subseksyen 15 (1) Akta Universiti dan Kolej Universiti 1971 [Akta 30]: Untuk tidak menjadi ahli, atau apa-apa cara bersekutu dengan, mana-mana persatuan, parti politik, kesatuan sekerja atau apa-apa jua lain pertubuhan, badan atau kumpulan orang, sama ada atau tidak ianya ditubuhkan di bawah mana-mana undang-undang, sama ada ianya di dalam Universiti atau luar Universiti dan sama ada ianya di dalam Malaysia atau di luar Malaysia, kecuali sebagaimana yang diperuntukkan oleh atau di bawah perlambagaan Universiti, atau kecuali sebagaimana yang diluluskan terlebih dahulu secara bertulis oleh Naib Canselor;
   I shall abide by Subsection 15 (1) of the Universities and University Colleges Act 1971 [Act 30]: No person, while he or she is a student of the University, shall be a member of, or shall in any manner associate with, any society, political party, trade union or any other organization, body or group of persons whatsoever, whether or not it is established under any law, whether it is in the University or outside the University, and whether it is in Malaysia or outside Malaysia, except as may be provided by or under the University constitution, or except as may be approved in advance in writing by the Vice Chancellor;

2. akan mematuhi Subseksyen 15 (3) Akta Universiti dan Kolej Universiti 1971 untuk tidak menyatakan atau berbuat sesuatu yang boleh mentafsirkan sebagai menyatakan sokongan, simpati atau bangkangan terhadap mana-mana parti politik atau kesatuan sekerja atau sebagai menyatakan sokongan atau simpati dengan mana-mana pertubuhan, badan atau kumpulan orang yang haram;
   I shall abide by Subsection 15 (3) of the Universities and University Colleges Act 1971: No person, while he or she is a student of the University, shall express or do anything which may be construed as expressing support, sympathy or opposition to any political party or trade union or as expressing support or sympathy with any unlawful organization, body or group of persons;

3. akan mematuhi peruntukan berkenaan dengan tatatertib am sebagaimana yang dinyatakan dalam kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) [1991] termasuk:
   I shall abide the provisions of general discipline as specified in the Universiti Malaysia Sabah disciplinary rules (Discipline of Students) [1991], including:
   a. Tidak akan melanggar peruntukan berhubungan dengan tatatertib am, yang antara lain termasuklah;
      Will not violate the provisions relating to general discipline, including, among others;
   i. Tidak akan merosakkan atau memudaratkan kepentingan, kesejahteraan dan nama baik Universiti, mana-mana pelajar, kakitangan, pegawai atau pekerja Universiti
      Will not be detrimental or prejudicial to the interests, welfare and good name of the University, any student, staff, officer or employee of the University;
   
   ii. Tidak akan merosakkan atau memudaratkan ketenteraman atau keselamatan awam, moral, kesopanan atau tatatertib;
      Will not be detrimental or prejudicial to public order or safety, morals, decency or discipline;

   iii. Tidak akan mencabuli apa-apa peruntukan mana-mana undang-undang bertulis, sama ada di dalam atau di luar kampus.
      Will not violate any provisions of any written law, whether within or outside the campus.
   
   b. Peruntukan berkenaan dengan kehadiran dalam kuliah, sekatan tentang penggunaan teks kuliah dan plagiarisme;
      Provisions relating to attendance at lectures, restrictions on the use of lecture text and plagiarism;
   
   c. Peruntukan berkenaan dengan peperiksaan dan kelakuan pelajar semasa peperiksaan dijalankan;
      Provisions relating to examinations and student behaviour during the examination conducted;
   
   d. Peruntukan berkenaan dengan perhimpunan, penggunaan pembesar suara dan sepanduk;
      Provisions relating to assembly, use of loudhailer and banner;
   
   e. Peruntukan berkenaan dengan kegiatan pelajar di luar kampus dan penglibatan pelajar dalam bidang pekerjaan;
      Provision for off-campus student activities and student involvement in the field of employment;
REGISTRATION GUIDELINES FOR NEW INTERNATIONAL POSTGRADUATE STUDENT

f. Peruntukan berkenaan dengan larangan berjudi, meminum minuman keras, berkelakuan tidak senonoh, memiliki bahan lucah, memiliki dan menggunakan dadah dan racun;
   Provisions relating to the prohibition of gambling, drinking alcohol, disorderly behaviour, possessing obscene material, possessing and using drugs and poisons;

g. Peruntukan berkenaan dengan kebersihan di dalam kampus dan pakaian pelajar.
   Provisions relating to cleanliness in the campus and students’ dress.

4. akan mematuhi peruntukan berkenaan dengan tatatertib asrama sebagaimana yang dinyatakan dalam kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar) [1991];
   I shall abide the provisions relating to hostel discipline as specified in the disciplinary rules of Universiti Malaysia Sabah (Discipline of Students) [1991]

5. akan mematuhi peruntukan berkenaan dengan tatatertib asrama sebagaimana yang dinyatakan dalam kaedah-kaedah Universiti Malaysia Sabah (Tatatertib Pelajar-pelajar)[1999].

Saya sesungguhnya faham bahawa sekiranya saya tidak mematuhi mana-mana peruntukan dalam undang-undang, statut, peraturan-peraturan, kaedah-kaedah atau arahan tersebut, maka tindakan boleh diambil ke atas saya menurut undang-undang, statut, peraturan-peraturan, kaedah-kaedah atau arahan berkenaan termasuklah disingkirkan daripada Universiti.

I fully understand that if I fail to comply with any provision of law, statutes, regulations, disciplinary rules or orders, then action may be taken against me in accordance the with applicable laws, statutes, regulations, disciplinary rules or orders including expulsion from the University.

----------------------------------------------------------------------------------
Tandatangan Signature Tandatangan Signature
Nama: ............................................................. Name Saksi: .............................................................
Name: Name of Witness:
No. Pelajar: ............................................................. Cap Rasmi: .............................................................
Student No.: Official Stamp:
Fakulti: ............................................................. Tarikh: .............................................................
Faculty: Date:
### A. BUTIRAN Diri (PERSONAL DETAILS)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NAMA PENUH</td>
<td>Full Name</td>
</tr>
<tr>
<td>b. NO. KAD PELAJAR</td>
<td>Student Id Number</td>
</tr>
<tr>
<td>c. F/P/I</td>
<td>Faculty/Centre/Institute</td>
</tr>
<tr>
<td>d. No KP/Pasport</td>
<td>IC/Passport No.</td>
</tr>
<tr>
<td>e. ALAMAT</td>
<td>Address</td>
</tr>
<tr>
<td>f. NO. TELEFON</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>g. Email (Jika ada)</td>
<td>Email (If any)</td>
</tr>
</tbody>
</table>

### B. BUTIRAN KENDERAAAN (VEHICLE DETAILS)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Nama Pemilik Kenderaan:</td>
<td>Name of Vehicle Owner:</td>
</tr>
<tr>
<td>b. Nama Pengguna Kenderaan:</td>
<td>Name of Vehicle User:</td>
</tr>
<tr>
<td>c. Hubungan (sekiranya pemilik dan pengguna yang berlainan):</td>
<td>Relationship (if different owner and user):</td>
</tr>
<tr>
<td>d. No. Pendaftaran Kenderaan:</td>
<td>e. Warna: Colour:</td>
</tr>
<tr>
<td></td>
<td>Vehicle Registration No.</td>
</tr>
<tr>
<td>f. Jenis Kenderaan:</td>
<td>g. Jenama: Brand:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4WD</td>
<td>4WD</td>
</tr>
<tr>
<td>KERETA</td>
<td>Car</td>
</tr>
<tr>
<td>MOTOR</td>
<td>Motorcycle</td>
</tr>
<tr>
<td>VAN</td>
<td>Van</td>
</tr>
<tr>
<td>LORI</td>
<td>Lorry</td>
</tr>
<tr>
<td>h. Model:</td>
<td></td>
</tr>
<tr>
<td>i. No. Cukai Jalan</td>
<td>j. No. Lesen Memandu</td>
</tr>
<tr>
<td>Roadtax No.</td>
<td>Driving Licence No.</td>
</tr>
<tr>
<td></td>
<td>Tarih Expiry Date</td>
</tr>
<tr>
<td></td>
<td>Tamat</td>
</tr>
<tr>
<td></td>
<td>Tarikh Expiry Date</td>
</tr>
<tr>
<td></td>
<td>Tamat</td>
</tr>
<tr>
<td>k. Taraf Permohonan</td>
<td>l. Model:</td>
</tr>
<tr>
<td>Application Status</td>
<td></td>
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<tr>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Lanjutan</td>
<td>Extension</td>
</tr>
<tr>
<td>Hilang</td>
<td>Lost</td>
</tr>
<tr>
<td>Rosak</td>
<td>Damaged</td>
</tr>
</tbody>
</table>

**Tandatangan Pemohon**
Signature Applicant

**Tandatangan & Cap Ketua Jabatan**
Head of Department Signature & Official Stamp

**Tanggal:**
Date:

**Tanggal:**
Date:
DOKUMEN YANG PERLU DILAMPIRKAN BERSAMA PERMOHONAN:
DOCUMENTS NEED TO BE ENCLOSED WITH THE APPLICATION:

1. Baharu: Salinan Kad Pengenalan dan Kad Pekerja
   New: Copy of Identity Card, Staff Card

2. Lanjutan: Salinan Lesen Memandu, Cukai Jalan
   Extension: Copy of Driving Licence, Road Tax

3. Hilang: Laporan Kehilangan
   Lost: Lost Report

4. Rosak: Pelekat Asal
   Damaged: Original Sticker

REKOD SAMAN
Summons Records

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________

Page 2 of 2
STUDENT’S VEHICLE STICKER APPLICATION

Start

Student fills Vehicle Sticker Application Form (Student) [BK (T) / 03]

Student needs to re-fill the incomplete form or

Successful

Process to check eligibility for sticker application

Ineligible application will not be processed

The Security Department will print the sticker within 7 working days

Student collects the sticker at the Security Department counter

Complete