

APPLICATION GUIDELINES FOR INTERNATIONAL UNDERGRADUATE ADMISSION

STEP	INSTRUCTIONS
STEP 1	Application must be submitted online at http://smp.upm.edu.my/smp/action/security/loginSmpApplicantSetup
STEP 2	Non refundable processing fee of USD25.00 in a form of Bank draft must be made payable by Telegraphic Transfer to : <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Payee</p> <p>Bank Address</p> <p>Bank Account No</p> <p>swift code</p> </div> <div style="width: 65%;"> <p>: Bendahari UPM</p> <p>: CIMB Bank Berhad, Universiti Putra Malaysia</p> <p>: 8002151963 - UPM COLLECTION (Cash or personal cheque is not accepted)</p> <p>: CIBBMYKLBank: Cimb Bank.</p> </div> </div>
STEP 3	<ol style="list-style-type: none"> 1. Send application form together with the following documents : <ol style="list-style-type: none"> a. Certified copy of Higher School Certificate (HSC) / GCE 'A' Level / Diploma or equivalent; b. Certified copies of Academic Transcript(s) from your previous university / college / school c. Certified copy of TOEFL / IELTS /MUET result; d. Certified copy of the personal details page of your passport (inclusive of the expiry date). The passport must be valid for at least one year prior to expiry date. e. Certified copy of applicant's Financial Statement or Letter of Undertaking from sponsor; 2. All the above supporting documents attached must be certified by recognized authorities. 3. All the above supporting documents that are not in English must be English translated and certified by recognized authorities and send to our office via post for processing purposes. DO NOT SEND ORIGINAL CERTIFICATES OR OTHER DOCUMENTS.
STEP 4	<ol style="list-style-type: none"> 1. The above documents should be sent to : <div style="text-align: center;"> <p>Head of Administration Undergraduate Studies,</p> <p>Academic Division,</p> <p>1st Floor, Administration Building,</p> <p>Universiti Putra Malaysia,</p> <p>43400 UPM SERDANG,</p> <p>Selangor Darul Ehsan, Malaysia</p> </div> 2. All application must reach the above address before 30th June for September Intake. Application received after the closing date will be considered for intake of the following semester.

Note :

- *All application must be attached with certified copy of bank draft or Telegraphic Transfer made.*
- *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.*

All enquiries pertaining to Undergraduate Degree program please contact : -

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