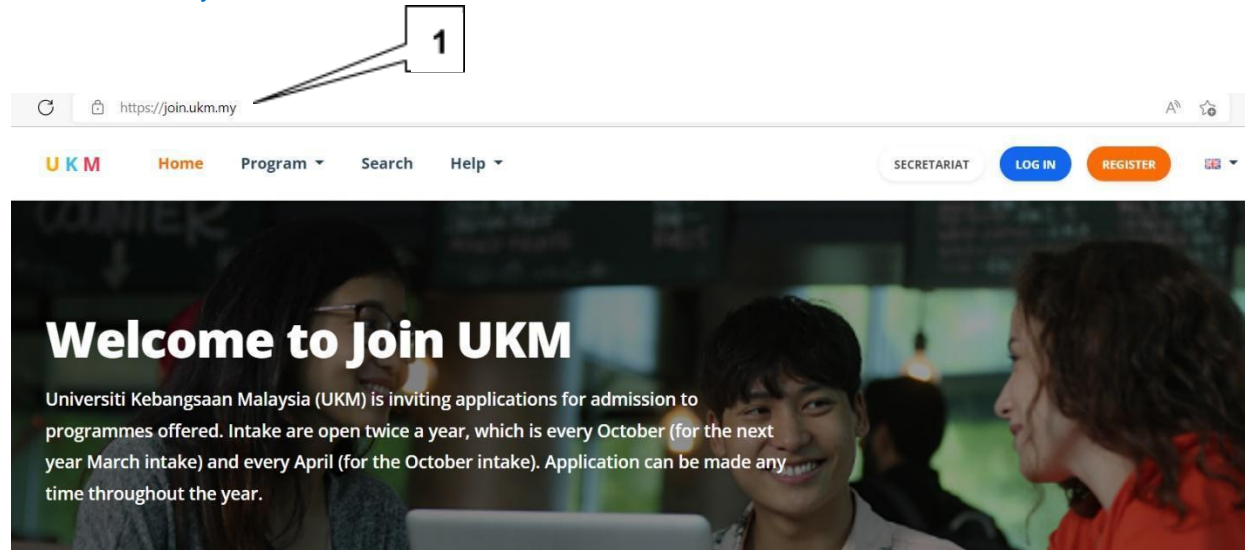


JOIN UKM User Manual International

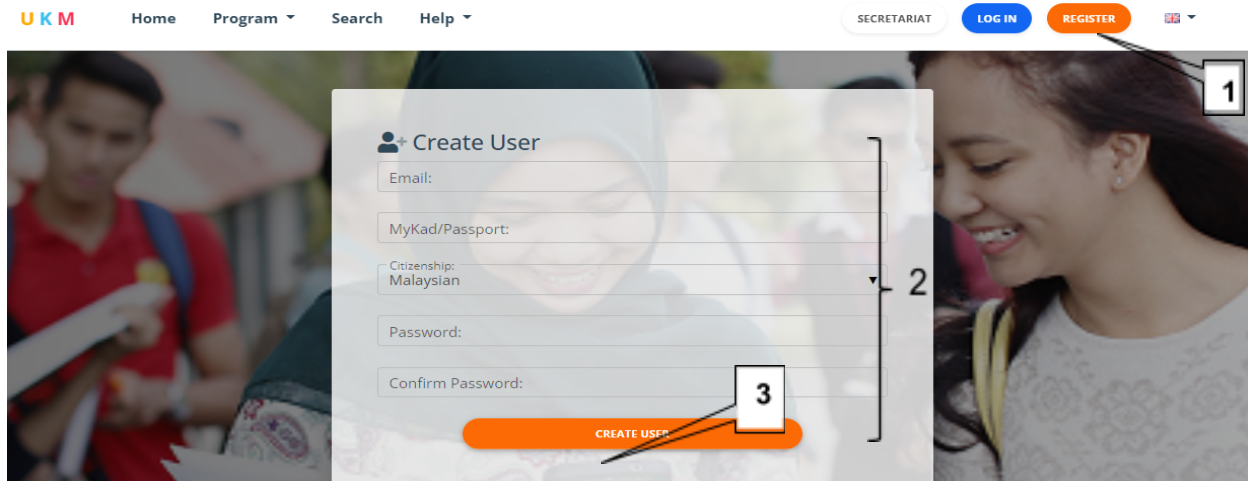
1.0 ACCOUNT REGISTRATION

Join UKM System



Description:

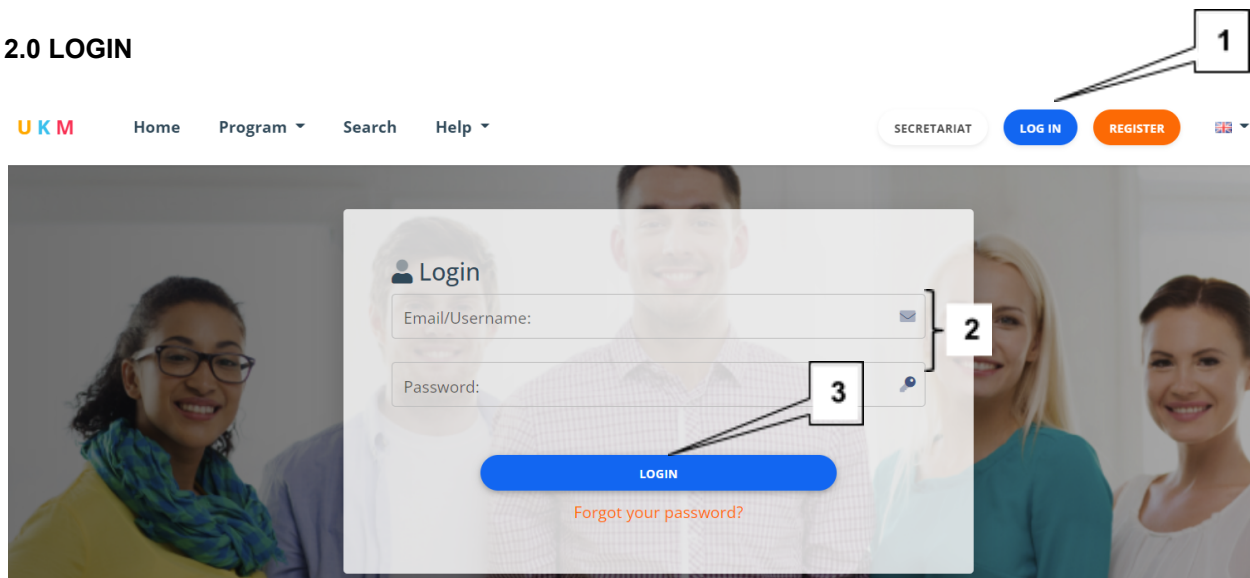
1. Enter the URL `https://join.ukm.my/` and press 'enter'.
2. The front page of the system is displayed.



Description:

1. For registration, please click on the register tab.
2. Fill in all the information.
3. Click the CREATE USER button.

2.0 LOGIN



Description:

1. Click on LOGIN.
2. Enter the user's email & password that has been registered.
3. Click the LOGIN button.

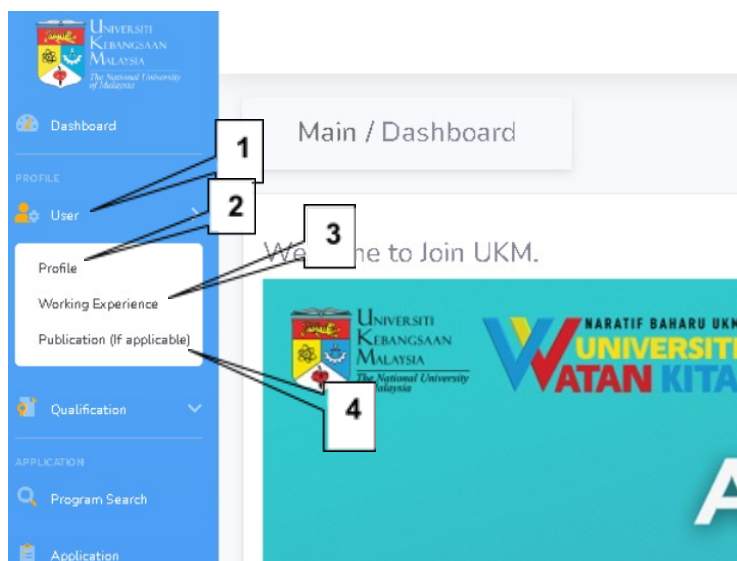
3.0 USER PROFILE: The main display screen is displayed

Step 1: Click User.

Step 2: Fill in Profile information.

Step 3: Fill in Work Experience information.

Step 4: Fill in Publication information (if applicable).



Step 2 (a):

PROFILE: Information entry screen Profile

PROFILE IDENTITY

Email
intanpkp2@gmail.com

MyKad/Passport
761222095060

Name
suhana binti yahya

Date of Birth
20-05-2002

Gender
Female

Religion
Islam

State of Birth
Johor

Ethnicity
Bumiputera

Citizenship
Malaysian

Marital Status
Female Married

Type of Disability
Healthy

State of Residence
Johor

Telephone (Mobile)
0112354745

SAVE

1

2

Description:

1. Fill in all the information.
2. Click the SAVE button.

Step 2 (b): IDENTITY: ID upload screen

PROFILE IDENTITY

Passport/MYKad front cover and photo need to be uploaded at the same time.

Passport/MYKad Front Cover

Choose File No file chosen

Accepted file format [jpg], [jpeg] (Max 2Mb)

Picture

Choose File No file chosen

Accepted file format [jpg], [jpeg] (Max 2Mb)

SAVE

1

2

3

Description:

1. Upload a copy of MyKad / Passport according to the prescribed format.
2. Upload a passport -sized photograph according to the prescribed format.

3. Click the SAVE button.

Step 2 (c): ADDRESS: Address entry screen

PERSONAL IDENTITY ADDRESS

Correspondence Address

Correspondence Address

Correspondence Address 2

Correspondence Address 3

City

Postcode

State

Mark here if correspondence address is same as permanent address

Permanent Address

Permanent Address

Permanent Address 2

Permanent Address 3

City

Postcode

State

SAVE

1

2

Description:

1. Fill in all the information.
2. Click the SAVE button.

Step 3: WORK EXPERIENCE: Work Experience information entry screen

Designation

Name of Company

Date Start Employed

Date End Employed

Work Type

Employer Address

Employer Address2

Employer Address 3

Postcode

City

Country

State

SAVE

1

2

Description:

1. Fill in work experience information (if applicable).
2. Click the SAVE button.

Step 4: PUBLICATION (if applicable): Publication information upload screen

Publication (If applicable) / List

List of Publication

#	Title	Author	Year	Name and Location of The Publisher/Name of Journal	File
No Record					

Title

Author

Year
2022

Name and Location of The Publisher/Name of Journal

Choose File | No file chosen
.Pdf (no password) (Max 2Mb)

1

SAVE

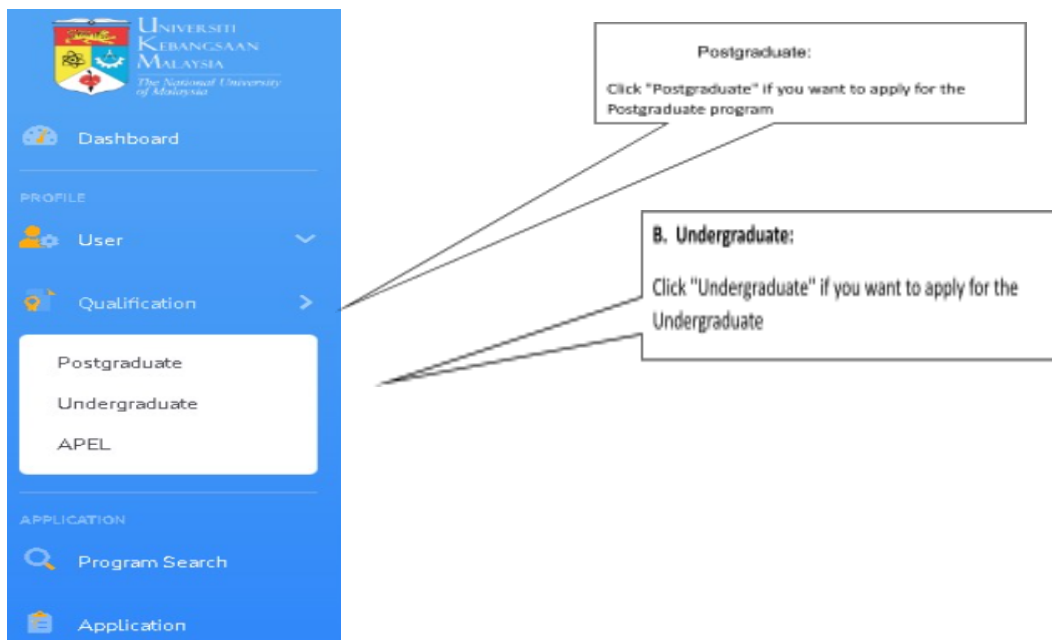
2

Description:

1. Fill in the publication information according to the prescribed format.
2. Click the SAVE button.

4.0 QUALIFICATION INFORMATION

Step 1: Click the Qualification button



A. Postgraduate

Degree	▼
Country	Algeria ▼
Institute	Centre Universitaire de Aïn Témouchent ▼
Please contact UKMShape - admissionpkp@ukm.edu.my (for international candidate) and ACADEMIC UKM - admission_ppa@ukm.edu.my (for local candidate) if the Institution is not listed.	
Area of Specialization	Please fill out this field.
Year Start	2021
Format YYYY	
Year End	2021
Format YYYY	
Grading System	▼
Result	
Transcript File .Pdf (no password) (max 2MB)	
Choose File	No file chosen
Scroll File .Pdf (no password) (max 2MB)	

Description:

1. Fill in all information related to academic qualifications and previous school information .
2. Upload the full transcript and scroll in the prescribed format. Qualification information can be deleted if the application has not been submitted.
3. Click the SAVE button.

Notes:

- i. Ensure that the candidate has obtained a full transcript and degree certificate from the previous institution, before submitting the application.
- ii. For candidates who have not received their full transcript, upload the latest CGPA results while candidates who have not obtained a degree certificate, upload a completion of study letter from the Senate of the previous institution.

- iii. Field of specialization refers to the field of specialization for the previous qualification.
- iv. For fast track candidates (from Bachelor program to Doctor of Philosophy program), candidates are required to fill two levels of qualification;

a. Bachelor Degree

- i. Transcript (upload the latest Bachelor level transcript)
- ii. Degree Certificate (upload latest Bachelor level transcript)

b. Master

- i. Transcript (upload the latest Bachelor level transcript)
- ii. Master Certificate (Upload latest Bachelor level transcript)

B. Undergraduate

QUALIFICATION	SPM
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Qualification Country ▼ </div> <div style="border: 1px solid #ccc; padding: 2px;">Bangladesh</div> </div>	
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Qualification ▼ </div> <div style="border: 1px solid #ccc; padding: 2px;">Higher Secondary Certificate (HSC) / Intermediate Certificate / Alim (from Bangladesh Madrasah Education Board)</div> </div>	
<small>Please email to admissionpkp@ukm.edu.my if your qualification is not listed.</small>	
<div style="border: 1px solid #ccc; padding: 2px;"> Year Start 2021 </div> <small>Format YYYY</small>	<div style="border: 1px solid #ccc; padding: 2px;"> Year End 2021 </div> <small>Format YYYY</small>
<div style="border: 1px solid #ccc; padding: 2px;">Grading System</div>	
<div style="border: 1px solid #ccc; padding: 2px;">Result</div>	
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> Choose File No file chosen </div> </div>	
<small>Please upload all academic qualifications documents in one pdf file. Click IlovePdf to merge the documents</small>	
<div style="border: 1px solid #000; padding: 2px 10px; display: inline-block;">SAVE</div>	

If qualification was obtained in Malaysia, complete qualification information and upload relevant documents.

QUALIFICATION		SPM
Qualification Country		
Malaysia		
Qualification		
Diploma		
Please email to admissionpkp@ukm.edu.my if your qualification is not listed.		
Year Start	Year End	
2021	2021	
Format YYYY	Format YYYY	
Grading System		
CGPA OUT OF 4		
Result		
0.01		
Choose File	No file chosen	
Please upload all academic qualifications documents in one pdf file. Click IlovePdf to merge the documents		
SAVE		

SPM Qualification - Complete SPM information. If you have taken the July SPM paper, upload a copy of the SPM results and the July SPM paper in 1 file.

QUALIFICATION		SPM	
Subject 1 *	Bahasa Malaysia/Melayu	Grade 1 *	
Subject 2 *	Sejarah	Grade 2 *	
Subject 3 *	Bahasa Inggeris	Grade 3 *	
Subject 4 *	Fizik	Grade 4 *	
Subject 5 *	Kimia	Grade 5 *	
Subject 6 *		Grade 6 *	
Subject 7		Grade 7	
Subject 8		Grade 8	
Subject 9		Grade 9	
Subject 10		Grade 10	

If you have obtained APEL qualifications, fill in and upload the relevant certificate

APEL

Qualification

▼

Certificate .Pdf (no password) (max 2MB)

Choose File

No file chosen

SAVE

5.0 APPLICATION/PROGRAM OPTION: Program entry screen

The screenshot shows the 'Program / Search' interface. On the left is a blue sidebar with navigation links: Dashboard, User, Qualification, Program Search (highlighted), and Application. The main area has a header 'Program / Search' and a sub-header 'STUDY | UNDERGRADUATE | POSTGRADUATE'. Below this are three dropdown menus: 'Mode of Study' (set to 'Coursework'), 'Register Type' (set to 'Full Time'), and 'Faculty' (set to 'Social Sciences & Humanities'). A blue 'SEARCH' button is located below the 'Register Type' dropdown. Below the search filters is a table with columns: Program of Study, Level of Study, Register Type, Mode of Study, and Channel. The table lists two programs: 'Master In Environmental Management SPSEKUTAR' and 'Master of Arts (Arts Performance and Management)'. Both are Masters Degrees, Full Time, Coursework, and under the AKADEMIK-UKM channel. To the right of the table is a search bar and two 'SELECT' buttons, one for each program. Numbered callouts point to: 1. Program Search link in sidebar; 2. Level of Study dropdown; 3. Mode of Study dropdown; 4. Register Type dropdown; 5. Faculty dropdown; 6. SEARCH button; 7. SELECT button for a program.

Description:

1. Click Program Search.
2. Select the level of study you wish to apply for.
3. Select Study Mode.
4. Select the Registration Type.
5. Select Faculty.
6. Click the SEARCH button.
7. Click SELECT for the program that you wish to apply for.
8. After clicking SELECT, the display as below will appear.

A. PROGRAM: Study program selection screen

The screenshot shows the 'PROGRAM' tab selected in a navigation bar. Below the bar, a message states: 'Semester: 1 Session: 20222023' and 'CHANGE PROGRAM SELECTION'. A light blue banner reads: 'Selection Program has been updated. Please complete the Program Information.' The form displays the following information: 'Program of Study: MASTER OF CHEMICAL ENGINEERING', 'Level of Study: Masters (Commercial)', and 'Faculty: Engineering & Built Environment'. There are three dropdown menus: 'Register Type', 'Mode of Study', and 'Lecture Format'. A 'SAVE' button is at the bottom. Numbered callouts point to: 1. The 'Register Type' dropdown, 2. The 'Mode of Study' dropdown, 3. The 'Lecture Format' dropdown, and 4. The 'SAVE' button.

Description:

1. Select the Registration Form.
2. Select Study Mode.
3. Select Lecture Mode.
4. Click the SAVE button.

B. ENGLISH: English Proficiency information entry screen

The screenshot shows the 'English / MUET' tab selected. Below the navigation bar, a message states: 'Semester: 1 Session: 20222023'. The form contains fields for 'Band', 'Month', and 'Year'. A file upload section includes a 'Choose File' button, 'No file chosen', and 'Pdf. Max 2Mb'. A 'SAVE' button is at the bottom. Numbered callouts point to: 1. The 'Band', 'Month', and 'Year' fields, 2. The 'Month' dropdown, and 3. The 'SAVE' button.

Description:

1. Fill in all English proficiency information.
2. Upload relevant documents according to the prescribed format.
3. Click the SAVE button.

C. SPONSOR: Sponsor information entry screen

The screenshot shows a web application interface for entering sponsor information. At the top, there is a navigation bar with five tabs: PROGRAM, ENGLISH, SPONSORSHIP (highlighted in purple), REFEREE, and DECLARATION. A callout box with the number 1 points to the SPONSORSHIP tab. Below the navigation bar, the text "Semester: 1 Session: 20222023" is displayed. The main heading is "Sponsorship". Below this, there is a dropdown menu for "Sponsorship type" with "Self-sponsor" selected. A callout box with the number 2 points to this dropdown. Below the dropdown, a message states "Supporting document is needed for scholarship/sponsorship". Underneath this message is a file upload area with a "Choose File" button and the text "No file chosen". A callout box with the number 3 points to the "Choose File" button. Below the file upload area, the text ".Pdf (no password) Max 2Mb" is displayed. At the bottom of the form is a "SAVE" button, which is pointed to by a callout box with the number 4.

Description:

1. Select Sponsorship Menu.
2. Select Sponsorship Type (Self-sponsored / Scholarship)..
3. Upload the relevant sponsorship and scholarship documents according to the prescribed format.
4. Click the Save button.

D. REFEREES Referee information entry screen

PROGRAM ENGLISH SPONSORSHIP **REFEREE** LOG

Semester: 1 Session: 2022/2023

For Master/Postgraduate Diploma/Doctor Philosophy program

The referee is an academician/employer/supervisor who can comment on a candidate's academic capabilities and suitability for the programme of study being applied for.

Referee 1

Name
Designation
Institute/Organization
Country
Email

Referee 2

Name
Designation
Institute/Organization
Country
Email

Save

1

2

Description:

1. Enter the information of both Referees.
2. Click the Save button

Note:

1. Referee refers to a former academic member/employer/supervisor who can comment on the candidate's academics and suitability for the program of study applied.
2. Referee does not refer to the Supervisor nominated for the program of study being applied for.

E. ACKNOWLEDGEMENT: Acknowledgement of application screen

a) Screen display if the information is incomplete

The screenshot shows a web application interface with a top navigation bar containing tabs: PROGRAM, ENGLISH, SPONSORSHIP, REFEREE, and DECLARATION (highlighted in purple). Below the tabs, the text "Semester: 1 Session: 20222023" is displayed. A table with three rows and three columns is shown. The first row is for "Profile", with a red 'x' icon in the second column and links for "Identity" and "Address" in the third column. The second row is for "Academic", with a red 'x' icon in the second column and the text "Please complete the program selection" in the third column. The third row is for "Application", with a red 'x' icon in the second column and the text "Please complete referees information" and "Please complete sponsorship information" in the third column. Below the table, a red button labeled "Please complete the checklist" is visible.

Profile	✗	Identity Address
Academic	✗	Please complete the program selection
Application	✗	Please complete referees information Please complete sponsorship information

Please complete the checklist

Description:

1. Click on each checklist that has not been completed
2. Complete the information required
3. Click the Save button

b) Screen display if the information is complete

The screenshot shows the same web application interface as above, but with all information completed. The table now shows green checkmarks in the second column for all three rows. Below the table, a blue box contains the text: "This section is only applicable if candidate is referred by a current UKM student (Student get student scheme)". Below this box is a text input field labeled "Introducer Matric Number" and a blue "SAVE" button. Below the input field is a dropdown menu labeled "Are you currently using local bank in Malaysia?" with "Yes" selected. Below the dropdown is a checkbox labeled "I certify that all the information given in this online application is correct. If any incorrect information given during the application process." and a blue "SUBMIT" button. Four numbered callouts are present: 1 points to the blue box, 2 points to the dropdown menu, 3 points to the checkbox, and 4 points to the "SUBMIT" button.

Profile	✓	
Academic	✓	
Application	✓	

This section is only applicable if candidate is referred by a current UKM student (Student get student scheme)

Introducer Matric Number SAVE

Are you currently using local bank in Malaysia? Yes

☐ I certify that all the information given in this online application is correct. If any incorrect information given during the application process.

SUBMIT

Description:

1. Enter Introducer Matric Number
2. Select Yes/No

3. Tick the acknowledgement box
4. Click the SUBMIT button

6.0 PROCESSING FEE : payment information entry screen

Notes:

- i. Payment of Application Processing Fee must be made before the final submission.
- ii. Candidate is required to email the receipt of processing fee once the payment has been made through flywire to admissionpkp@ukm.edu.my
- iii. Candidate will receive email notification once the payment has been verified
- iv. Click submission button to complete the application



landing-pages.flywire.com/landing/ukm

flywire

English

UNIVERSITI
KEBANGSAAN
MALAYSIA
*The National University
of Malaysia*

Welcome to the Payment Portal for Universiti Kebangsaan Malaysia (UKM)

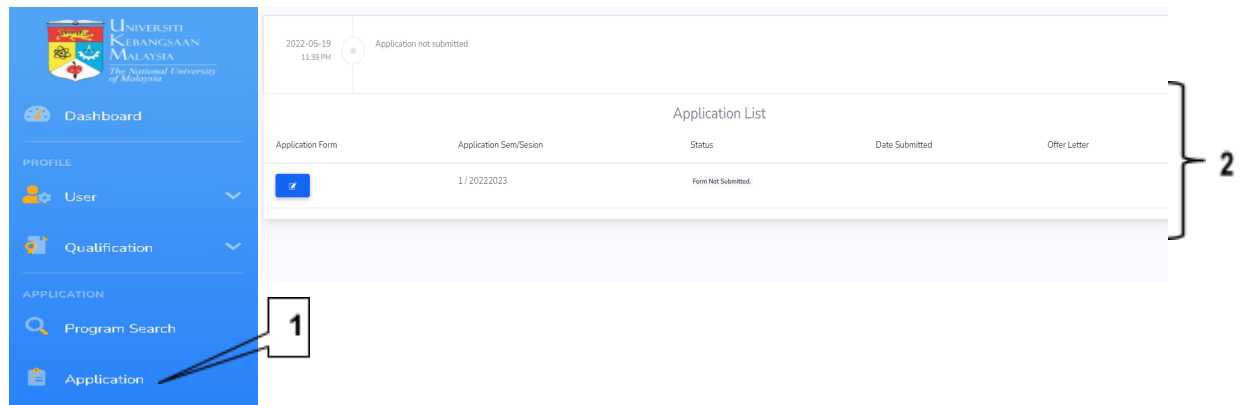
To get started, please select the applicable option below:

Universiti Kebangsaan Malaysia (UKM) - Tuition/Visa/Personal Bond	START YOUR PAYMENT
Universiti Kebangsaan Malaysia (UKM) - Enrolments	START YOUR PAYMENT

Description:

1. Select the 'Start Your Payment' button on Universiti Kebangsaan Malaysia (UKM) - Enrolments
2. Proceed until the payment is completed

7.0 APPLICATION REVIEW: Application review screen



Description:

1. Click on the Application menu
2. The status of the application will be displayed
3. Click the Offer Letter button if you have been offered

