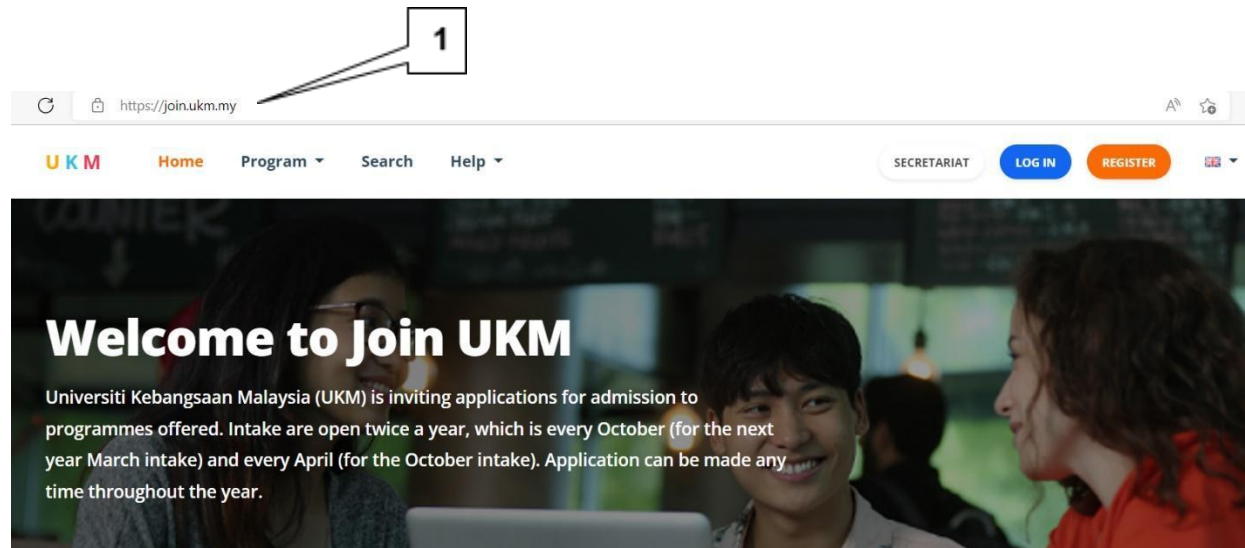


JOIN UKM USER MANUAL

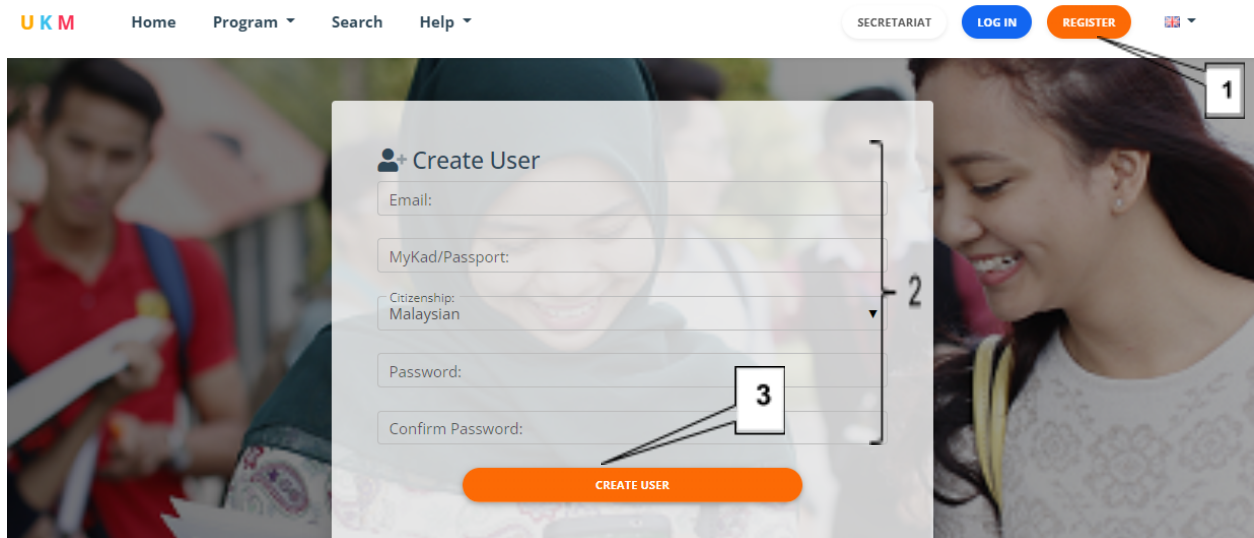
1.0 ACCOUNT REGISTRATION

Join UKM System



Description:

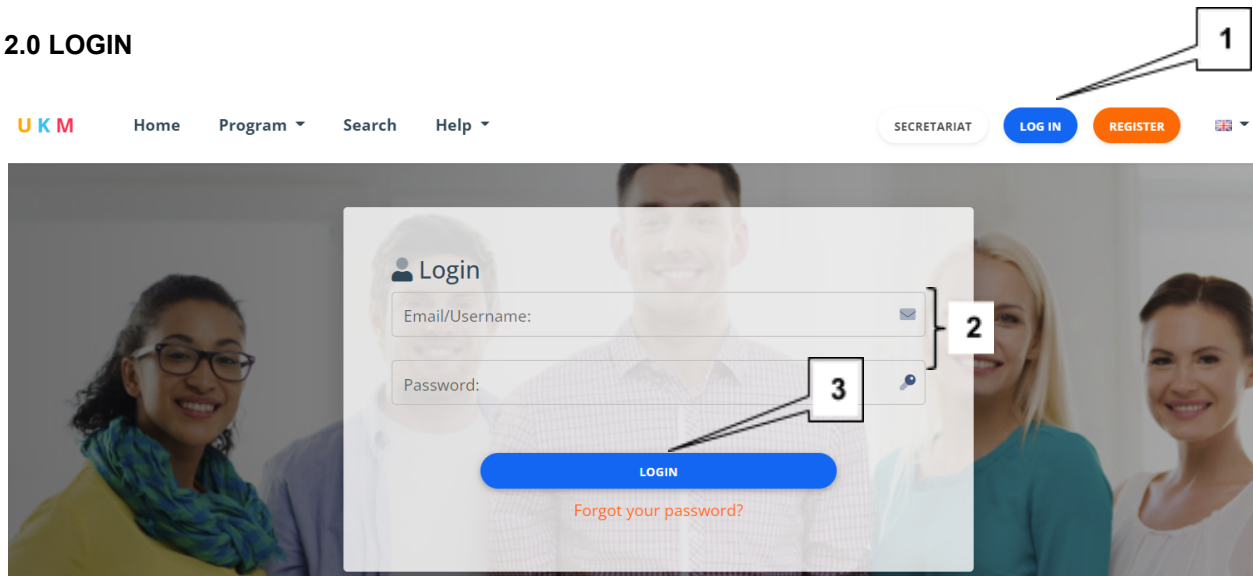
1. Enter the URL https://join.ukm.my/ and press 'enter'.
2. The front page of the system is displayed.



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.

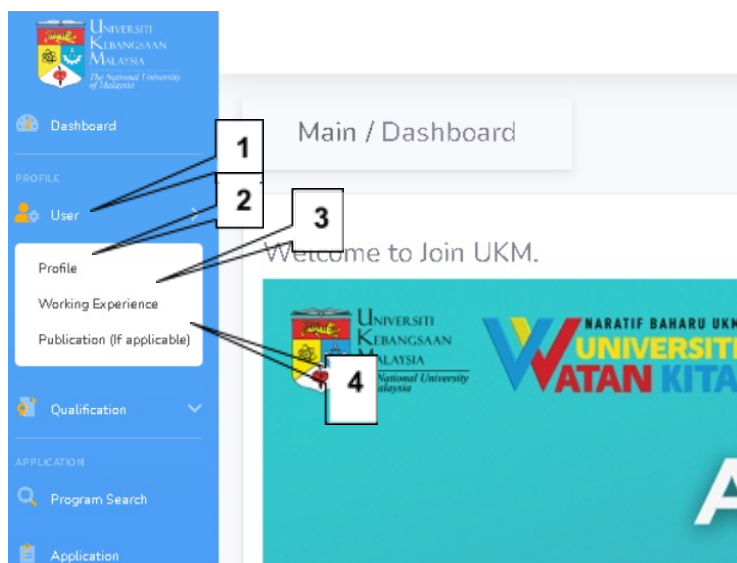
3.0 USER PROFILE: The main display screen is displayed

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

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

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

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

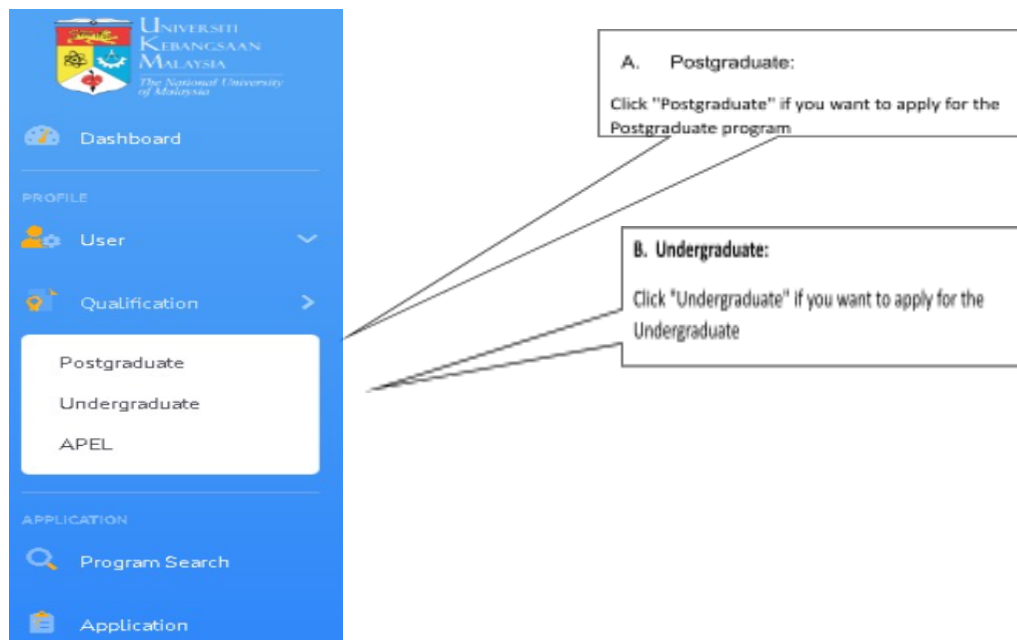
2

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
Qualification Country		
Bangladesh		▼
Qualification		
Higher Secondary Certificate (HSC) / Intermediate Certificate / Alim (from Bangladesh Madrasah Education Board)		▼
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		▼
Result		▼
Choose File	No file chosen	
Please upload all academic qualifications documents in one pdf file. Click IlovePdf to merge the documents		
SAVE		

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 of the University of Kelantan (UKM) portal. The left sidebar contains navigation links: Dashboard, User, Qualification, Program Search (highlighted with callout 1), and Application. The main area has a header 'Program / Search' (callout 2) and tabs for 'STUDY', 'UNDERGRADUATE', and 'POSTGRADUATE'. Below the tabs are dropdown menus for 'Mode of Study' (set to 'Coursework', callout 3), 'Register Type' (set to 'Full Time', callout 4), and 'Faculty' (set to 'Social Sciences & Humanities', callout 5). A 'SEARCH' button is located below these filters (callout 6). The results table shows two entries for 'Masters Degree' programs. The first entry is 'Master In Environmental Management SPEKUTAR' with 'Coursework' and 'Research' modes. The second entry is 'Master of Arts (Arts Performance and Management)' with 'Coursework' mode. Both entries are from the 'AKADEMIK-UKM' channel and have a 'SELECT' button next to them (callout 7). The table headers are 'Program of Study', 'Level of Study', 'Register Type', 'Mode of Study', and 'Channel'.

Program of Study	Level of Study	Register Type	Mode of Study	Channel	
Master In Environmental Management SPEKUTAR	Masters Degree	Full Time	Coursework Research	AKADEMIK-UKM	SELECT
Master of Arts (Arts Performance and Management)	Masters Degree	Full Time	Coursework	AKADEMIK-UKM	SELECT

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 a 'CHANGE PROGRAM SELECTION' button. A light blue banner indicates 'Selection Program has been updated. Please complete the Program Information.' The form fields are: 'Program of Study' (MASTER OF CHEMICAL ENGINEERING), 'Level of Study' (Masters (Commercial)), and 'Faculty' (Engineering & Built Environment). Below these are three dropdown menus: 'Register Type' (callout 1), 'Mode of Study' (callout 2), and 'Lecture Format' (callout 3). A 'SAVE' button (callout 4) is at the bottom.

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' tab selected in a navigation bar. Below the bar, a message states 'Semester: 1 Session: 20222023'. The form fields are: 'Band' (callout 2), 'Month' (callout 1), and 'Year' (callout 1). Below these is a 'Choose File' button and a 'No file chosen' text. A 'SAVE' button (callout 3) is at the bottom.

Description:

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

Notes:**a. Malaysian (Postgraduate)**

Not subject to English proficiency requirements

b. Malaysian (Undergraduate)

i. Subject to English proficiency requirements determined by the university as follows:

- a. Full Time Program - Compulsory to upload MUET certificate
- b. Part Time Program (Executive and Continuous) - Compulsory but for those who do not yet have a MUET, can submit a MUET certificate within six (6) months after registration

C. SPONSOR: Sponsor information entry screen

The screenshot shows the 'SPONSORSHIP' tab selected in a navigation bar. Below the bar, the text 'Semester: 1 Session: 20222023' is displayed. The main heading is 'Sponsorship'. A dropdown menu for 'Sponsorship type' is set to 'Self-sponsor'. Below this, a message states 'Supporting document is needed for scholarship/sponsorship'. A file upload area contains a 'Choose File' button and the text 'No file chosen'. A note below the upload area specifies '.Pdf (no password) Max 2Mb'. At the bottom, there is a 'SAVE' button. Numbered callouts are present: '1' points to the 'SPONSORSHIP' tab; '2' points to the 'Sponsorship type' dropdown; '3' points to the 'Choose File' button; and '4' points to the 'SAVE' button.

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

Semester: 1 Session: 2022/2023

For Master/Postgraduate Diploma/Doctor Philosophy program

The referee is an academic/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

Semester: 1 Session: 2022/2023

Profile	x	Identity Address
Academic	x	Please complete the program selection
Application	x	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 a web interface titled "Application / Declaration". Below the title is a navigation bar with five tabs: "PROGRAM", "ENGLISH", "SPONSORSHIP", "REFEREE", and "DECLARATION". The "DECLARATION" tab is highlighted in purple. Below the navigation bar, the text "Semester: 1 Session: 20222023" is displayed. A table with three rows and three columns is shown. The first column lists "Profile", "Academic", and "Application". The second column contains green checkmarks for all three rows. The third column is empty. A callout box with the number "1" points to the "Application" row. Below the table, there is a blue checkmark icon followed by the text: "I certify that all the information given in this online application is correct. The University reserves the right to reject this application or withdraw the offer of admission if any incorrect information given during the application process." Below this text is a blue "SUBMIT" button. A callout box with the number "2" points to the "SUBMIT" button.

Semester: 1 Session: 20222023		
Profile	✓	
Academic	✓	
Application	✓	

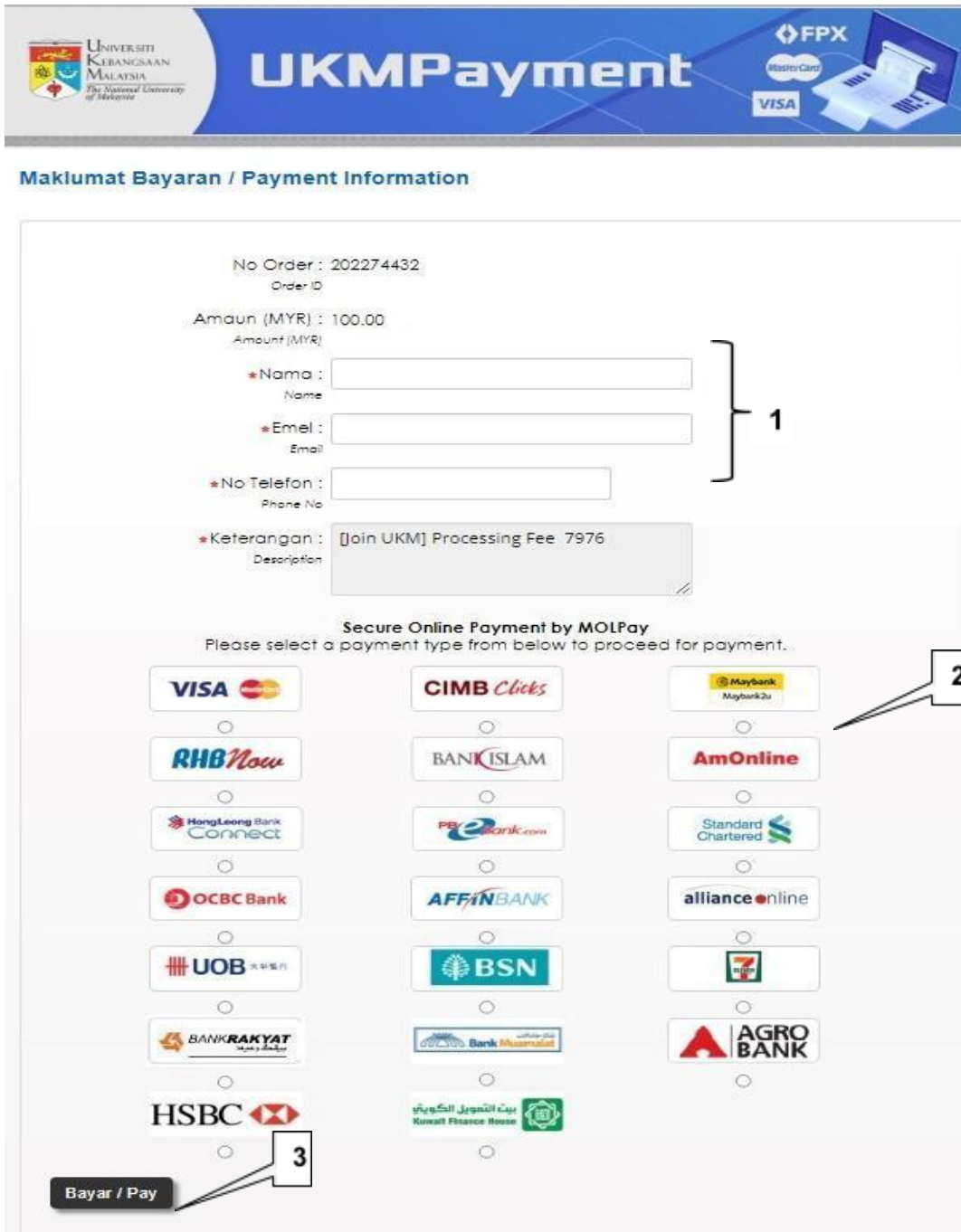
☒ I certify that all the information given in this online application is correct. The University reserves the right to reject this application or withdraw the offer of admission if any incorrect information given during the application process.

SUBMIT

Description:

1. Tick the acknowledgement box
2. Click the SUBMIT button

6.0 PROCESSING FEE : payment information entry screen



The screenshot shows the 'UKMPayment' interface for entering payment information. At the top, there's a header with the Universiti Kebangsaan Malaysia logo and the 'UKMPayment' title. Below the header, the page is titled 'Maklumat Bayaran / Payment Information'. The form contains the following fields:

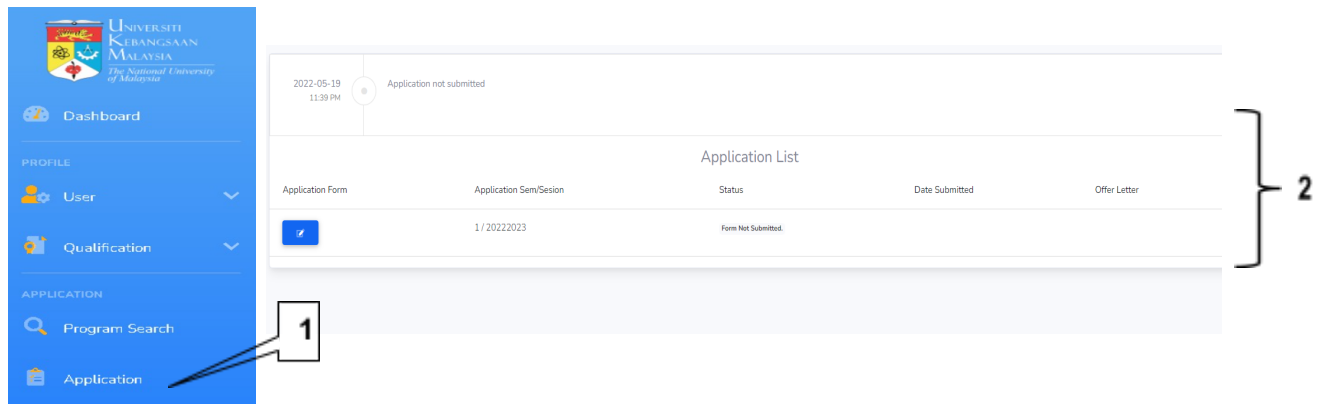
- No Order : 202274432
- Order ID
- Amdan (MYR) : 100.00
- Amount (MYR)
- *Nama : (Name)
- *Emel : (Email)
- *No Telefon : (Phone No)
- *Keterangan : [Join UKM] Processing Fee 7976 (Description)

A bracket labeled '1' groups the Name, Email, and Phone No fields. Below these fields, there's a section titled 'Secure Online Payment by MOLPay' with the instruction 'Please select a payment type from below to proceed for payment..'. This section displays a grid of 18 payment method logos, each with a radio button for selection. The logos include VISA, CIMB Clicks, Maybank, RHB Now, BANK ISLAM, AmOnline, HongLeong Bank Connect, PE ebank.com, Standard Chartered, OCBC Bank, AFFIN BANK, alliance online, UOB, BSN, 7, BANK RAKYAT, Bank Islam, and AGRO BANK. A callout box labeled '2' points to the AmOnline logo. At the bottom left, there is a 'Bayar / Pay' button, with a callout box labeled '3' pointing to it.

Description:

1. Enter all the required payment details
2. Click the payment method option
3. Click the Pay button
4. Wait 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

