

POSTGRADUATE FORMS

CANDIDATURE MATTERS

1. Academic Transcript (Starting July 2017, please proceed to [UTM TrAS](#) for application) **new**

2. [Appeal For Reinstatement of Terminated Status](#)

3. [Application for Credit Transfer & Exemption](#)

4. [Change of Address](#)

5. [Change of Passport No.](#)

6. [Change of Program and Type of Study \(For Local Student\)](#) **new**

7. [Change of Program and Type of Study \(For International Student\) – Variation and Progression](#)
(Please get the recommendation from UTM International Office before proceed with the application) **new**

8. [Course Registration](#)

9. [Course Registration \(Amendment\)](#)

10. [Course Withdrawal](#)

11. [Deferment of Study \(For Local Student\)](#) **new**

12. [Deferment of Study \(For International Student\)](#) **new** –

Please surrender your passport to UTM International Office for cancellation of student pass

13. [Verification of Graduate](#)

14. [Withdrawal from Study](#)

Download form at
<https://amd.utm.my/pg-forms/>

REDUCTION OF TUITION FEES

– Not qualified for student intake Semester II, 2016/2017 onwards (SPS Academic Circular No. 4/2016 – New Fee Structure for Registration of Full-Time Post Graduate Studies)

1. [Fees Reduction for Research Students](#)

2. [Fees Reduction for Mixed Mode Students](#)

3. [Fees Reduction for Taught Course Students](#)

4. [Fees Reduction for Senior Citizens Students \(for Malaysian Only\)](#)

5. [Fees Reduction for Difference Disability Students \(for Malaysian Only\)](#)

GUIDELINES FOR CREDIT TRANSFER

ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Credit Transfer

Fill up your personal details

Fill up course taken in
previous institution

Your signature and date. Once completed, email your form to your respective faculty

[illegible]

GUIDELINES FOR DEFERMENT OF STUDY (LOCAL STUDENT)


ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Deferment

Fill up your details in
Section I

Fill up the deferment
details in Section II

Your signature and date

	PERMOHONAN PENANGGUHAN PENGAJIAN (PELAJAR TEMPATAN)	No. Borang : UTM/AMD/04 Edisi : 2 Tarikh keajaian : 1/4/2020 Bilangan muka surat : 2
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Terma dan Syarat:

- Isi dan lengkapkan butiran pada Bahagian I dan II
- Sila kemukakan borang yang telah LENGKAP beserta dokumen sokongan ke Pejabat Akademik Fakulti/Sekolah

BAHAGIAN I : DIISI OLEH PELAJAR

Nama Penuh :

No. Kad Pengenalan :

No. Matrik :

 e.g : MEA101001/A15KE1234

Kod Program :

 e.g : MEAJA1ATA

Sekolah/Fakulti : _____

Nama Program : _____
e.g : Sarjana Kejuruteraan (Geoteknik)/Sarjana Muda Ular Bahan

BAHAGIAN II : MAKLUMAT PENANGGUHAN (DIISI OLEH PELAJAR)
(Sila tandakan ('v') di dalam petak yang berkenaan)

1. Pernahkah saudara menangguh pengajian sebelum ini?
☐ Ya ☐ Tidak

Jika Ya, saya pernah menangguh pengajian pada Semester ____ Sesi ____ / ____ (Cth: Semester I, Sesi 2017/2018)

2. Saya ingin menangguh pengajian pada Semester ____ Sesi ____ / ____ (Cth: Semester I, Sesi 2018/2019)

3. Saya akan menyambung pengajian pada Semester ____ Sesi ____ / ____ (Cth: Semester I, Sesi 2019/2020)

Alasan :

1. Masalah Kewangan <input type="checkbox"/>	3. Komitmen Kerja *Sila kemukakan surat rasmi atau Majikan <input type="checkbox"/>	5. Kepentingan Negara/Universiti *Sila kemukakan surat rasmi <input type="checkbox"/>
2. Alasan Peribadi <input type="checkbox"/>	4. Masalah Kesihatan *Sila kemukakan dokumen perubatan Doktor daripada Hospital @ Pusat Kesihatan Universiti <input type="checkbox"/>	6. Lain-lain (sila nyatakan) <input type="checkbox"/>

Alamat Surat Menyurat: _____

Tandatangan Pelajar: _____ Tarikh: _____

Peringatan:-
 *Sila kemukakan borang yang telah lengkap ke Pejabat Akademik Fakulti/Sekolah bersama dokumen sokongan.

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Once completed, email
your form to your
respective faculty for
further action.

GUIDELINES FOR DEFERMENT OF STUDY (INTERNATIONAL STUDENT)


ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Deferment

Fill up your details in
Section I

Fill up the deferment
details in Section II

Your signature and date

	APPLICATION FOR DEFERMENT OF STUDY (INTERNATIONAL STUDENT)	Form No. : UTM/AMD/02 Edition : 2 Effective Date : 1/4/2020 Page (s) : 2
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Terms and Conditions:

1. Fill and COMPLETE the form
2. Read and sign the Student Declaration at Section II
3. Obtain approval from UTM International and your Faculty
4. Submit the COMPLETE form and documents related to Faculty/School Academic Office
5. Please note that completion of this form does not guarantee that you will be granted for deferment

SECTION I : TO BE COMPLETED BY STUDENT

Full Name :

ISID Number :

Matric Number :

 e.g : MKA191001/A15KE1234

Programme of Study :

 e.g : MKATA1AJA

Faculty : _____

Programme : _____
e.g : Master of Engineering (Geotechnics)/Bachelor of Engineering (Electrical)

SECTION II : DETAILS OF DEFERMENT (TO BE COMPLETED BY STUDENT)
(Please tick (✓) in the appropriate box)

1. Have you had deferred your study before?
 Yes ☐ No ☐
 If yes, I deferred during Session/ Semester : ____ - ____ / ____ (e.g: In 1 - 2017/2018)

2. I wish to defer my study during Session/ Semester : ____ - ____ / ____ (e.g: In 1 - 2018/2019)

3. I will return to continue my study in Session / Semester : ____ - ____ / ____ (e.g: In 1 - 2019/2020)

4. Reason for defer :

1. Financial Difficulties <input type="checkbox"/>	3. Job Commitment <input type="checkbox"/> <small>* Please attach an official letter from organization</small>	5. University/ Nation Interests <input type="checkbox"/> <small>* Please attach an official letter</small>
2. Personal Matters <input type="checkbox"/>	4. Health Problem <input type="checkbox"/> <small>* Please attach the medical report from the Doctor or University Medical Centre</small>	6. Others (Please Specify) <input type="checkbox"/> _____ _____

Student Declaration:

I understand that; if the deferment is not approved and I do not register any courses, I will be terminated from my study which may affect my Student Pass. If the deferment is approved, the Department of Immigration of Malaysia will be notified by UTM International Office that I am defer my study and that may result in cancellation of my Student Pass. I am obliged to pay any outstanding fees to UTM.

Student's Signature : _____ Date : _____

Reminder:- *Please submit the COMPLETE form and documents related to Faculty/School Academic Office

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Section V : To be filled
by Assistant Chair/
Director/Program
Coordinator

Once completed, email
your form to your
respective faculty for
further action.

GUIDELINES FOR COURSE WITHDRAWAL

ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Course Withdrawal

Fill up your details


Fill up the previous total credit registered

Your signature and date.

Get your lecturer's signature

Get your Supervisor or Program Coordinator's approval

Email the complete form to your respective faculty for further action.



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

COURSE WITHDRAWAL FORM (TD)
PLEASE ATTACH COURSE REGISTRATION SLIP

UTM.E/3-2
(Amendment 1/08)

Matric Card Number :

Identity Card/Passport No. :

Name : _____
(In BLOCK letters and as stated in Identity Card/Passport)

Faculty : _____

Programme :

Session/Semester :

Previous Total Credits Hours Registered (Excluded 'HS' status courses)

Course Code	Section	Credit	Lecturer's Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

Agree/Disagree

(Student's Signature)

Date: ____/____/____

(Academic Advisor's or Supervisor's Signature)

Name: _____

Date: ____/____/____

IF THE ACADEMIC ADVISOR DISAGREE

Dean's/Deputy Dean's of Academic Decision	Approved/Not Approved
Signature _____	Date ____/____/____


(1st copy – Faculty Office, 2nd copy – Academic Advisor, 3rd copy – Student)

GUIDELINES FOR CHANGE OF PROGRAM AND TYPE OF STUDY (LOCAL STUDENT)

ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Change of Program and Type of Study

Fill up your details

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/09 Edition : 3 Effective Date : 1/9/2018 Page (s) : 2
	PERMOHONAN PERTUKARAN PROGRAM & JENIS PENGAJIAN (PELAJAR TEMPATAN)	

BAHAGIAN I (DIISIKAN OLEH PELAJAR)

Nama Penuh :

No. MyKAD :

Sila tandakan (✓) di dalam petak yang berkenaan / Permohonan untuk :

1. **PERTUKARAN PROGRAM PENGAJIAN** ☐ 2. **PERTUKARAN JENIS PENGAJIAN** ☐
Permohonan dibuat selepas mengikuti satu semester dan sekali sepanjang pengajian

MAKLUMAT PROGRAM	PROGRAM ASAL	PROGRAM BARU
Fakulti/ Sekolah		
Nama Program		
Kod Program		
Kaedah Pelaksanaan		
Jenis Pengajian	<input type="checkbox"/> Kerja Kursus <input type="checkbox"/> Kerja Kursus dan Penyelidikan <input type="checkbox"/> Penyelidikan	<input type="checkbox"/> Kerja Kursus <input type="checkbox"/> Kerja Kursus dan Penyelidikan <input type="checkbox"/> Penyelidikan
Lokasi		
No. Matrik		

Alasan/Justifikasi :

Alamat Surat Menyurat :

Tandatangan Pelajar : _____ Tarikh : _____

Peringatan :-

*Sila kemukakan borang yang telah lengkap ke Bahagian Pengurusan Akademik dengan dokumen sokongan. Contohnya Cadangan Penyelidikan.

Fill up your details for
change of program/
type of study


Your correspondence
address, signature and
date

Application Form for Change of Program and Type of Study

Section II : To be filled
by your supervisor and
Deputy Dean

Section III : To be filled
if you change faculty or
school

Email the completed
form to
amdpg@utm.my for
further action

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/09 Edition : 3 Effective Date : 1/9/2018 Page (s) : 2
	PERMOHONAN PERTUKARAN PROGRAM & JENIS PENGAJIAN (PELAJAR TEMPATAN)	

BAHAGIAN II (DIISI OLEH PENYELIA & TIMBALAN DEKAN)

Komen Penyelia : _____ _____ Disokong <input type="checkbox"/> Tidak Disokong <input type="checkbox"/> Tandatangan & Cop Penyelia : _____ Tarikh : _____	Komen Timbalan Dekan : _____ _____ Diperakukan <input type="checkbox"/> Tidak Diperakukan <input type="checkbox"/> Tandatangan & Cop Timbalan Dekan : _____ Tarikh : _____
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Jika permohonan melibatkan pertukaran fakulti baharu

BAHAGIAN III (DIISI OLEH PENYELIA & TIMBALAN DEKAN BAHARU)

Komen Penyelia : _____ _____ Layak <input type="checkbox"/> Tidak Layak <input type="checkbox"/> Tandatangan & Cop Penyelia : _____ Tarikh : _____	Komen Timbalan Dekan : _____ _____ Layak <input type="checkbox"/> Tidak Layak <input type="checkbox"/> Tandatangan & Cop Timbalan Dekan : _____ Tarikh : _____
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Kegunaan Bahagian Pengurusan Akademik (For Academic Management Division)	
Keputusan : Diluluskan <input type="checkbox"/> Tidak diluluskan <input type="checkbox"/> Mulai semester : _____ Ulasan : _____ _____ _____ Disemak & kemaskini rekod oleh : _____ _____	Tandatangan : _____ Tarikh : _____ Cop Rasmi : _____ Tarikh : _____

GUIDELINES FOR CHANGE OF PROGRAM AND TYPE OF STUDY (INTERNATIONAL STUDENT)

ACADEMIC MANAGEMENT DIVISION (AMD)


Application Form for Change of Program and Type of Study

Fill up your details

Your correspondence
address, signature and
date

Fill up your details for
change of program/
type of study

Section III : To be filled
by UTM International

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/10 Edition : 3 Effective Date : 1/9/2018 Page (s) : 2
	APPLICATION FOR CHANGE OF PROGRAMME & TYPE OF STUDY (INTERNATIONAL STUDENT)	

SECTION I (TO BE COMPLETED BY STUDENT)

Full Name :

ISID Number :

Please tick (✓) in the appropriate box:

☐ **1. CHANGE OF PROGRAMME**
 Application can be made after first semester of study and only once during the duration of study

☐ **2. TYPE OF STUDY**
 Application can be made only once during the duration of study

PROGRAMME DETAILS	CURRENT PROGRAMME	NEW PROGRAMME
Faculty/ School		
Programme Name		
Programme Code		
Type of Implementation		
Type of Study	<input type="checkbox"/> Taught Course <input type="checkbox"/> Taught Course and Research <input type="checkbox"/> Research	<input type="checkbox"/> Taught Course <input type="checkbox"/> Taught Course and Research <input type="checkbox"/> Research
Location		
Matric No.		

Reason/Justification : _____

Correspondence Address : _____

Student's Signature : _____ Date : _____

*Please submit complete form with supporting documents (eg. Research Proposal) to the Academic Management Division.

SECTION II (FOR UTM INTERNATIONAL OFFICE USE)

For International students who wish to apply for change of programme or type of study, must get the approval for a new pass and visa from MID before permission for variation or progression is allowed by UTM.


☐ Approved
 ☐ Not Approved

UTM International Officer signature & Stamp:

Signature : _____ Date : _____

Section II : To be filled
by your supervisor and
Deputy Dean

Section III : To be filled
if you change faculty or
school

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/10 Edition : 3 Effective Date : 1/9/2018 Page (s) : 2
	APPLICATION FOR CHANGE OF PROGRAMME & TYPE OF STUDY (INTERNATIONAL STUDENT)	

SECTION III (TO BE COMPLETED BY SUPERVISOR & DEPUTY DEAN)

Supervisor's Comment :

Deputy Dean Comment :

Recommended ☐ Not Recommended ☐

Approved ☐ Not Approved ☐

Supervisor's Signature & Stamp :

Deputy Dean Signature & Stamp :

Date : _____

Date : _____

If it involves a change of faculty

SECTION IV (TO BE COMPLETED BY SUPERVISOR & DEPUTY DEAN OF NEW FACULTY)

Supervisor's Comment :

Deputy Dean Comment :

Qualified ☐ Not Qualified ☐

Qualified ☐ Not Qualified ☐

Supervisor's Signature & Stamp :

Deputy Dean Signature & Stamp :

Date : _____

Date : _____

Kegunaan Bahagian Pengurusan Akademik (For Academic Management Division)

Keputusan : Diluluskan ☐ Tidak diluluskan ☐

Mulai semester : _____

Ulasan :

Tandatangan : _____

Tarikh : _____

Cop Rasmi : _____

Disemak & kemaskini rekod oleh :

Tarikh : _____

Email the completed
form to
amdpg@utm.my for
further action

GUIDELINES FOR WITHDRAWAL FROM STUDIES

ACADEMIC MANAGEMENT DIVISION (AMD)

Application Form for Withdrawal From Studies


Fill up your details

Fill up your reason for withdrawal

Your signature and date.

Get your lecturer's signature

Get your Supervisor and Deputy Dean approval

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/13 Edition : 1 Effective Date : 1/1/2015 Page (s) : 2
	PERMOHONAN PENARIKAN DIRI DARIPADA PENGAJIAN APPLICATION FOR WITHDRAWAL FROM STUDIES	

Bahagian I (Diisikan Oleh Pelajar) /Section I (To be completed by Student)

Nama Penuh / Full Name :

No. MyKad/ISID No. / MyKad No./ISID No. :

No Matrik / Matric No. : contoh/e.g : PA091642

Program Pengajian / Programme of Study : contoh/e.g : MBJA1CBQ

Fakulti / Faculty :

Ijazah / Degree programme:
 contoh/e.g : Sarjana Sains (Perancangan Pengangkutan)/Master of Science (Transportation Planning)

Bahagian II (Diisikan Oleh Pelajar) /Section II (To be Completed by Student)


Sebab Menarik Diri/Reason for withdrawal. Sila tandakan (✓) di dalam petak yang berkenaan/ Please tick (✓) in the appropriate box.

1. Masalah Kewangan / Financial Difficulties <input type="checkbox"/>	5. Dapat tawaran daripada Universiti tempatan lain / Offer from another local University <input type="checkbox"/>	8. Isu Penyeliaan / Supervisory issues <input type="checkbox"/>
2. Alasan Peribadi / Personal Matters <input type="checkbox"/>	6. Dapat tawaran daripada Universiti luar / Offer from a foreign University <input type="checkbox"/>	9. Lain-lain (sila nyatakan) / Others (Please Specify) <input type="checkbox"/>
3. Komitmen Kerja / Job Commitment <input type="checkbox"/>	7. Program tidak bersesuaian / Programme not suitable <input type="checkbox"/>	
4. Masalah Kesihatan / Health Problem <input type="checkbox"/>		

Bahagian III (Diisikan oleh bahagian yang berkenaan) /Section III (To be completed by respective section)

PERKARA/ SUBJECT	PENGESAHAN/ VERIFICATION	TARIKH/ DATE	CATATAN/ REMARKS
Perkara-perkara berkaitan dengan jabatan/fakulti termasuk kunci, buku dan lain-lain hal. (Outstanding matters related to the department/faculty including keys, books, etc)	Penyelia/Penasihat Akademik Supervisor/Academic Advisor		
	Timbalan Dekan Fakulti Deputy Dean Faculty		

Application Form for Withdrawal From Studies

	ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)	Form No. : AMD/PG/13 Edition : 1 Effective Date : 1/1/2015 Page (s) : 2
	PERMOHONAN PENARIKAN DIRI DARIPADA PENGAJIAN APPLICATION FOR WITHDRAWAL FROM STUDIES	

PERKARA/ SUBJECT	PENGESAHAN/ VERIFICATION	TARIKH/ DATE	CATATAN/ REMARKS
Bahan-bahan bacaan, buku-buku dan lain-lain perkara berkaitan dengan perpustakaan. (Reading materials, books and related library items)	<u>Perpustakaan Sultanah Zanariah (PSZ)</u> Sultanah Zanariah Library (PSZ)		
Yuran Pengajian dan yuran-yuran berkaitan/Denda/Pinjaman (Tuition Fees & Related Fees/Fines/Loans)	<u>Pejabat Bendahari</u> Bursar's Office		
Kad Matrik (Matric Card)	<u>Unit Keselamatan</u> Security Unit		
Pas Pelajar (Student Pass)	<u>Pusat Pelajar Antarabangsa (ISC)</u> International Student Centre (ISC)		
Penajaan (Scholarship)	<u>Sekolah Pengajian Siswazah (SPS)</u> School of Graduate Studies (SPS)		

Alamat surat menyurat terkini/Current correspondence address:

No. Telefon/ Telephone No.: _____ Emel / Email: _____

Tandatangan Pelajar/Student's Signature: _____ Tarikh/Date: _____

Kegunaan Bahagian Pengurusan Akademik (For Academic Management Division)	
Keputusan :	Diluluskan <input type="checkbox"/> Tidak diluluskan <input type="checkbox"/>
Ulasan :	Tandatangan : _____ Tarikh : _____ Cop Rasmi : _____ Disemak & kemaskini rekod oleh : _____ Tarikh : _____

Your correspondence address, tel. no, email, signature and date

Get approval signature from the said department through email:

Bursar : bendahari-ukp@utm.my
 Security : securityutm@utm.my
 Library : norazhar@utm.my
 SPS : graduate@utm.my

Email the completed form to amdpg@utm.my for further action



Faculty' s Email & Telephone No



Faculty of Engineering tppg-fe@utm.my | +607-5558439

Faculty of Built Surveying and Architecture : fabu@utm.my | +607-5530878 / +607-5530873

Faculty of Science : pgfs@utm.my | +601-97590026

Faculty of Social Sciences and Humanities : fssh@utm.my | +607-5532156 / +607- 5532205 / +607- 5532157

Razak Faculty of Technology and Informatics : rf-akademik@utm.my | +603-21805138

Malaysia-Japan International Institute of Technology : mjiit.pgam@utm.my | +603-22031551

Azman Hashim International Business School : academic.ahibs@utm.my | +607-5610188 (JB) / +603-2180 5023/5024 (KL)