POSTGRADUATE FORMS

CANDIDATURE MATTERS

- 1. Academic Transcript (Starting July 2017, please proceed to UTM TrAS for application)
- 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)
- 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)
- 8. Course Registration
- 9. Course Registration (Amendment)
- 10. Course Withdrawal
- 11. Deferment of Study (For Local Student)
- 12. Deferment of Study (For International Student)

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

- 13. Verification of Graduate
- 14. Withdrawal from Study



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



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

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			(1st copy – I	Faculty Office, 2 nd	copy – Acad	lemic Advis	or, 3 rd copy –	Student)		



GUIDELINES FOR DEFERMENT OF STUDY (LOCAL STUDENT)

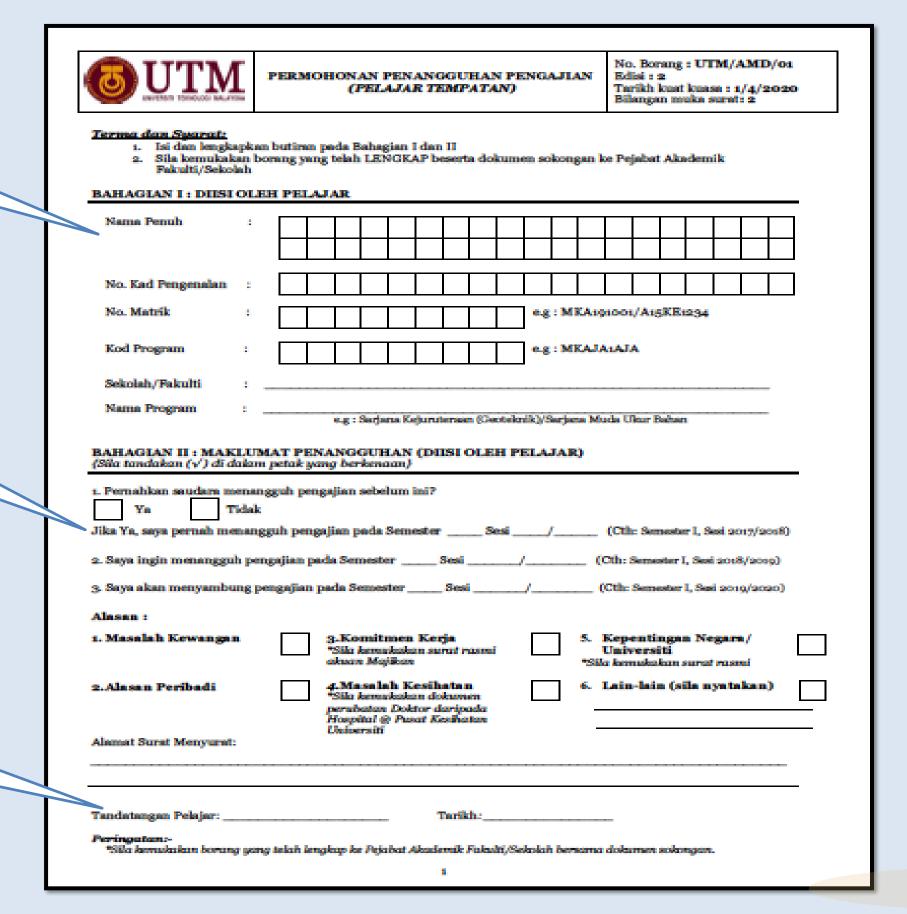


Application Form for Deferment

Fill up your details in Section I

Fill up the deferment details in Section II

Your signature and date





Application Form for Deferment

Section IV: To be filled by supervisor. You need to email to your respective supervisor.

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

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

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GUIDELINES FOR DEFERMENT OF STUDY (INTERNATIONAL STUDENT)

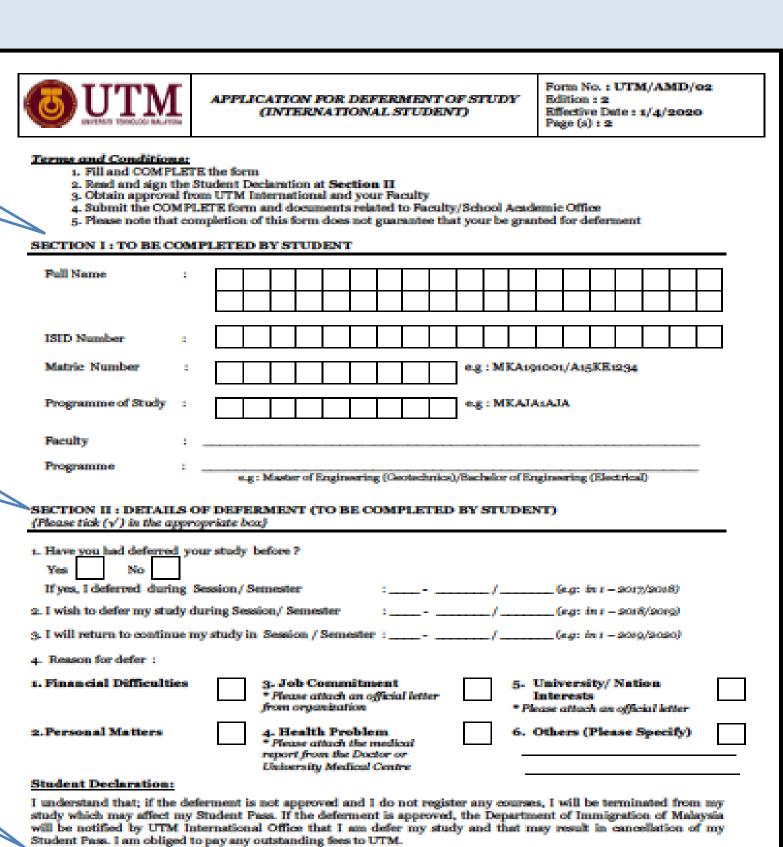


Application Form for Deferment

Fill up your details in Section I

Fill up the deferment details in Section II

Your signature and date



Deather:

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

Student's Signature :



Application Form for Deferment

Section III : To be filled by UTM International

Section IV: To be filled by your supervisor

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

U I M	APPLICATION FOR DEFERMENT OF STUDY (INTERNATIONAL STUDENT)	Form No.: UTM/AMD/02 Edition: 2 Effective Date: s/4/2020 Page (s): 2
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Please surrender your passport to UTM International Office for cancellation of student pass

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



GUIDELINES FOR COURSE WITHDRAWAL



Application Form for Course Withdrawal

Fill up your details

Fill up the previous total credit registered

Your signature and date.

UNIVERSITI TEKNOLOGI	COI PLEA:	URSE WITHDRAWA SE ATTACH COURSE RE		UTM.E/3-2 (Amendment 1/08	3)
Matric Card Number	:				
Identity Card/Passport N	o. :				
Name	:(In BL	OCK letters and as stated in	n Identity Card/Passport)		
Faculty	:				
Programme	:				
Session/Semester	:				
Previous Total Credits H	ours Registered (Exc	luded 'HS' status courses	s)		
Course Code	Section	Credit	Lecturer's Sig	nature	
	$\neg \neg \neg \neg$				
			Agree/Disagree		
(Student's Signatur	e)	(A	cademic Advisor's or Supe	ervisor's Signature)	
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	IF THE ACAD	DEMIC ADVISOR DISAG	GREE		
Dean's/Deputy	Dean's of Academic	Decision	Approved/Not Approved		
Signature		Date	//	-	
	(1st copy – Faculty Offi	ice, 2 nd copy – Academic Advi	sor, 3 rd copy – Student)		

Get your lecturer's signature

Get your Supervisor or Program Coordinator's approval

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



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



UTM Application Form for Change of Program and Type of Study

Edition: 3

Fill up your details

Your correspondence address, signature and date

UNIVERSITI TEXNOLOGI MALAYSIA	PERMOHONAN PERTUKARAN F JENIS PENGAJIAN (PELAJAR TEMPATAN						&			(s):		-191-	2010		
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(ACADEMIC & INTERNATIONAL)

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



UTM 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

UTM UNIVERSITI TEXNOLOGI MALAYSIA	OFFICE OF THE DEPUT (ACADEMIC & IN PERMOHONAN PERTU	TERNATIONAL) UKARAN PROGRAM &	Form No.: AMD/PG/09 Edition: 3 Effective Date: 1/9/2018 Page (s): 2
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Email the completed form to amdpg@utm.my for further action



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



UTM Application Form for Change of Program and Type of Study

Fill up your details

Your correspondence address, signature and date

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Approved UTM Internationl Officer si	eignat	+ure	& Str	amp	_ [Not	Appr	roved	d											
Signature :					-							Date	е :	-						_	
							1	1													

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

Section III : To be filled by UTM International



UTM 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

UTM UNIVERSITI TEKNOLOGI MALAYSIA	ACADEMIC MANAGOFFICE OF THE DEPUT (ACADEMIC & IN APPLICATION FOR CHAITYPE OF	Y VICE-CHANCELLOR TERNATIONAL) NGE OF PROGRAMME & STUDY	Form No. : AMD/PG/10 Edition : 3 Effective Date : 1/9/2018 Page (s) : 2				
SECTION III (TO BE CO	OMPLETED BY SUPERVISO	OR & DEPUTY DEAN)					
Supervisor's Comment :		Deputy Dean Comment :					
Recommended Supervisor's Signature & St	Not Recommended amp :	Approved Not Approved Deputy Dean Signature & Stamp :					
Date :		Date :					
If it involves a change of SECTION IV (TO BE CO	of faculty OMPLETED BY SUPERVISO	OR & DEPUTY DEAN OF N	EW FACULTY)				
Supervisor's Comment :		Deputy Dean Comment :					
Qualified Supervisor's Signature & St	Not Qualified amp :	Qualified Deputy Dean Signature & S	Not Qualified tamp :				
Date :		Date :					
Kegunaan I	Sahagian Pengurusan Akad	emik (For Academic Mana	agement Division)				
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Email the completed form to amdpg@utm.my for further action



GUIDELINES FOR WITHDRAWAL FROM STUDIES



Application Form for Withdrawal From Studies

Fill up your details

Fill up your reason for withdrawal

Your signature and date.

UTM SHIEFSTI TENGLOSI BALAYSA	PER	(ACAI	OEMIC IAN PE	ANAGEM EPUTY V & INTE ENARIKA ENGAJI VITHOR	RNAT AN DI AN	ION.	AL)	PADA		Editi Effec	on: 1	ate : 1/	
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Get your lecturer's signature

Get your Supervisor and Deputy Dean approval



Application Form for Withdrawal From Studies



ACADEMIC MANAGEMENT DIVISION OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL)

PERMOHONAN PENARIKAN DIRI DARIPADA PENGAJIAN PPLICATION FOR WITHDRAWAL FROM STUDIES

Form No.: AMD/PG/13 Edition: 1 Effective Date: 1/1/2015 Page (s): 2

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

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

		International Student Centre (ISC)	
Pe	enajaan (Scholarship)		
		Sekolah Pengajian Siswazah (SPS) School of Graduate Studies (SPS)	
	Alamat surat menyurat tekini/Curren	t correspondence address:	
	No. Telefon/ Telephone No.:	Emel / Email:	
	Tandatangan Pelajar/Student's Signa	ture:	Tarikh/Date:
	Kegunaan Bahagian P	engurusan Akademik (For Acade	emic Management Division)
	Keputusan : Diluluskan Ulasan :	Tidak diluluskan	
		Tandatangan :	
		Tarikh : _	
		Cop Rasmi :	
	Disemak & kemaskini rekod olel	h:	

Get approval signature from the said department through email:

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



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