

# ONLINE REGISTRATION STEPS

## FOR NEW INTERNATIONAL STUDENTS (UTM)

**1**

**Obtained UTM Offer Letter**

**2**

**Apply for EMGS Approval Letter**  
(Similar process as eVAL Application)

**3**

**Medical Check Up at any clinic  
recognised by EMGS**

**4**

**Submit the following e-Registration documents  
at [ambilan.idp@utmpace.edu.my](mailto:ambilan.idp@utmpace.edu.my)**

- EMGS Approval Letter
- Copy of all original Certified Academic Qualification
- UTM Letter of Undertaking (**Form 1**)
- UTM New Student Registration Form (**Form 2**)
- Medical Check Up Report from any clinic recognised by EMGS
- Financial Sponsorship Letter (if applicable)
- Original copy of proof of English Proficiency
- Preparatory English Programme Application form (**Form 3**)

**5**

**Approval of e-Registration request**

- Tuition fees payment at <https://idp.utmpace.edu.my/payment/search>
- Upload proof of payment at [bkwjb@utmpace.edu.my](mailto:bkwjb@utmpace.edu.my)

**6**

**E-Registration completion**

You will receive a UTMID to access online student portal <https://my.utm.my> for course registration and other UTM Online Resources.



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)



**UNIVERSITI TEKNOLOGI MALAYSIA**  
**LAPORAN PEMERIKSAAN KESIHATAN**  
*HEALTH EXAMINATION REPORT*

Passport size  
photo

Sila isikan dengan huruf besar  
*Please use block letters*

**BAHAGIAN 1**  
*PART 1*

SEMESTER

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NO. MATRIK / MATRIC NO.

[illegible]

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NAMA PENUH / *FULL NAME*[illegible]

UMUR / AGE

[illegible]

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TARIKH LAHIR / DATE OF BIRTH

[illegible]

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D	D	M	M	Y	Y	Y	Y

KAHWIN / MARRIED

11

11

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7

NAMA PENJAGA / *NAME OF GUARDIAN*[illegible]

ALAMAT SURAT MENYURAT PENJAGA / GUARDIAN MAILING ADDRESS

[illegible]

NO. TELEFON PEJABAT / OFFICE TELEPHONE NO.

[illegible]

**BAHAGIAN 2 – Sila tandakan ( ✓ ) di kotak berkenaan.***PART 2 – Please tick ( ✓ ) in the relevant box.*

Pengakuan penyakit diri dan keluarga. Jelaskan jika anda mengidap penyakit berikut atau penyakit lain yang serius.

*Declaration of self and family illness. Explain in full if you or your family has any of the following or other serious illnesses.*

Masalah / Problems	Sendiri / Self		Keluarga / Family		Jika “Ya” sila nyatakan / If “Yes” please state.
	Ya / Yes	Tidak / No	Ya / Yes	Tidak / No	
Penyakit sejak lahir atau baka / <i>Congenital or inherited disorder</i>					
Alahan / <i>Allergy</i>					
Sakit jiwa / <i>Mental illness</i>					
Sawan, angin ahmal, penyakit saraf / <i>Fits, stroke, other neurological</i>					
Kencing manis / <i>Diabetes</i>					
Darah tinggi / <i>Hypertension</i>					
Jantung atau salur darah / <i>Heart or vascular disease</i>					
Asma / <i>Asthma</i>					
Sakit buah pinggang / <i>Kidney disease</i>					
Barah / <i>Cancer</i>					
Batuk kering / <i>Tuberculosis</i>					
Ketagihan dadah / <i>Drug addiction</i>					
AIDS, HIV					
Sejarah pembedahan / <i>History of surgery</i>					
Penyakit serius lain / <i>Other serious illnesses</i>					

Sejarah imunisasi / *Immunization history*Tarikh imunisasi / *Date immunized*

a) Yellow fever

b) BCG

c) Typhoid

d) Meningitis (Quadrivalent)

e) Hepatitis B


Saya dengan ini mengaku bahawa keterangan yang diberi di atas adalah benar. / *I hereby certify that the information given above is true.*

-----  
Tarikh / Date-----  
Tandatangan calon /  
Signature of candidate

**PART 3****TO FILLED BY EXAMINING DOCTOR**

## 1. General examinations

a. Height 


 cm      b. Weight 


 kg  
c. Pulse 


 Per minute      d. BP 


 mmHg

	Yes	No
a. Pallor		
c. Oedema		
e. Lymphnodes		

	Yes	No
b. Cyanosis		
d. Jaundice		
f. Skin		

## 2. Eyes

- a. Unaided vision  
b. Aided vision  
c. Colour vision  
d. Funduscopy

	Right	Left
a. Unaided vision		
b. Aided vision		
c. Colour vision		
d. Funduscopy		

*Additional comments*

## 3. Ears

	Normal	Abnormal
3. Ears		

## 4. Oral cavity

	Normal	Abnormal
4. Oral cavity		

## 5. Respiratory system

- a. Examination  
b. Chest X-ray

	Normal	Abnormal
a. Examination		
b. Chest X-ray		

Date of X-ray

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Place X-ray taken

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X-ray reference N<sup>o</sup>

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## 6. Cardiovascular

	Normal	Abnormal
6. Cardiovascular		

## 7. Abdomen and hernia orifices

	Normal	Abnormal
7. Abdomen and hernia orifices		

## 8. Nervous system and mental condition

	Normal	Abnormal
8. Nervous system and mental condition		

## 9. Musculoskeletal system

	Normal	Abnormal
9. Musculoskeletal system		

## 10. Others

	Normal	Abnormal
10. Others		

**PART 4 \***

11. Urine  
a. Sugar ☐ b. Albumin ☐ c. Microscopy \_\_\_\_\_
12. Drugs:  
a. opiate ☐ b. cannabis ☐  
c. amphetamines ☐ d. methamphetamines ☐  
e. ketamin ☐ \_\_\_\_\_  
\_\_\_\_\_
13. Blood  
a. Malarial parasite ☐ b. VDRL ☐  
c. Hepatitis B Ag ☐ d. Hepatitis B Ab ☐  
e. Hepatitis C ☐ f. HIV ☐

**\* Note: Malaysian students are only required to do 11a, 11b, 11c only.**

**PART 5**

Certification by doctor: Please tick (✓) in the appropriate box

I hereby certify that I have on this date \_\_\_\_\_ examined \_\_\_\_\_

Identification card number / Passport number \_\_\_\_\_ and found:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

The above named is in good health

The above named has \_\_\_\_\_

The above named is undergoing treatment for: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of Doctor : \_\_\_\_\_

Name of Doctor : \_\_\_\_\_

Qualification and : \_\_\_\_\_

Official stamp of Clinic



## LETTER OF UNDERTAKING

I, .....  
 IC / Passport No.....Year / Course.....  
 Matric No..... do solemnly and truly declare that I will fervently strive to achieve academic excellence and to perpetually improve my disposition. I will comply with all laws, statutes, rules, regulations and any orders that are applicable to the students of Universiti Teknologi Malaysia ("University") that are enforced from time to time as long as I remain a student of the University. Thus, I hereby undertake that I will, among other things:-

- a) comply with subsection 15 (1) of the University and University Colleges Act 1971 (Act 30), to not become a member of, or in any manner associate with, any society, political party, trade union or any other organization, body or group of persons whatsoever whether or not it is established under any law, whether it is in the University or outside the University, and whether it is in Malaysia or outside Malaysia, except as may be provided by or under the Constitution of the University, or except as may be approved in advanced in writing by the Vice Chancellor;
- b) comply with subsection 15 (3) of the University and University Colleges Act 1971 to not express or do anything which may be construed as expressing support, sympathy or opposition to any political party or trade union or as expressing support or sympathy with any unlawful organization, body or group of persons;
- c) comply with the provisions of general discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 including:-
  - (i) not to breach the provisions relating to general prohibitions, which among other things include:-
    - (A) not to cause any detriment o the interests, well-being or good name of the University, any of the students, staff, officers or employees of the University;
    - (B) not to cause any detriment to public order, safety or security, morality, decency or discipline; and
    - (C) not to violate any provision of any written law, whether within or outside campus;
  - (ii) provisions relating to attendance at lectures, restrictions on use of text of lecture and plagiarism;
  - (iii) provisions relating to appearance for examinations and conduct of students during the examinations;
  - (iv) provisions relating to publication, distribution and circulation of any document within or outside campus;

- (v) provisions relating to assemblies, use of loudspeakers and banners;
- (vi) provisions relating to student's activities outside campus and student engaging in occupation;
- (vii) provisions relating to prohibition on gaming, consumption and possession of liquor, acting in a disorderly behaviour, possessing obscene articles, possessing and usage of drugs and poison; and
- (viii) provisions relating to cleanliness within campus and student's attire;
- d) comply with the provisions relating to hostel discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999; and
- e) comply with the provisions relating to road traffic discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999

I hereby acknowledge and understand that if I fail to comply with any of the provisions in any laws, statutes, regulations, rules or orders, then subsequently an action can be taken against me according to the laws, statutes, regulations, rules or orders, including expulsion from the University.

.....  
Signature of Student

.....  
Date

Name : .....

Permanent Address : .....

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.....

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### Office Use Only

.....  
# Signature

# Deputy Vice Chancellor (Student's Affair) / Faculty's Dean

Name : .....

Designation : .....

Contact No. : .....

Email : .....

**UNIVERSITI TEKNOLOGI MALAYSIA**  
**Studentt Admission Division (StAD)**  
**Official Student Registration**

Name : .....

IC / Passport No. : .....

Programme Code : .....

I take note of the following regulations and understand that:

- ✓ All information and documents provided to the university shall be true and genuine. If there is any false information and documents submitted for gaining entry to UTM, the university reserves the rights to immediately revoke my registration at any time:
  - I hereby declare that all the information provided are true and correct
  - I hereby declare that all academic certificates, transcripts and other relevant documents submitted along with this application and registration are genuine
  - I declare that I am free from any communicable disease that can nullify my studies
- ✓ I shall register all required subjects beginning of each semester, otherwise the University will terminate my study as stipulated in Undergraduate/Postgraduate Studies Academic Regulations
- ✓ I have read and understood the Student Financial Regulations 2019 and shall make full payment of fees due before or on the day of enrollment.
- ✓ I shall notify the University (Graduate School/Faculty/School) of any changes in the correspondence address during my studies

I hereby acknowledge and take note of these regulations.

.....  
Student's Signature

.....  
Date

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**FOR OFFICE USE ONLY**

Officer's Name : .....

Officer's Signature : .....

Date:.....



To :

Student Admission Division (StAD),  
Blok T05, Universiti Teknologi Malaysia,  
81310 UTM Skudai,  
Johor Bahru,  
Johor

Programme Code:

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Faculty:

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**PREPARATORY ENGLISH PROGRAMME APPLICATION FORM**

I \_\_\_\_\_, hereby agree to join the following English Program to fulfill university English requirement (Please choose one only):

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Intensive English Programme (IEP) - Language Academy (UTM)

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Certified Intensive English Program (CIEP) - ELS Language Centre

2. I hereby declare that I will complete the English Programme stated above within **one (1) year**.  
I am fully aware that the English Programme must not extend beyond one (1) year.

Yours sincerely,

Approved by,

.....

Name :

IC/Passport No :

Tel No. :

Date :

.....

Name :

Position :

Date :

Stamp :