

# A Guide to USM Postgraduate Online Application

All USM postgraduate programme application must be completed via <http://onlineips.usm.my> Application for coursework, mixed mode and research mode programmes are open throughout the year. Please refer to the IPS website for a complete list of programmes offered before applying online. Below are the steps for completing the online application.

## Step 1: Create an Account Login for New User

All new users are required to create an account, by specifying the user name and password in the online application system before applying.

## Step 2: Choose a Course

Applicants are advised to check the list of programmes and the entry requirements via IPS website before applying.

## Step 3: Attach the Supporting Documents

Applicants need to scan and upload the supporting documents for example degree/master certificate, academic transcript, language test results in PDF/JPG format. Maximum 3Mb per file.

## Step 5: Referee Report

Applicants are advised to identify two referees and to include their contact details in the system. One of the referees should be able to comment on the applicant's academic suitability for the programme.

## Step 6: Payment of Processing Fee

Applicants are required to pay the processing fee amounting RM 70.00 (local applicant) and RM 130.00/USD 40.00 (international applicant). Payment can be made via e-payment methods such as credit card (Master, Visa , etc ) or FPX (local Bank Card) .

## Step 7: Submission of Application

Please make sure that all information are correct and the supporting documents are uploaded before clicking at the "SUBMIT" button. Applicants must click on the "SUBMIT" button, otherwise the online application will not be processed.

If you have any enquiry pertaining to the postgraduate online application process, please email [dean\\_ips@usm.my](mailto:dean_ips@usm.my) or call 604-653 2994 / 2958 / 2946 / 2606.

## IMPORTANT DATELINES

Please be informed that application for coursework, mixed mode and online studies programme are open throughout the year. However please observed the following important deadlines to apply online via <http://onlineips.usm.my>.

	Application Dateline	Application Dateline
Applicants	Academic Session 2016/2017	Academic Session 2016/2017
	<b>Semester 1 (September 2016 Intake)</b>	<b>Semester 2 (Februari 2017 Intake)</b>
International Students	<b>15 June 2016</b>	<b>15 October 2016</b>
Local Students	<b>15 July 2016</b>	<b>30 November 2016</b>

Fail to submit your application within the stipulated dateline as stated above, your application will be processed for the next following semester intake, subjected to the programme offer by the university. Please click <http://www.ips.usm.my/index.php/downloads/programmeOffered> for programme offered academic session 2015/2016 semester 1 & 2.