

## GUIDELINES TO COMPLETE ONLINE APPLICATION FOR POSTGRADUATE PROGRAMMES UNIVERSITI SAINS MALAYSIA

1. Visit <http://onlineips.usm.my/admission/>

Please ensure the below documents are ready in pdf version:-

- a. Scroll of first degree and masters degree
- b. Transcript of academic of first degree and masters degree
- c. Passport (details page)
- d. IELTS / TOEFL / Other English result (if required)
- e. Research Proposal (if required)

2. Click at 'here' for first time registration.



### Authentication Requirements

Username :

Password :



For new account, please click [here](#) to register.

3. Fill up all information according to the format.



### Fill up the registration form

Nationality Status :

Nationality :


Name :

Login ID :  (email address)

Password :

Re-type Password :

Mother's Name :

Date Of Birth :   e.g : 1988-8-18 (year-month-day)

4. Fill up the below information, do not leave blank on any part.

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered User Guide

Please fill in all required field(s). Save after filling up each transaction.

Full name : ALVIN WONG WENG KAI  
Enter name as per IC or passport in roman alphabets (A-Z) only

Nationality Status : NON-CITIZEN

Nationality : HONG KONG

Religion : CHRISTIAN

Date of Birth : 1983-10-24 [yyyy-mm-dd]

Country of Birth : HONG KONG

Disability : NO DISABILITY

Correspondence Address :

Passport No. : 12345 [Upload Attachment]

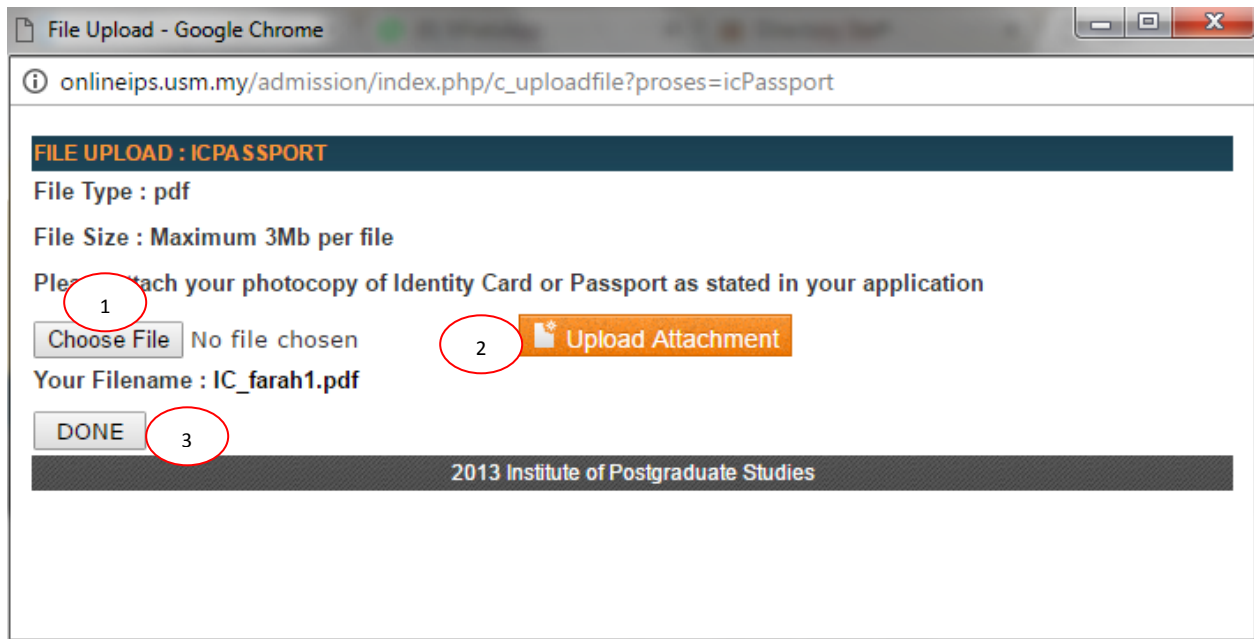
Ethnicity : INTERNATIONAL

Marital : SINGLE

Gender : MALE

Upload passport (details page) as below.

Should the file cannot be uploaded, try to rename the file to a different name and follow the same steps again.



5. Complete the Academic Qualification part as below. If your university name is not listed, please email your university name and country to admission\_ips@usm.my



Please fill in all required field(s). Save after filling up each transaction.  
Please refer & enter all information according to information given below.

Type of Degree :

Country :

Institution :

Degree:

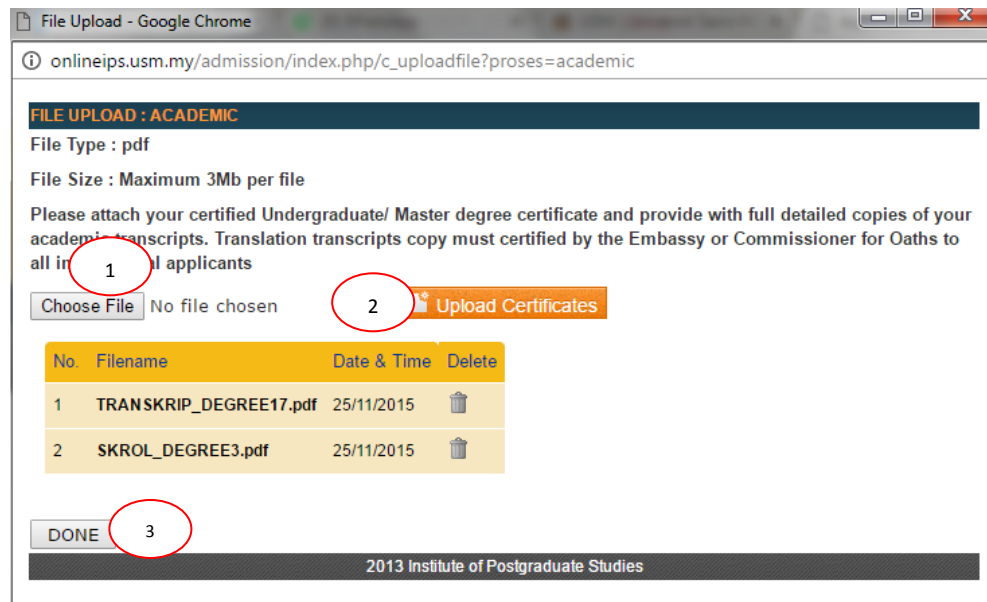
Year of Entry :

Year of Graduation :

Type of Achivement :

Score/CGPA :

Upload scroll and transcripts as below.  
If you are applying for PhD programme, please upload both first degree and masters degree documents.



6. Complete the Language Qualification as below.  
Upload result (if any).

Welcome FARAH BINTI MAN | C

Personal Academic Qualification **Language Qualification** Working Experience Programme Applied Programme Offered User Guide

Please fill in all required field(s). Save after filling up each transaction.  
Please scan and upload certify English Language Qualification Certificate.  
Please browse **IPS website** for programme offered & language requirements.

IELTS

TOEFL

MUET

BI SPM

BM SPM

Please tick the appropriate box

The applicant's native language is English or National language  OR

Applicant graduated from institutions of higher learning which use English Language as the medium of instruction  OR

English courses offered by British Council  OR

Passed USM's Intensive English Course level IV with minimum gred B  OR

English courses offered by selected Public or Private Universities

Save Language Score  Upload Files

7. Complete the Working Experience (if any).

Personal Academic Qualification Language Qualification **Working Experience** Programme Applied Programme Offered

Please fill in relevant working experience & save after filling up each transaction.  
Working experience must be related with the programme applied.

tick here if you have no experience

Working Criteria :  Previous  Current

Position :

Employer :

Start Service :

End Service :

Working Status :

Save  Reset  View

8. For Programme Applied,

i) If you are applying for research mode program, please upload your research proposal:

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered

Please fill in all required field(s). Save after filling up each transaction.

Please browse IPS website (click here) for more programme offered.

Type of Candidature : Full Time ▼

Programme Mode : Research ▼

Programme Applied : Doctor of Philosophy ▼

School : Graduate School of Business ▼

Degree : R13 - Doctor of Philosophy (Off-Shore HKMA) ▼

Programme : ▼

Field : ▼

Supervisor Name : ▼

Research Title :

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No.	M	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research Proposal	Full Time	Graduate School of Business	R13 - Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour							

ii) If you are applying for coursework/mixed/online mode program, please refer as below:

Personal Academic Qualification Language Qualification Working Experience Programme Applied Programme Offered

Please fill in all required field(s). Save after filling up each transaction.

Please browse IPS website (click here) for more programme offered.

Type of Candidature : Full Time ▼

Programme Mode : Coursework ▼

Programme Applied : Master ▼

School : School of Computer Sciences ▼

Degree : K43 - Master of Science (Data Science and Analytics) ▼

Save View

9. For Research Mode application only, click at Referees button to key-in your referees' details. For Coursework/Mixed mode application, skip this step.

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research ↓ Proposal	Full Time	Graduate School of Business	R13 - Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour							

### Referee #1

Name \* :

Address :

City :

Country :

Phone No.\* :  -  eg : country code - phone no (06-9999999)

Position \* :

Institution \* :

Email \* :

Postcode :

State :

Fax No. :

Save  Reset

### Referee #2

Name \* :

Address :

City :

Country :

Phone No.\* :  -  eg : country code - phone no (06-9999999)

Position \* :

Institution \* :

Email \* :

Postcode :

State :

Fax No. :

Save  Reset

10. Click at Payment button to make payment for the processing fee.

No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research ↓ Proposal	Full Time	Graduate School of Business	R13 - Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour							

Payment to process your application as stated below :

Mode	Programme Applied	Type of Candidature	School/Centre/Institute	Degree	Programme	Field	Supervisor	Research Title
Research	Doctor of Philosophy	Full Time	Graduate School of Business	Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour	Human Resource Practices	Salmi Binti Mohd Isa	xxxx

Method of payment :

1) ePayment

Please proceed to our online payment facility for transactions via credit card or direct debit. Payments will be updated within 2 working days after each transaction, subject to the banks approval. Kindly access our User Manual at <https://epayment.usm.my/main> for a complete guide. For further inquiry, please email us at [hasil@usm.my](mailto:hasil@usm.my)

Processing Fee : USD 40.00

ePayment
  Application List
  Payment History
  Check Payment Approval

2) Bank Slip

Please show your slip at bank counter

Processing Fee : USD 40.00

Print Slip

3) Voucher

Please enter voucher number to waive your processing fee. One voucher only valid for one application.

\* Applicable during USM Education Promotion

Voucher Number :

Submit Voucher
  Reset
  View Application

For option 2, please email the transaction slip to [admission\\_ips@usm.my](mailto:admission_ips@usm.my) for confirmation.

11. Click at preview button to view the complete form.

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No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research 	Full Time	Graduate School of Business	R13 - Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour							

12. Click Submit button to submit the application. Please ensure the button change to date format (dd/mm/yyyy).

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No.	Mode	Candidature	School/Centre/Institute	Degree	Programme	Edit	Delete	Payment	Referees	Preview	Submit	Status
1.	Research 	Full Time	Graduate School of Business	R13 - Doctor of Philosophy (Off-Shore HKMA)	Global Strategy & Organizational Behaviour							

13. Your application will be processed within one week, should the button status still in Blue after one week, please notify us at [admission\\_ips@usm.my](mailto:admission_ips@usm.my)