Postgraduate Online Application Manual
(Coursework, Mixed Mode, Online Studies and Research Mode Programmes)

1. Account Login for New User

All new users are required to register in the online application system and to set their username password before applying. This can be done at the '**Registration**' tab.

2. Forgot Password

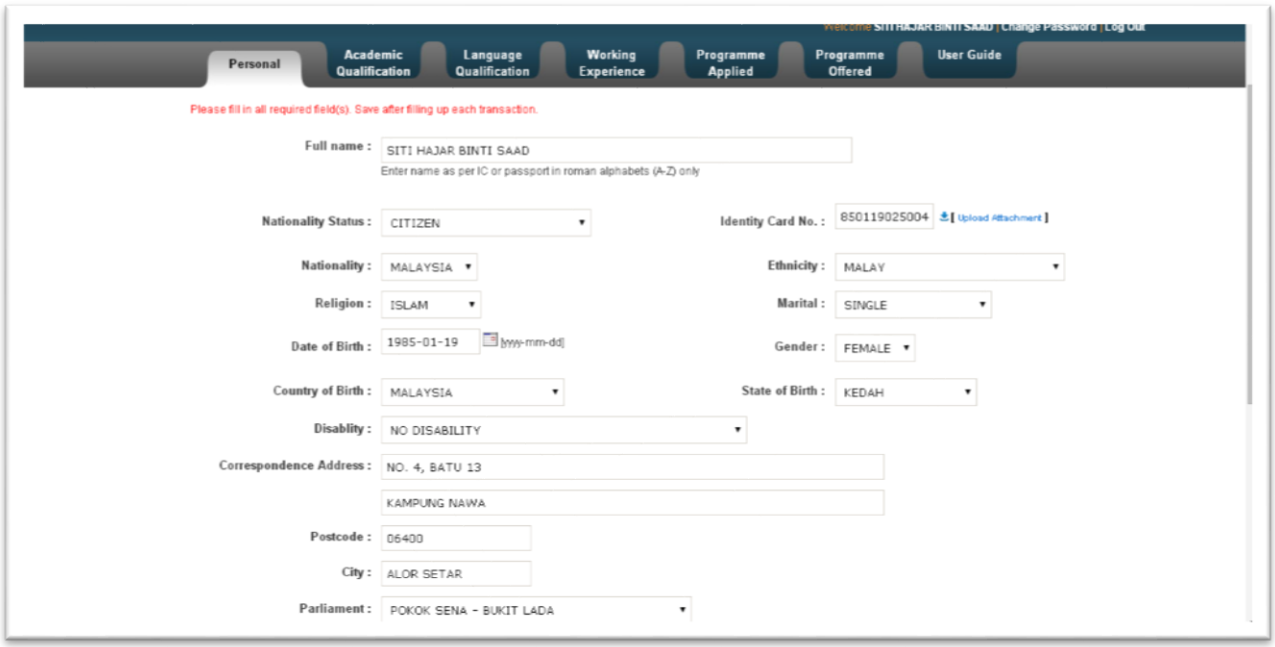
Applicant who forgot the login password, may retrieve it from the '**Forgot Password**' tab.

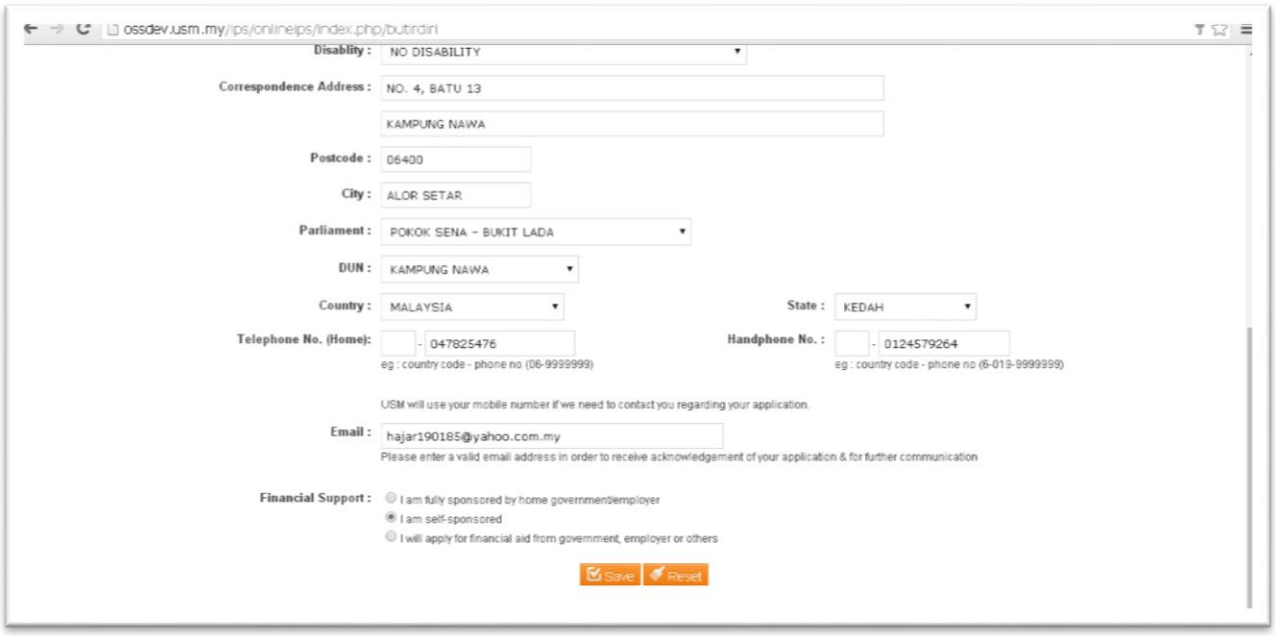
3. Login

Applicants who have succesfully completed the registration process in the IPS-USM online application system, may log into the system using the applicant's user name (email address) and password at the '**Login**' tab.

4. Personal Details

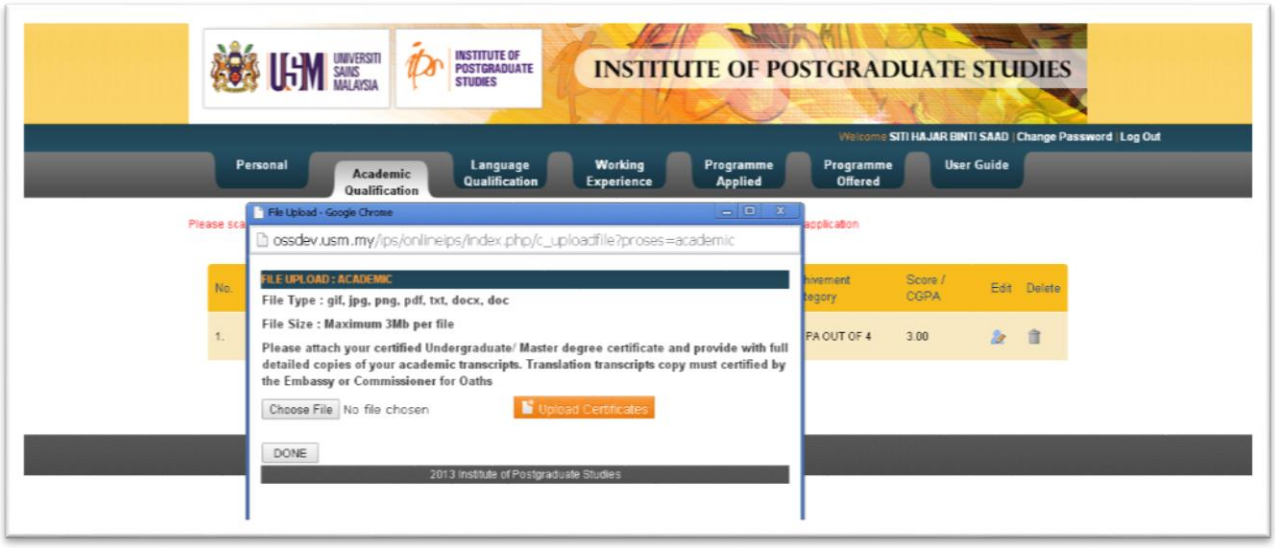
The first step in the online application is to complete the personal details section and to upload a scanned copy of passport for International student or Identity Card for Malaysian student.





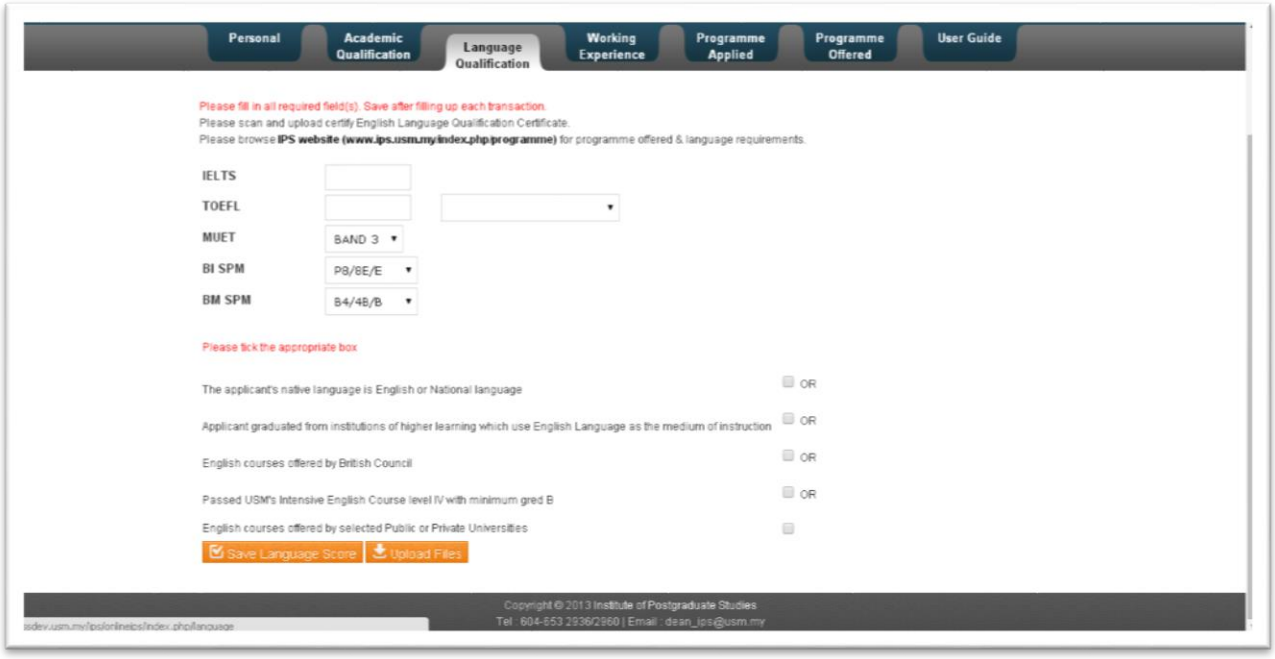
5. Academic Qualifications

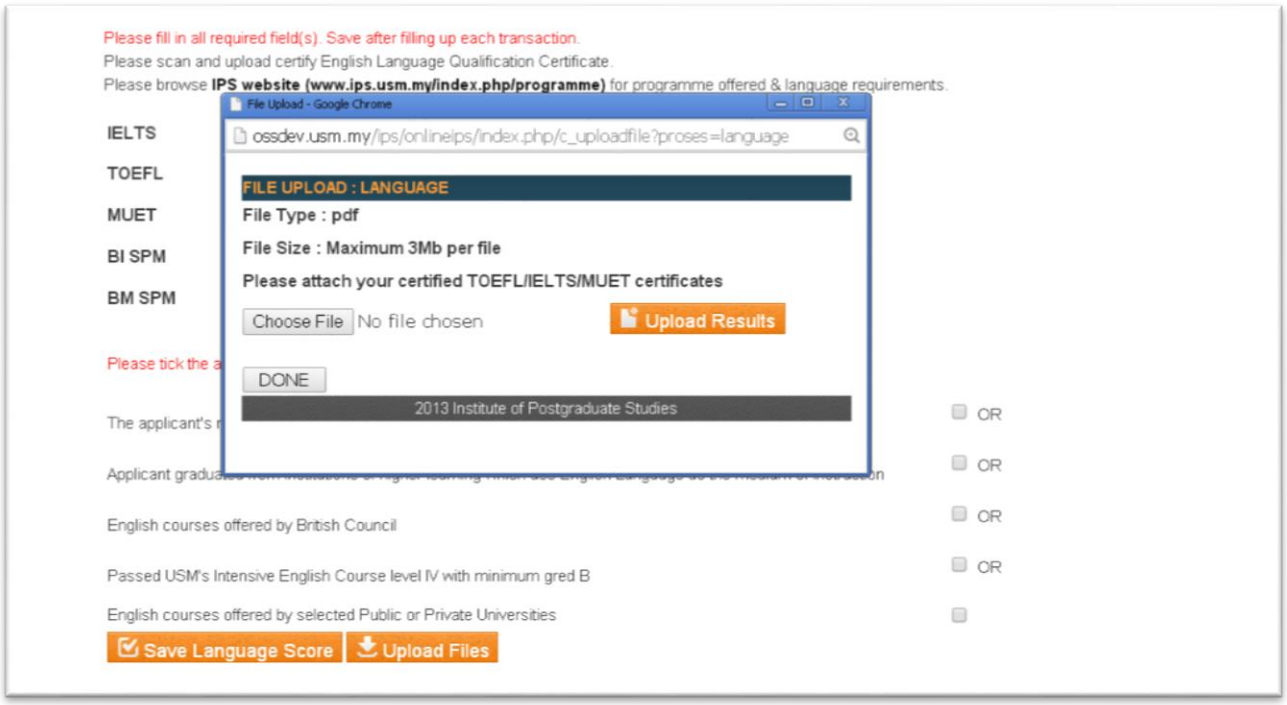
Applicant is required to complete all academic information at the '**Academic Qualification**' tab and upload all supporting documents such as Bachelor / Masters Degree certificate and academic transcript to support the application in PDF format. Maximum 3Mb per file. If there is any mistakes or errors applicant can edit, delete, re-upload and save the correct information/document in the system..



6. Language Qualifications

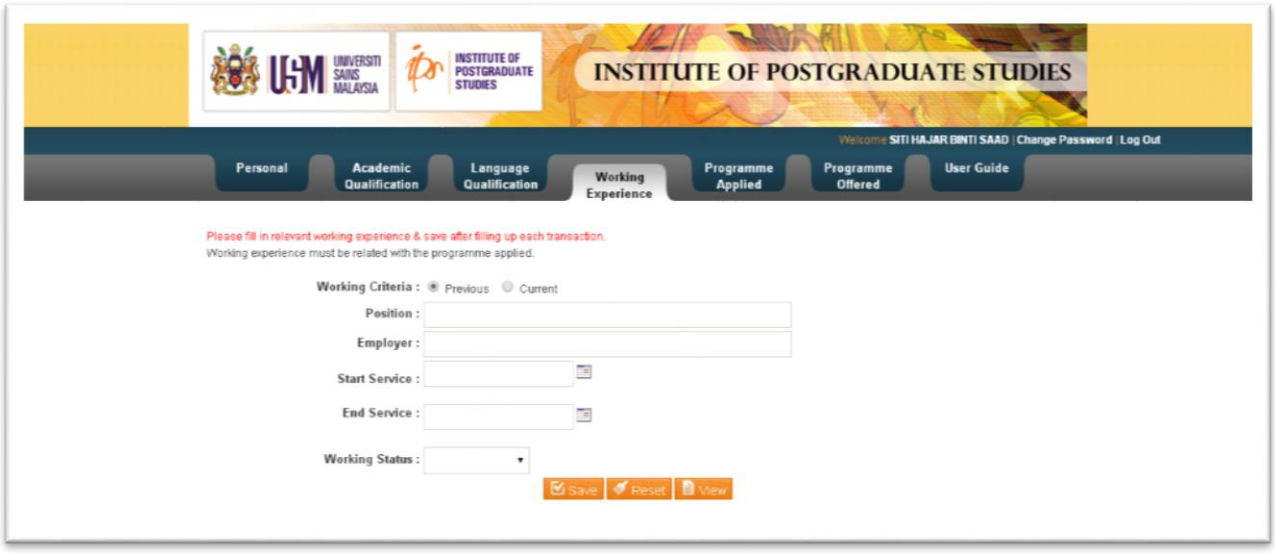
Applicant required to provide information on language qualification at the '**Language Qualification**' tab and upload the proof of qualification to support the application in PDF format. Maximum 3Mb per file.





7. Working Experiences

At the “Working Experience” tab, applicants are advised to provide detailed information on their work experience to support the application



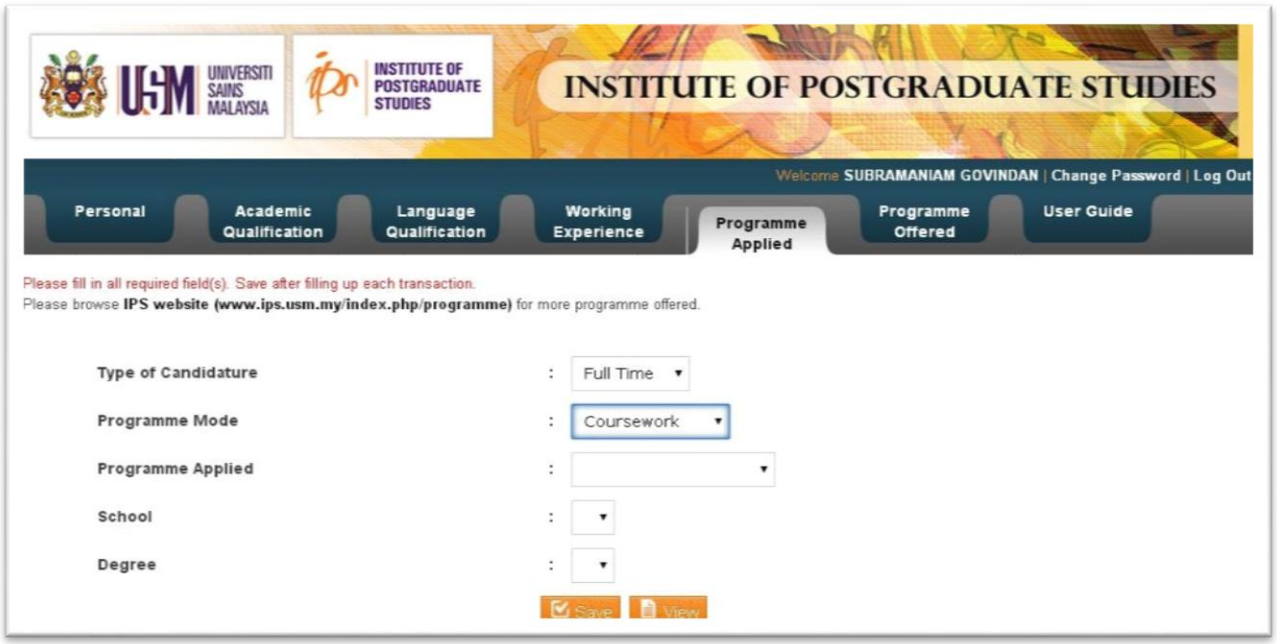
8. Programme Applied (Research)

Applicants are advised to check the list of programme offered and the entry requirements via IPS website before applying. For Research mode programme, applicant is strongly advised to identify the name of supervisor, the proposed research title and to upload at least 5 pages of research proposal**. Note:** ***Please do not forget to click the save button***.

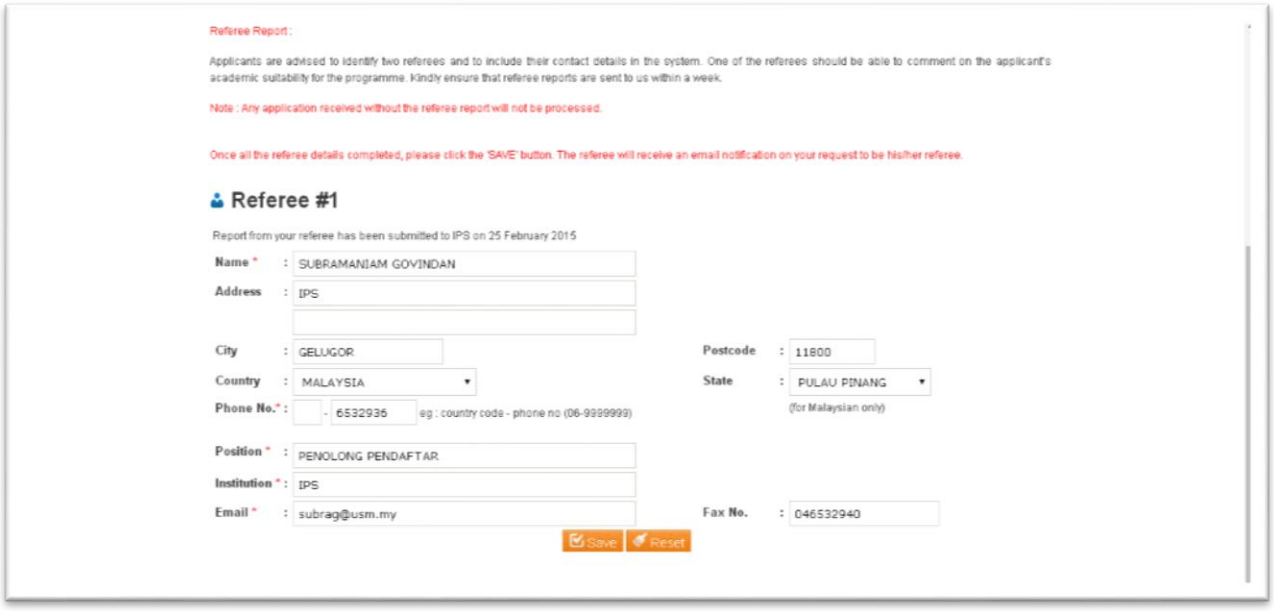
Programme Applied (Coursework, Mixed-Mode & Online Studies)

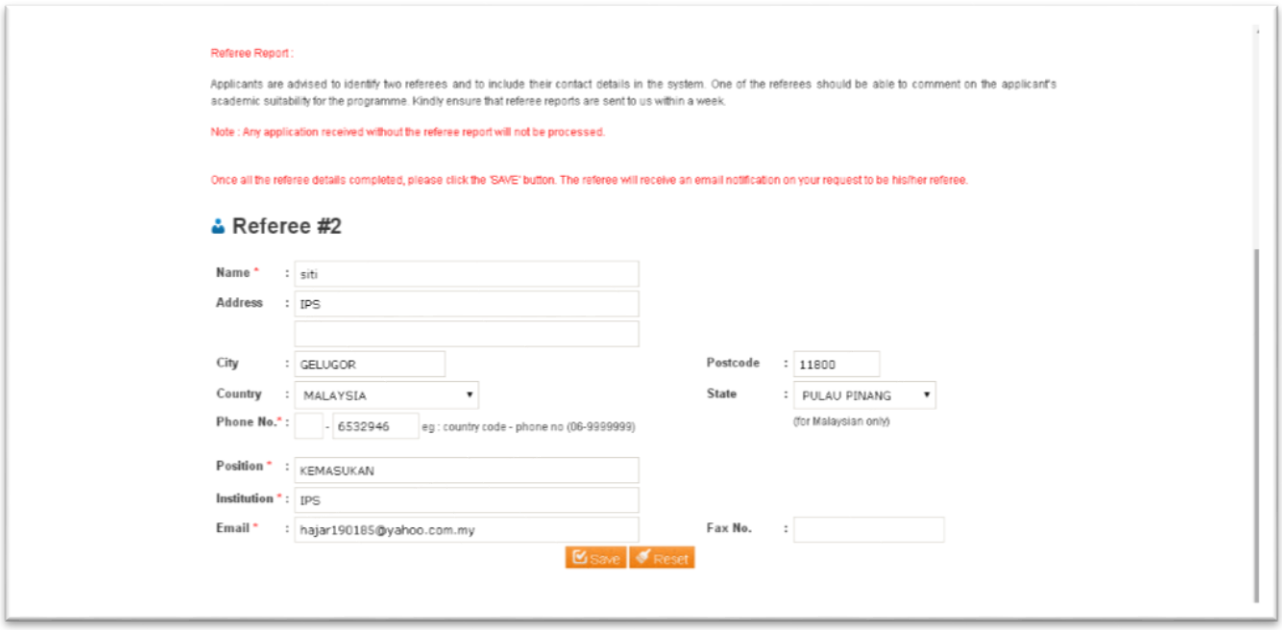
Applicants for Course Work, Mixed Mode & Online Studies programmes **are not required** to include the title of research proposal and the name of supervisor.

Note: ***Please do not forget to click the save button***.



9. Referee

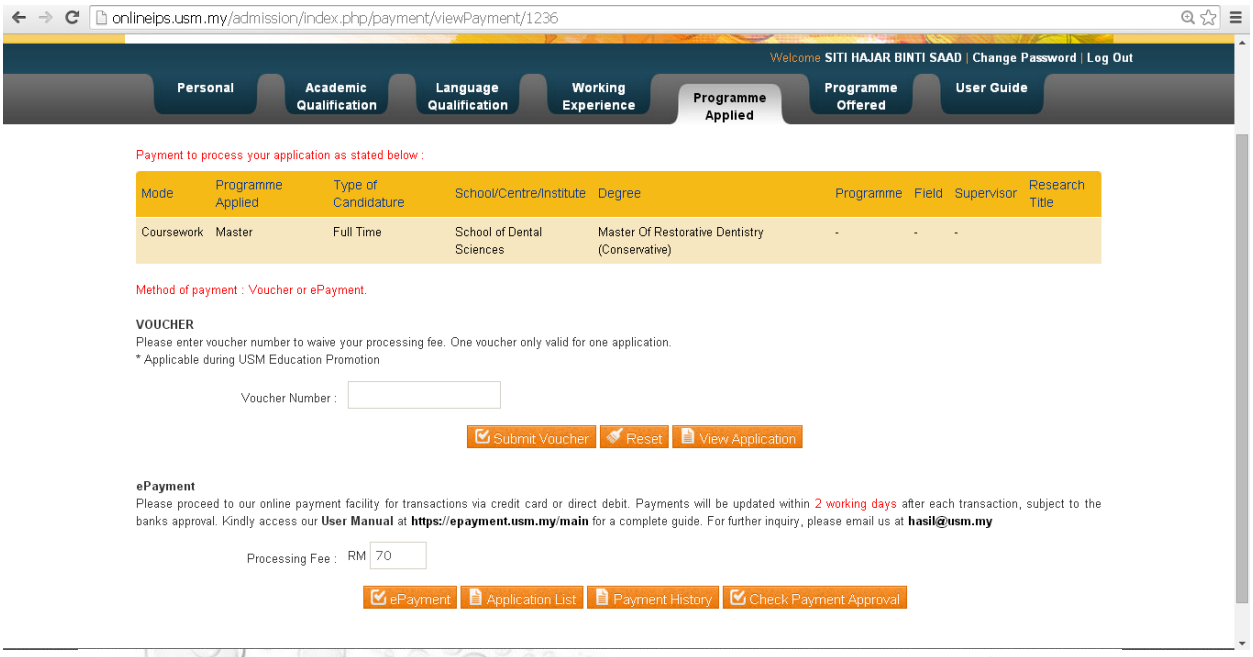


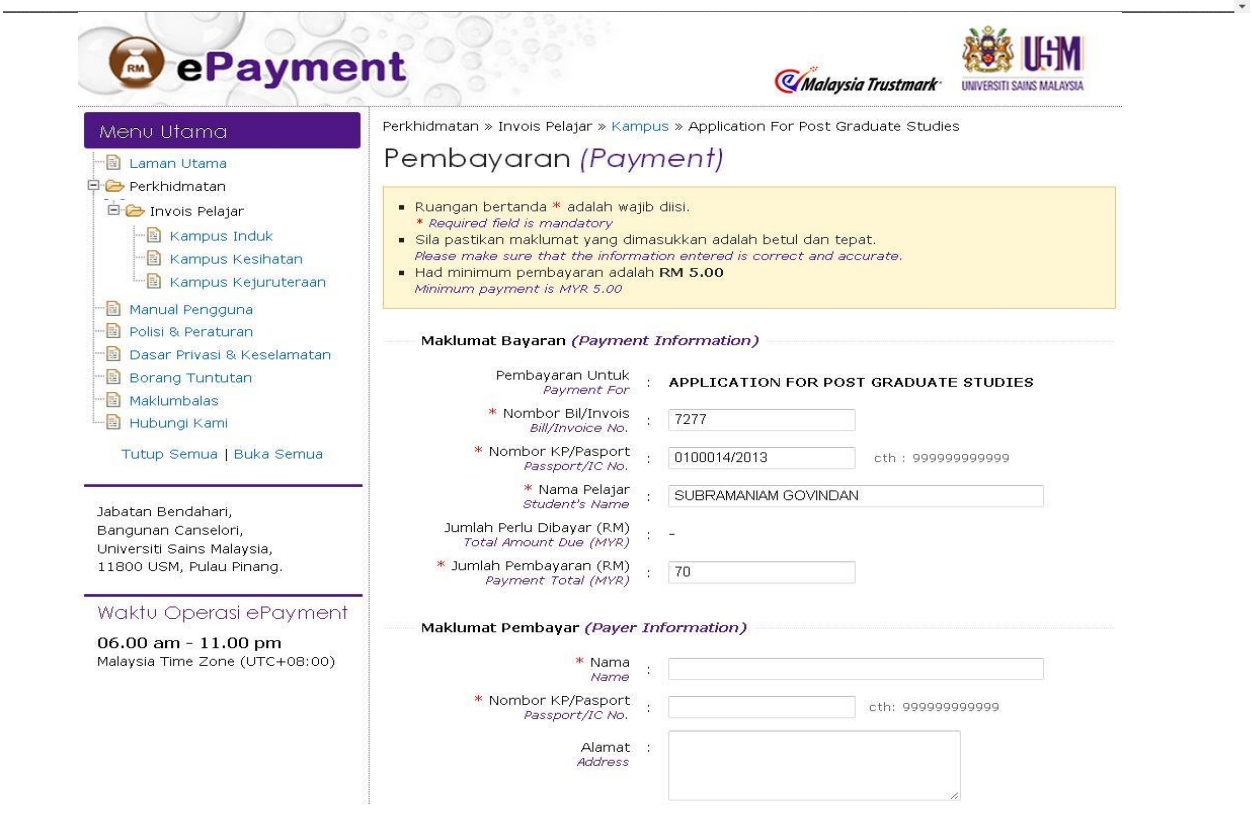


Applicants are advised to identify two referees and to include their contact details as displayed in the system. One of the referees should be able to comment on the applicant's academic suitability for the programme. Once all the referee details completed, please click the 'SAVE' button. The referee will receive an email notification on your request to be his/her referee.

11. e-payment

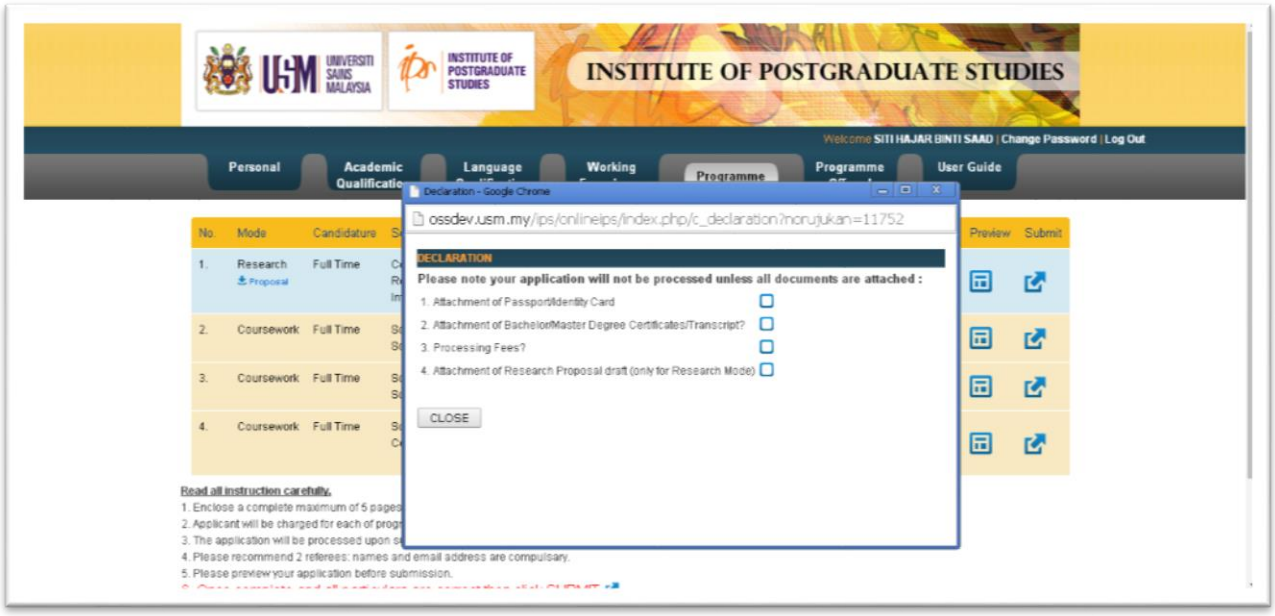
Applicants are required to pay the processing fee RM 70.00 (local applicant) and RM 130.00 (international applicant). Payment can be made via e-payment methods such as credit card (Master, Visa, etc) or FPX (local Bank Card). If you have any enquiry pertaining to the epayment please drop a email to hasil@usm.my.





11. Checklist

Please make sure all your supporting documents are attached as listed below. Otherwise the online application will not be proccesed.



12. Submission

Finally please click **"I agree"** button to submit your application