



# ONLINE APPLICATION GUIDELINE

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## FOR USM POSTGRADUATE ADMISSION

### Document Preparation Instructions

Before accessing the online application system, please ensure that you have prepared soft copies of the following documents:

#### Personal documents

- Passport (for international applicants) or Identity Card (for Malaysian applicants)
- Passport-sized photograph
- OKU card (for Malaysian applicants), if applicable

#### Academic documents

- Bachelor's degree certificate (original and official English translation)
- Master's degree certificate (original and official English translation)
- Academic transcripts (original and official English translation)
- Graduation certificate (original and official English translation), if applicable
- SPM/O Level certificate (for Malaysian applicants)
- Verification documents or letters, if applicable
- Grading scheme

#### Other documents

- English language proficiency test result (IELTS, TOEFL, PTE, ELS, or MUET)
- Research proposal (required for research mode applications)
- Scholarship award letter, if available

*Note: All translated documents must be certified by an official translator.*

For Research Mode and Master of Medicine applicants, please prepare the following referee information:

- Name
- Position/Job Title
- Institution/Employer
- Official email address
- Contact number

## System Access and Account Creation

To access the application system, go to: <https://onlineips.usm.my> and log in as a Candidate.

Postgraduate@USM

UNIVERSITI SAINS MALAYSIA **APEX** INSTITUTE OF POSTGRADUATE STUDIES

**APPLICATION DEADLINE**  
SEMESTER 1, ACADEMIC SESSION 2025/2026  
FOR COURSEWORK/MIXED/ONLINE MODE PROGRAMMES  
(OCTOBER 2025 INTAKE)

**MALAYSIAN** 31 AUGUST 2025  
**INTERNATIONAL** 15 JULY 2025

\*\*RESEARCH MODE: APPLICATION IS YEAR-ROUND

### Announcements:

No new announcement.

### Login as:

Candidate

Agent

Admin IPS

If you are a new user, please create an account before proceeding.

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UNIVERSITI SAINS MALAYSIA **APEX** INSTITUTE OF POSTGRADUATE STUDIES

Sign in to start your session

Email

Password

Sign In

[← I forgot my password](#) [Create an Account →](#)



INSTITUTE OF  
POSTGRADUATE  
STUDIES

### New Account Registration

Nationality Status 

For international candidates, kindly select Non-Citizen.

Nationality 

NAME 

Please enter your name as per IC (for LOCAL) or passport according to Machine Readable Zone (MRZ) (for INTERNATIONAL). Click [here](#) for example.

Email 

Password 

Password must contain at least one lowercase letter, one uppercase letter, one number and one of these special characters: !@\$\*.''

Re-Type Password 

Date of Birth (dd/mm/yyyy) 

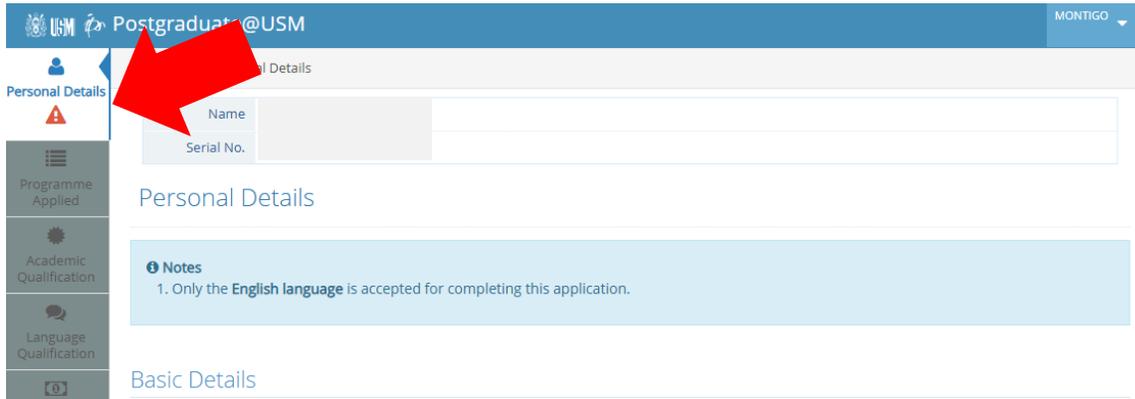
 Reset

Register 

[← Back to login](#)

## Application Process Overview

Complete the Personal Details section and click Save to unlock the next section.



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Personal Details

Name

Serial No.

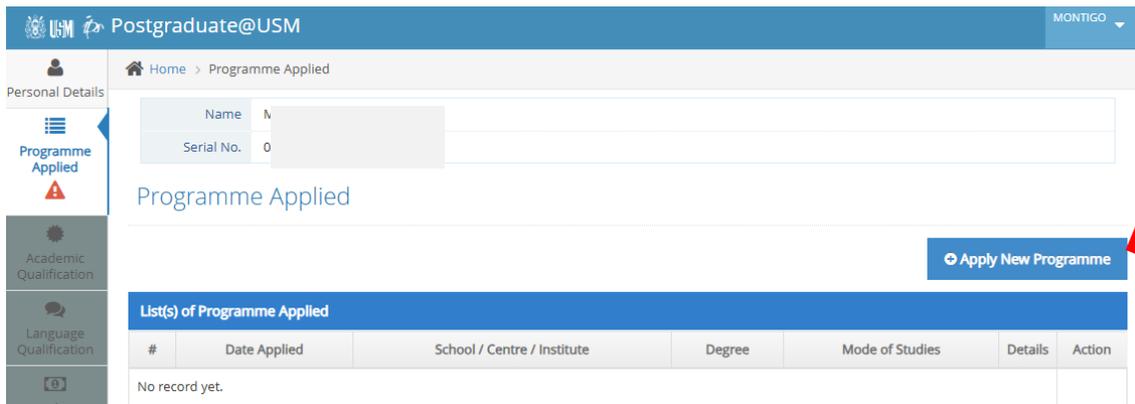
### Personal Details

**Notes**

1. Only the **English language** is accepted for completing this application.

Basic Details

Select Apply New Programme to choose your desired programme.



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Home > Programme Applied

Personal Details

Name M

Serial No. 0

### Programme Applied

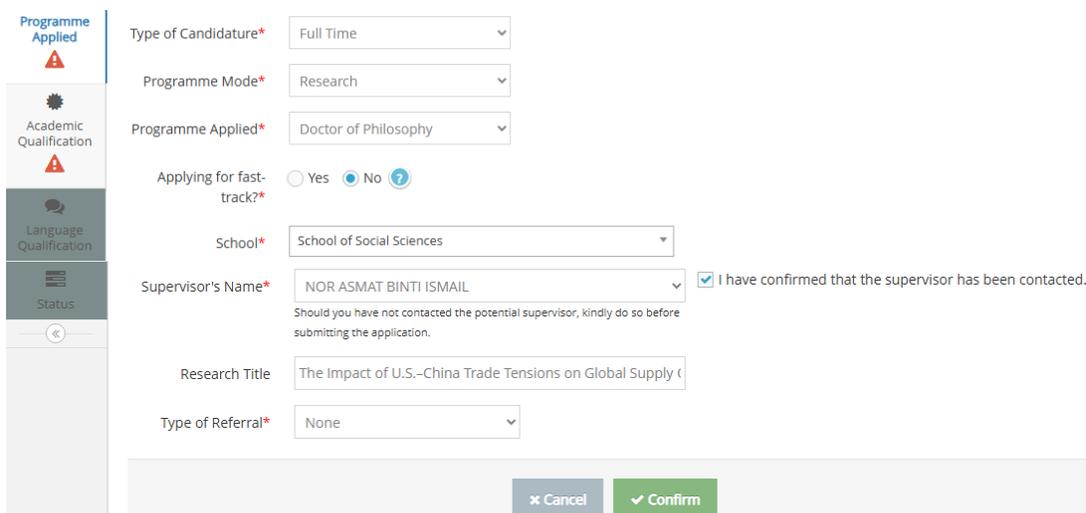
**Apply New Programme**

#### List(s) of Programme Applied

#	Date Applied	School / Centre / Institute	Degree	Mode of Studies	Details	Action
No record yet.						

Fill in all relevant details and click Confirm.

If you are searching for a potential supervisor, please visit: <https://experts.usm.my/search>



Programme Applied

Type of Candidature\* Full Time

Programme Mode\* Research

Programme Applied\* Doctor of Philosophy

Applying for fast-track?\*  Yes  No

School\* School of Social Sciences

Supervisor's Name\* NOR ASMAT BINTI ISMAIL  I have confirmed that the supervisor has been contacted.  
Should you have not contacted the potential supervisor, kindly do so before submitting the application.

Research Title The Impact of U.S.–China Trade Tensions on Global Supply C

Type of Referral\* None

## Programme Selection and Referees

For Research Mode or Master of Medicine applicants, fill in the required referee information.

### Referee #1

Name\*

Position\*

Institution\*

Official Email\*

Phone Number\*  -  Example: 60 - 0XXXXXXX

### Referee #2

Name\*

Position\*

Institution\*

Official Email\*

Phone Number\*  -  Example: 60 - 0XXXXXXX

← Back

✓ Save

To edit your selected programme, click the Edit icon under the Action column.

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Home > Programme Applied

Personal Details

Programme Applied

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

Apply New Programme

✓ Your application for the R077 - Doctor of Philosophy (Main Campus) has been successfully updated.

List(s) of Programme Applied						
#	Date Applied	School / Centre / Institute	Degree	Mode of Studies	Details	Action
1	13-MAY-2025	SCHOOL OF SOCIAL SCIENCES	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	RESEARCH	✓	 

Note: This option is disabled after submission of the application to IPS.

## Academic and Language Requirements

Enter your academic qualifications under the Academic Qualification section.

PhD or Doctorate applicants must provide both Bachelor's and Master's degree details.

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Home > Academic Qualification

Personal Details

Programme Applied

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

Name

Serial No.

Academic Qualification

! You have applied for a PhD or Doctorate programme. Please provide your Bachelor's and Master's qualifications.

+ Add New Qualification

List of Academic Qualification(s)

#	Name of Degree	Institution	Country	Details	Action
No record.					

Academic Qualification

✓ Your new academic qualification has been successfully recorded.

+ Add New Qualification

List of Academic Qualification(s)

#	Name of Degree	Institution	Country	Details	Action
1	BACHELOR OF MANAGEMENT (ECONOMICS)			⌵	 
2	MASTER IN BUSINESS ADMINISTRATION			⌵	 

Provide English language test results or select the relevant exemption.

If your previous studies were conducted in English, provide an official letter as proof. Institutions from the US, UK, Canada, Australia, New Zealand, Malaysia, or Singapore are exempt from this requirement.

Qualification	IELTS Academic	5.0
Language Qualification	TOEFL iBT	NIL
Working Experience	PTE Academic	NIL
Document Uploads	Linguaskill	NIL
Status	CPE	NIL
	CAE	NIL
	ELS	NIL
	MUET	NO INFO

Please tick the appropriate box.

English as applicant's native language or National language.

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

## Working Experience and Document Upload

Provide details of your work experience.

If none, select the appropriate checkbox.

Tick here if you have no experience

Working Criteria\*  Previous  Current

Employer\*

Start Service\*

Working Status\*

Upload all required documents.

Graduation Certificate is not required for graduates from non-China universities.

- Academic Qualification
- Language Qualification
- Working Experience
- Document Uploads
- Status

### Document Uploads

**Notes**

- PDF (for all documents), PNG & JPEG (for passport photo).
- Upload separate pages documents into one file (e.g. 4 pages of transcripts), not exceeding file size of 3MB.
- Translated version in English is required for non-Bahasa Malaysia or English certificate/transcripts. Translation must be from a qualified and official translators only.
- For China nationality candidates, kindly upload verification report from *China Credentials Verification* (CHSI), and if you are graduated from overseas, upload CSCSE verification.

Personal Details

Programme Applied

Academic Qualification

Language Qualification

**Personal Details**

No.	Documents	File Name	Date	Action
1	COPY OF PASSPORT			
2	PASSPORT PHOTO			

Personal Details

Programme Applied

Academic Qualification

Language Qualification

**Academic Qualification**

No.	Type of Degree	Institution	Documents				
			Degree Certificate	Graduation Certificate	Transcript	Accreditation/ Verification Document	Grading Scheme
1	BACHELOR - BACHELOR OF MANAGEMENT (ECONOMICS)	UNIVERSITY OF ABUJA	 (13 May 2025)		 (13 May 2025)		 (13 May 2025)
2	MASTER - MASTER IN BUSINESS ADMINISTRATION	UNIVERSITY OF ABUJA	 (13 May 2025)		 (13 May 2025)		 (13 May 2025)

## Application Review and Submission

Review your Application Form. If all information is accurate, proceed to Pay and Submit.

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Home > Status

Personal Details

Programme Applied

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

Name

Serial No.

### Status

**Notes**

1. The application will be processed once payment, declaration, and submission are successfully completed.
2. Once everything is complete and all particulars are correct, click **PAY & SUBMIT**.
3. Any application that is not submitted within 30 days will be automatically void, and the processing fee will not be refunded.

**Status of the Programme(s) Applied**

#	Degree	Application Form	Pay & Submit	Progress	Offer Letter	Accept Offer	Registration
1	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	<a href="#">View</a>	<a href="#">Pay &amp; Submit</a>	-	-	-	-

Complete the Declaration section and click Agree & Next.

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### Application Submission

1 Declaration 2 Pay & Submit

USM APEX INSTITUTE OF POSTGRADUATE STUDIES

Serial No.:  
Reference

Declaration to submit your following application:

Date Applied	13 MAY 2025	Mode	RESEARCH
School/Center/Institute	SCHOOL OF SOCIAL SCIENCES	Type of Candidature	FULL TIME
Degree	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	Programme	
Field	02 - INTERNATIONAL ECONOMICS	Supervisor	
Research Title	The Impact of U.S.-China Trade Tensions on Global Supply Chains		

1. Where do you get to know USM programmes? \*

Please select here

2. Are you currently following the same level programme as applied at any Malaysian Universities? \*

Yes

No

I certify that all the information given in this online application is correct. The University reserves the right to reject this application or withdraw the offer of admission if any incorrect/false information given during the application process.

[Back](#) [Agree & Next](#)

A processing fee applies to each application. You may pay via online transaction.

If you received a promotional voucher code from USM, you may use it to complete payment.

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Personal Details

Programme Applied

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

USM APEX INSTITUTE OF POSTGRADUATE STUDIES Pay & Submit

Serial No.:  
Reference

Payment to process your application as stated below:

Date Applied	13 MAY 2025	Mode	RESEARCH
School/Center/Institute	SCHOOL OF SOCIAL SCIENCES	Type of Candidature	FULL TIME
Degree	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	Programme	
Field	02 - INTERNATIONAL ECONOMICS	Supervisor	
Research Title	The Impact of U.S.-China Trade Tensions on Global Supply Chains		

Method of Payment:

**1) ePayment**

Please proceed to our online payment facility for transactions via credit or 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.edu.my> for a complete guide. For further inquiry, please email us at [hasil@usm.my](mailto:hasil@usm.my).

Processing Fee: USD 40.00

**2) 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

## After Payment

Upon successful payment, confirmation details will be displayed.

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Home > Payment

Personal Details

Programme Applied

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

Name

Serial No.

Status: Submission of Application

Your Payment for the processing fee has been successfully made.

Thank you for choosing Universiti Sains Malaysia (USM) as your destination. Your application has been submitted to Institute of Postgraduate Studies (IPS).

Details of application submitted as below:

Degree: R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)

Mode: RESEARCH

Candidature: FULL TIME

School/Centre/Institute: SCHOOL OF SOCIAL SCIENCES

Date Applied: 13 MAY 2025

Date of Payment: 13 MAY 2025

Date of Submission: 13 MAY 2025

Track your application status under the Status menu. Click Progress to view detailed updates.

Academic Qualification

Language Qualification

Working Experience

Document Uploads

Status

### Status

**Notes**

1. The application will be processed once payment, declaration, and submission are successfully completed.
2. Once everything is complete and all particulars are correct, click **PAY & SUBMIT**.
3. Any application that is not submitted within 30 days will be automatically void, and the processing fee will not be refunded.

#### Status of the Programme(s) Applied

#	Degree	Application Form	Pay & Submit	Progress	Offer Letter	Accept Offer	Registration
1	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	<a href="#">View</a>	Submitted on 13 May 2025	<span style="color: blue;">●</span>			

**Legends:**

- New
- In Review
- KIV
- Successful
- Successful with Condition
- Unsuccessful
- INVALID after 30 days
- \* Edited by Admin

Example of the progress view.

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### Track Application Progress

- 19/03/2024 ○ New application submitted
- 19/03/2024 ○ Checking process at IPS
- 20/03/2024 ○ In review at the School / Centre / Institute
- 30/04/2024 ○ IPS to update result
- 31/05/2024 ○ Successful

[Close](#)

#### Status of the Programme(s) Applied

#	Degree	Application Form	Pay & Submit	Progress	Offer Letter	Accept Offer	Registration
1	R07U - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	<a href="#">View</a>	Submitted on 19 March 2024	<span style="color: green;">●</span>		Accepted on 31 May 2024	Things to do: 1. Registration Documents

## Receiving an Offer

Successful applicants can view the offer letter.

### Status

**Notes**

1. The application will be processed once payment, declaration, and submission are successfully completed.
2. Once everything is complete and all particulars are correct, click **PAY & SUBMIT**.
3. Any application that is not submitted within 30 days will be automatically void, and the processing fee will not be refunded.

Status of the Programme(s) Applied							
#	Degree	Application Form	Pay & Submit	Progress	Offer Letter	Accept Offer	Registration
1	R077 - DOCTOR OF PHILOSOPHY (MAIN CAMPUS)	<a href="#">View</a>	Submitted on 13 May 2025	<span style="color: green;">●</span>		<a href="#">Accept</a> <a href="#">Decline</a>	-

**Legends:**

- New
- In Review
- KIV
- Successful
- Successful with Condition
- Unsuccessful
- INVALID after 30 days
- \* Edited by Admin

Successful applicants ready to proceed with registration, please refer to the Registration Guideline available at <https://ips.usm.my/index.php/download/admission> .

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