ISI KANDUNGAN

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1.0 Access to Graduate Application Admission System

Step 1:

1. Type the URL http://guest.ukm.my and press “enter”
2. Front page of the system will be displayed

2.0 Registration

Step 1: Displaying system front page

Penerangan:
1. For registration, please click to register tab
2. Fill in all information
3. Choose the nationality
4. Click Register button
Step 2: Activation of application registration

E-mail notification

NRIC/Passport: 841018055555
Your account has been successfully created.

Sekian, Terima kasih
http://guest.ukm.my/

Information:
1. Message registration has been successful
2. E-mail notification will be send to applicant’s email
Step 3: Log Masuk

Information:
1. Click to “Log In” tab
2. Fill in IC/Passport No and password
3. Choose your applicant’s category
4. Click “Enter” button
3.0 Process 1: How to Apply

Step 1: Displaying the main screen

Information:
1. Click to “Application” to start an application
2. Application check list will be display
### Step 2: Screen to fill in the programme

1. Fill in all the information relevant to programme choosen
2. Click "Save" button
3. Click to delete the information
**Step 3: Screen to fill in the Personal Details**

**Personal Information**

![Graduate Admission Application System (Guest)](image)

**Personal Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>MOHD ZUL BIN AMRAN</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>15/11/1984</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Religion</td>
<td>Islam</td>
</tr>
<tr>
<td>State of Birth</td>
<td>Negri Sembilan</td>
</tr>
<tr>
<td>State of Residence</td>
<td>Penang</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Single</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Malaysian</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:nek@utm.my">nek@utm.my</a></td>
</tr>
<tr>
<td>Telephone (Home)</td>
<td>064444555</td>
</tr>
<tr>
<td>Telephone (Mobile)</td>
<td>0133335555</td>
</tr>
</tbody>
</table>

**Information:**

1. Fill in all the applicant's personal details
**Address Information**

**Graduate Admission Application System (Guest)**

### Personal Details

<table>
<thead>
<tr>
<th>Personal Address</th>
<th>Spouse Name</th>
<th>Next of Kin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 28, Jln 3/18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teman Kemangga</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PostCode</td>
<td>43800</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Klang</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Selangor</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Malaysia</td>
<td></td>
</tr>
</tbody>
</table>

Mark here if correspondence address is same as permanent address.

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
</tr>
</thead>
</table>

| PostCode | 73400 |
| City | Kemaman |
| State | Terangganu |
| Country | Malaysia |
| State Assembly | TAMPIN - SEMAS |

**Information:**

1. Fill in all the address information
Spouse Details (if any)

Information:

1. Fill in all spouse information (if any)
Next-of-kin Information

1. Fill in all next-of-kin details
2. Click “Save” button

Repeat process to update information
Step 4: Screen to fill in an academic qualifications information

Information:
MALAYSIANS
1. Fill in all informations related to academic qualifications and previous schools
2. Click “Save” button

NON MALAYSIANS
1. Fill in all informations related to academic qualifications
2. Click “Save” button
Step 5: Screen for working experience informations

Information:

1. Fill in all informations related to working experience
2. Click “Save” button
3. Click add button to add other working experience and repeat process (if any)
4. Click to update information
5. Click to delete information
Step 6: Screen for English Proficiency informations

Information:
1. Fill in all English proficiency informations
2. Click to upload document
3. Click “Save” button

Repeat process to update informations
Step 7: Screen for fill in referee information

Information:
1. Fill in both referee information
2. Click “Save” button
Step 8: Screen for sponsorship information

Information:
1. Click for download financial guarantor form
2. Choose type of sponsorship
3. Fill in all information (if applicable)
4. Click to upload completed financial guarantor form
5. Click “Save” button
Step 9: Skrin kemasukan maklumat Dokumen Sokongan

Information:
1. Click to upload photo
2. Click for picture guideline
3. Click “Save: button

Repeat process to update others information
**Step 10:** Screen to fill in payment information

Information:
1. Choose payment method for an application payment (Online only)
2. Click “Pay” button

**Langkah 11:** Payment screen

Information:
1. Maklumat pembayaran akan dipaparkan
2. Click “Bayar/ Pay” button
Information:
1. Click to choose payment method
2. Fill in all the payment details
3. Click “Pay Online” button to proceed payment
4. After payment complete click “Complete Payment” at Step 10
Step 11: Screen for other informations

Information:
1. Click “Add” button to fill in an information
2. Fill in all research and publications details
3. Click “Save” button
Step 12: Screen for applicant’s acknowledgment

Information:
1. Click “Send” button
2. Referee form will be send via email to the referee