

MANUAL PENGGUNA

**ONLINE
APPLICATION**

VERSI 2.0

**SEMAKAN
PERMOHONAN
(DIPLOMA EKSEKUTIF)**

Disediakan Oleh: -


Pusat Pendidikan Berterusan Universiti Malaya (UMCCed)

Isi Kandungan

1.0	Semakan Permohonan.....	3
-----	-------------------------	---

1.0 Semakan Permohonan

1. Pada bahagian ini, pemohon akan mendapat notifikasi email dan SMS daripada pihak UMCCed yang menyatakan bahawa kelulusan permohonan telah berjaya seperti dalam rajah 1dibawah: -



Status Permohonan Program Diploma Eksekutif Universiti Malaya
1 message

Online Application UMCCed <noreply@umcced.edu.my>
Reply-To: Bahagian Pembangunan Perniagaan & Perhubungan Komunikasi UMCCed <bcom@umcced.edu.my>
To: noridayu.ms@um.edu.my

Salam sejahtera,

Nama : NORIDAYU BINTI MOHD SHAH
No IC/Passport No : ██████████

Tahniah! Sukacita dimaklumkan Universiti Malaya telah **meluluskan permohonan kemasukan Diploma Eksekutifambilan Oktober 2021**.

Sila layari laman web <https://online.umcced.edu.my> untuk penerimaan tawaran. Pastikan calon membaca dengan teliti sebelum membuat tindakan selanjutnya.

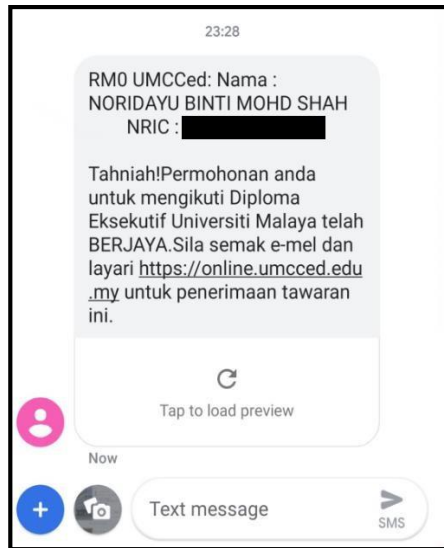
Untuk makluman, bagi meneruskan pendaftaran tuan/puan perlu mengambil langkah tersebut:

- i. Muat turun Surat Tawaran
- ii. Memuat naik bukti bayaran yuran pendaftaran
- iii. Memuat naik gambar kad pengenalan
- iv. Memuat naik sijil SPM/ sijil APEL atau kelayakan yang berkaitan
- v. Memuat naik gambar berukuran passport (atar belakang biru)
- vi. Menjalani pemeriksaan kesihatan berdasarkan Borang yang dilampirkan dan memuat naik semula

Sebarang Urusan berkaitan sila hubungi :

a) Urusan Permohonan
Jabatan Komunikasi Korporat (JKK),
Pusat Pendidikan Berterusan Universiti Malaya (UMCCed),
Aras 9, Wisma R&D University Malaya,
Jalan Pantai Baharu,
59990 Kuala Lumpur.
Tel: +603-2246 3600/ 3604/ 3606 / 3607/ 012-5387027/ 019-2651194 / 012-3484751 / 011-63405373 / 019-3595952 / 012-5247207 / 019-2650458

b) Urusan Pendaftaran
Jabatan Hal Ehwal Pelajar,
Pusat Pendidikan Berterusan Universiti Malaya (UMCCed),
Aras 7, Wisma R&D Universiti Malaya,
Jalan Pantai Baharu,
59990 Kuala Lumpur.
Tel: +603-2246 3600/ 3377/ 3353 / 3375/ 011-59305373 / 013-2771933 / 011-40878454 / 011-40878455



Rajah 2: Notifikasi SMS

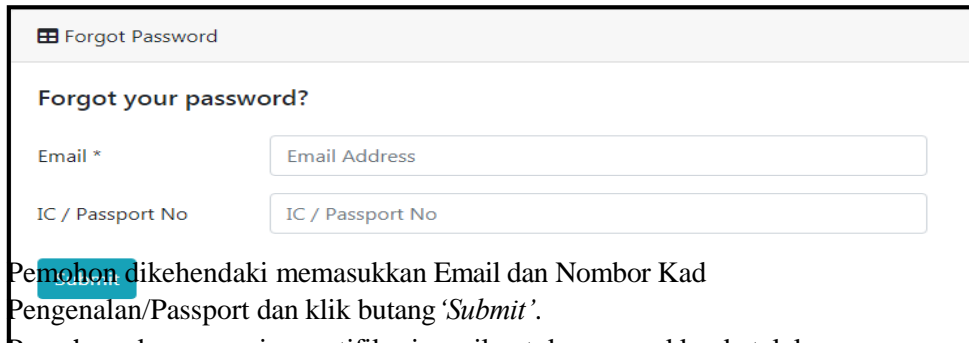
2. Kemudian, pemohon dikehendaki membuka laman web '*online application*' dan log masuk dengan menggunakan Nombor Kad Pengenalan/Nombor Passport serta katalaluan pemohon seperti rajah 3 dibawah: -

A screenshot of a login form titled "Login". At the top, there is a decorative horizontal bar with segments in green, yellow, orange, red, purple, and blue. Below this bar, there are two input fields. The first is labeled "IC Number/Passport" and contains the text "e.g. 760505141616". The second is labeled "Password" and contains the placeholder text "Password". Below the input fields is a prominent blue button with the text "Login". At the bottom of the form, there is a link that says "Forgot your password? Click here".

Rajah 3: Log Masuk di skrin utama '*Online Application*'

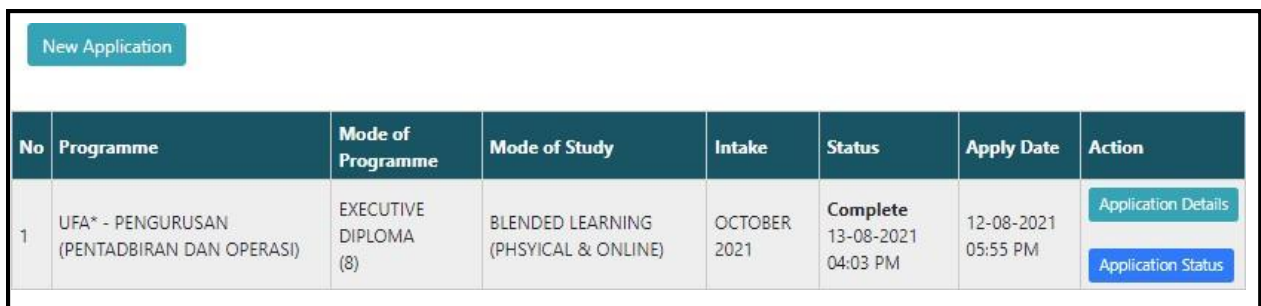
NOTA: -

- Sekiranya pemohon lupa kata laluan, pemohon dikehendaki klik pada pautan biru '*Click Here*' sebaris perkataan '*Forgot your password?*' dibawah butang '*Login*'.
- Skrin '*Forgot Password*' akan terpapar seperti dibawah: -



- Pemohon dikehendaki memasukkan Email dan Nombor Kad Pengenalan/Passport dan klik butang '*Submit*'.
- Pemohon akan menerima notifikasi email untuk memasukkan kata laluan sementara yang diberikan.

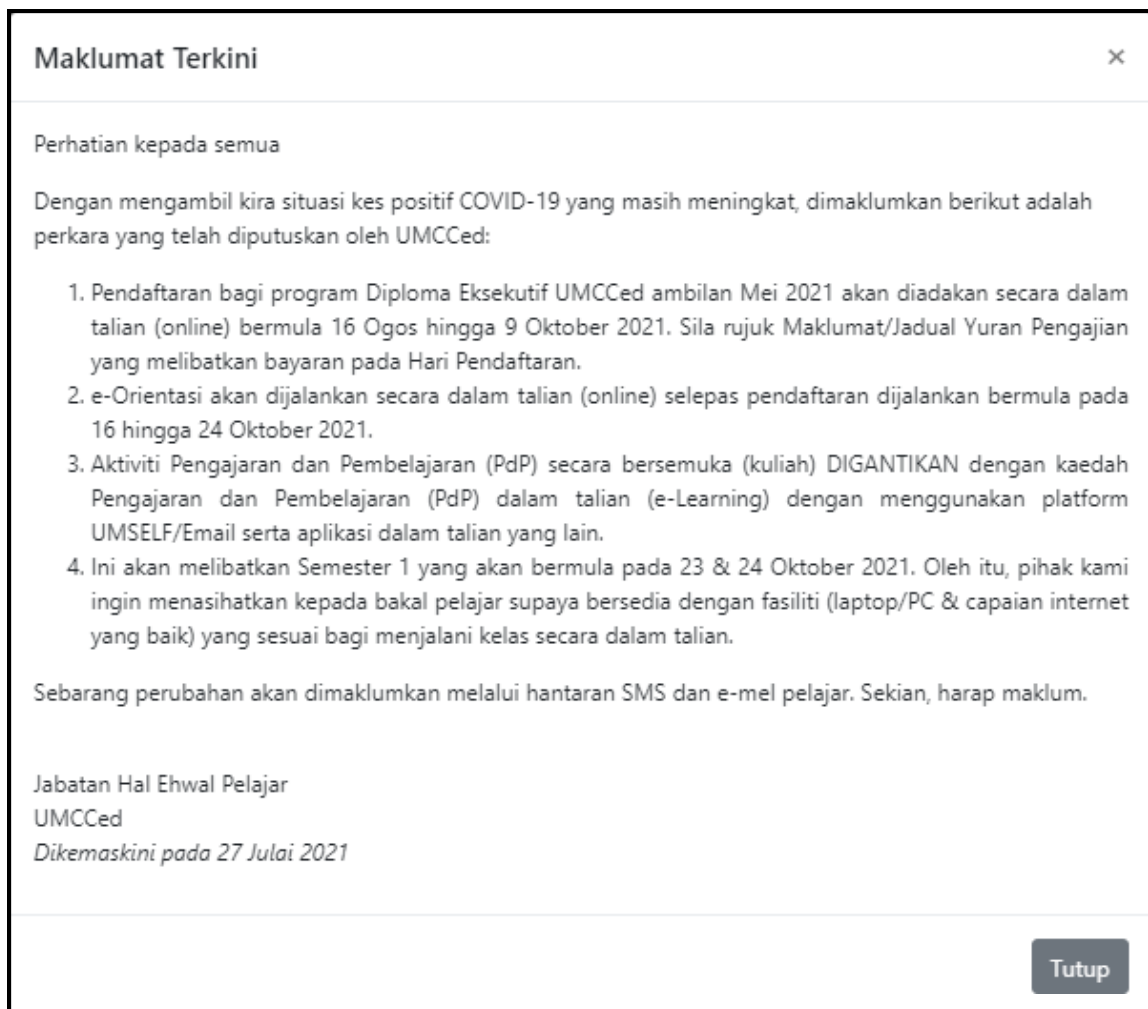
3. Skrin utama pemohon akan terpapar seperti rajah 4 dibawah: -



No	Programme	Mode of Programme	Mode of Study	Intake	Status	Apply Date	Action
1	UFA* - PENGURUSAN (PENTADBIRAN DAN OPERASI)	EXECUTIVE DIPLOMA (8)	BLENDED LEARNING (PHYSICAL & ONLINE)	OCTOBER 2021	Complete 13-08-2021 04:03 PM	12-08-2021 05:55 PM	Application Details Application Status

Rajah 4: Skrin utama pemohon

4. Klik pada butang **Application Status** dan Popup skrin Maklumat Terkini akan terpapar secara automatik seperti Rajah 5 dibawah:-



Rajah 5: Popup Maklumat Pendaftaran

5. Klik butang ‘Tutup’ untuk menutup paparan popup ini.
6. Kemudian, skrin maklumat pendaftaran akan terpapar seperti Rajah 6 di bawah:


-

WELCOME TO UNIVERSITI MALAYA		Registration Checklist	
NAME	: NORIDAYU BINTI MOHD SHAH	1.	Registration Guide
NRIC	: [REDACTED]	2.	Offer Letter
PROGRAMME	: UFA* - EXECUTIVE DIPLOMA IN MANAGEMENT (ADMINISTRATION AND OPERATIONS)	3.	Fee Structure
INTAKE	: OCTOBER 2021	4.	Checklist
LOCATION	: UNIVERSITI MALAYA, KUALA LUMPUR	5.	Specification of Matric Card Photo
Please contact Pn Saliha/Cik Hidayah at 011-59305373 / 013-2771933 and email to hep@umccd.edu.my for any Inquiries.		6.	Personal Information Form
		<p>a. Please DOWNLOAD THE DOCUMENTS BELOW and PRINT on SEPARATE SHEETS. This form needs to be completed and uploaded when the students register online. Please merge first (if the file is saved separately) using hyperlink https://combinepdf.com before uploading into the system.</p> <p>b. You may submit this form after it has been completed via email to hep@umccd.edu.my, however in the meantime please complete all the details required for registration</p>	
		7.	Medical Checkup Form
		8.	Contact Us

Rajah 6: Skrin Maklumat Pendaftaran

**** PERHATIAN**

- Perkara **PERTAMA** dan seterusnya setelah calon melihat skrin di atas adalah: -
 1. Muat turun dan baca **Panduan Pendaftaran (Registration Guide)**
 2. Muat turun dan baca **Jadual Pembayaran (Fee Structure)**
 3. Muat turun dan baca **Spesifikasi Gambar Kad Matrik (Specification of matric Card Photo)**
 4. Muat turun dan Isi **Borang Pemeriksaan Kesihatan (Madical Checkup Form)**
 5. Isi **Borang Maklumat Pelajar (Personal Information Form) *** Rujuk langkah 8.**
 6. Muat turun **Surat Tawaran Penuh (Offer Letter)**
 7. Muat turun **Penerimaan Tawaran (Acceptence of Offer)**
 8. Klik **Senarai Semak (Checklist)** agar semua telah diisi dan dimuat naik ke dalam sistem.

7. Pada skrin di atas, calon pelajar dikehendaki melihat pada ruangan *'Registration Checklist'* untuk memastikan calon-calon membuat persediaan bagi memudahkan urusan pendaftaran. Antara senarai diruangan *'Registration Checklist'* adalah seperti berikut: -
- i. **Registration Guide** – Disediakan Panduan Pendaftaran sebagai rujukan
 - ii. **Offer Letter** – Surat Tawaran Penuh kemasukan ke UMCCed akan terpapar dan sedia untuk dicetak.
 - iii. **Fee Structure** – Disediakan Jadual Pembayaran bagi calon sebagai rujukan.
 - iv. **Checklist** – Disediakan senarai semakan sebagai persediaan dokumen bagi pendaftaran.
 - v. **Specification of Matric Card Photo** – Disediakan panduan spesifikasi gambar untuk membuat kad pelajar.
 - vi. **Acceptance of Offer** – Disediakan Surat Penerimaan Tawaran untuk di muat turun, ditanda tangan ni serta dicetak.
 - vii. **Personal Information Form** – Sila rujuk langkah 8 dibawah.
 - viii. **Medical Checkup Form** – Calon dikehendaki memuat turun borang ini serta cetak. Borang ini perlu diisi dengan lengkap dan dikehendaki dimuat naik semasa calon membuat pendaftaran secara dalam talian. Sila rujuk langkah 8.12 (xii) di bawah untuk dimuat naik.
 - ix. **Contact Us** – Sekiranya ada sebarang masalah/pertanyaan, sila hubungi pihak yang berkenaan yang tertera.
8. Bagi memudahkan urusan pendaftaran secara dalam talian, calon – calon dikehendaki mengikut langkah-langkah seperti di bawah: -
- i. Calon dikehendaki klik pada butang  dan paparan skrin *'Personal Information Form'* (Borang Maklumat Peribadi) akan terpapar.
 - ii. Pada skrin tersebut, calon dikehendaki mengisi borang tersebut pada ruangan yang disediakan seperti dalam rajah 7 di bawah: -

PERSONAL INFORMATION FORM

A. Personal Information

Name* NORIDAYU BINTI MOHD SHAH

NRIC [REDACTED]

Gender* FEMALE Race* MALAY

Religion* ISLAM Marital Status* MARRIED

Place of birth* WILAYAH PERSEKUTUAN (KL)

Disability* NONE

Mailing Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Mark here if permanent address is same as mailing address.

Permanent Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Mobile Phone* 0137560024

E-mail noridayu.ms@um.edu.my

B. Next of Kin

Name* RIDHUAN SALLEH

Relation* HUSBAND

Mark here if parents/guardian address is same as mailing address.

Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Contact No. (Mobile) 0137560024

Household Income* RM3001-RM4000

Update

C. Working Experience

Add Work Experience

Details of Work Experience

No	From	To	Position	Employer	Civil/Government Servants	Action
1	01-JAN-19	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No	Delete

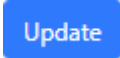
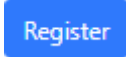
*Please ensure that you have updated your working experience

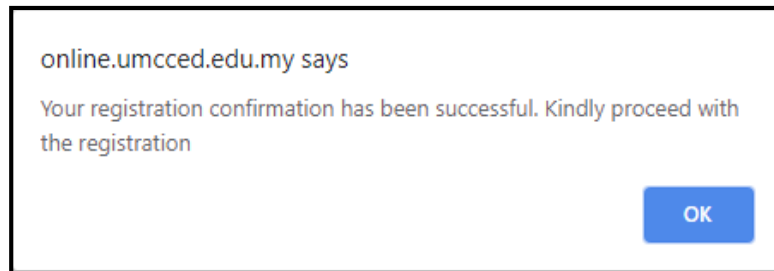
I hereby certify the following:

1. Accept the offers to enroll in the program as stated.
2. This offer will automatically be canceled if any information and / or statement provided in the application is not true.
3. The Registration Fees paid are strictly, NON REFUNDABLE.
4. In the event of any misspelling of the name and NRIC filled, I agree to bear at any cost if there is a reprint of the relevant document.
5. UMCCed reserves the right to the suspension/cancellation of program intakes if the required minimum number of students could not be achieved or any reasonable explanation.

Register

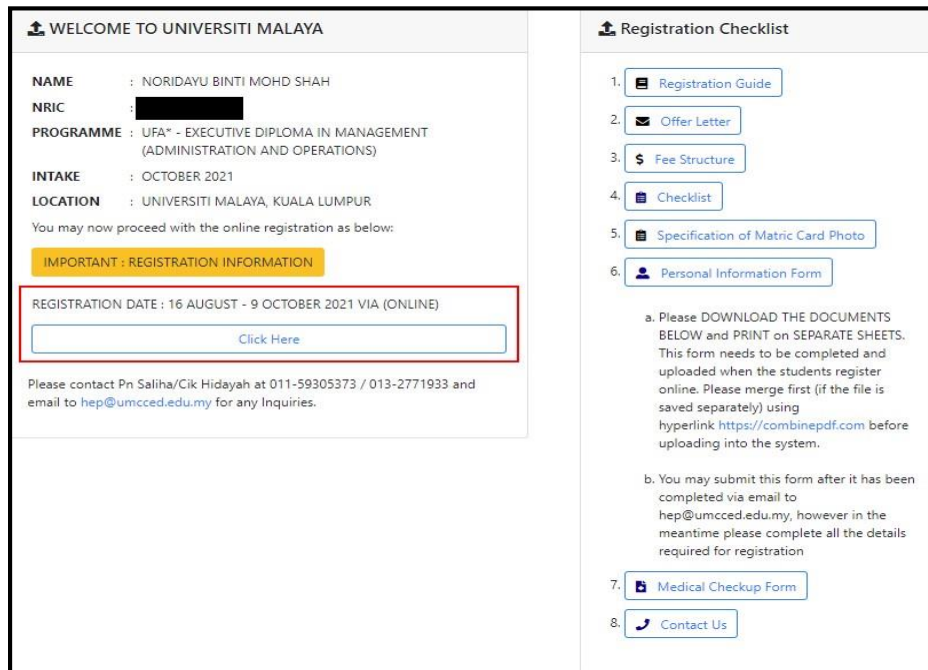
Rajah 7: Skrin Borang Maklumat Peribadi (BMP)


- iii. Klik butang  untuk mengemaskini butiran maklumat pelajar dan kemudian, semak 'Working Experience' yang calon telah masukkan semasa permohonan berlaku.
- iv. . Setelah mengisi semua maklumat seperti rajah diatas, calon dikehendaki tandakan (√) bagi membuat perakuan bahawa segala maklumat pelajar yang diisi adalah benar.
- v. Klik butang  untuk meneruskan proses pendaftaran.
- vi. Mesej pemberitahuan akan terpapar seperti rajah 8 di bawah: -



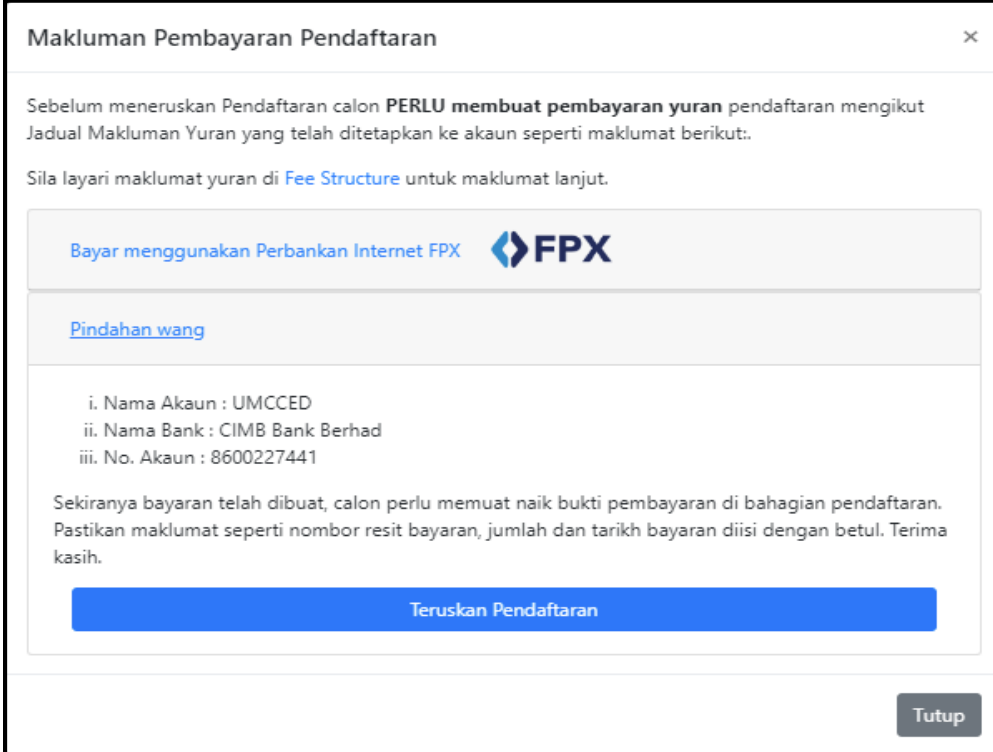
Rajah 8: Mesej Pemberitahuan

- vii. Skrin maklumat pendaftaran akan dipaparkan semula dan butang 'Click Here' terpapar untuk membuat pendaftaran secara dalam talian.



- viii. Klik butang  bagi memudahkan urusan pembayaran dan pendaftaran secara dalam talian calon.
- ix. Skrin popup maklumat bayaran akan terpapar dan terdapat dua (2) cara pembayaran iaitu melalui FPX dan melalui pindahan wang seperti rajah 9 dibawah: -


Rajah 9: Maklumat Pembayaran



Maklumat Pembayaran Pendaftaran

Sebelum meneruskan Pendaftaran calon **PERLU membuat pembayaran yuran** pendaftaran mengikut Jadual Maklumat Yuran yang telah ditetapkan ke akaun seperti maklumat berikut.

Sila layari maklumat yuran di [Fee Structure](#) untuk maklumat lanjut.

Bayar menggunakan Perbankan Internet FPX 

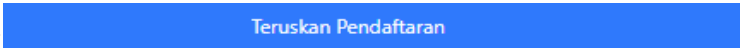
[Pindahan wang](#)

i. Nama Akaun : UMCCED
ii. Nama Bank : CIMB Bank Berhad
iii. No. Akaun : 8600227441

Sekiranya bayaran telah dibuat, calon perlu memuat naik bukti pembayaran di bahagian pendaftaran. Pastikan maklumat seperti nombor resit bayaran, jumlah dan tarikh bayaran diisi dengan betul. Terima kasih.

Teruskan Pendaftaran

Tutup

- x. Klik pada butang  dan paparan skrin paparan 'Online Registration' akan terpapar seperti rajah 10 di bawah: -

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
 Proof of Payment

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Rajah 10: Bahagian A. Bukti Pembayaran Yuran Pendaftaran

- xi. Pada Bahagian A iaitu Bukti Pembayaran Yuran Pendaftaran, Calon dikehendaki mengisi bukti pembayaran pendaftaran pada ruangan (*) yang disediakan seperti rajah 10 di atas. Kemudian, klik butang bagi meneruskan proses ke bahagian B.
- xii. Pada bahagian B iaitu Memuat naik Dokumen, calon dikehendaki memuatnaik dokumen – dokumen yang diperlukan iaitu sekeping gambar No. Kad Pengenalan, Sijil SPM/APEL/Lain yang telah disahkan, Gambar bersaiz ukuran passport dan ‘*Medical Checkup Form*’ yang telah disediakan diruangan ‘*Registration Checklist*’ sebelum ini.

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[Proof of Payment](#)

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Rajah 11: Bahagian B. Muat naik dokumen

- xiii. Klik pada butang dan calon pilih file yang perlu di muatnaik. Kemudian, klik butang dan pautan biru [View Uploaded Document](#) akan terpapar. Seterusnya, calon dikehendaki melakukan cara yang sama seperti di atas.
- xiv. Setelah klik pada butang di bahagian gambar bersaiz ukuran passport, paparan Penerimaan Tawaran akan terpapar seperti rajah 12 dibawah: -

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[Proof of Payment](#)

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

C. Acceptance Of Offer

I hereby confirm that I agree to attend the programme of study as mentioned above and I will abide by all rules and regulations as governed by the management of UMCCed throughout the duration of my studies.

I understand that if I withdraw or apply for a change of programme within the duration of study, UMCCed has the right to charge the fee for courses that have been subject to the fee refund policy as determined. I will also comply with the rules and policies of study specified by UMCCed from time to time. UMCCed also has the right to postpone or cancel an intake, if the total number of students is less than the minimum target or other valid reasons.

I agree that UMCCed has the right to **WITHDRAW OR TERMINATE THIS OFFER** if the information and/or statements given by me in this application are false. I agree that UMCCed has the right to terminate my studies, at any time, without assigning any reason.

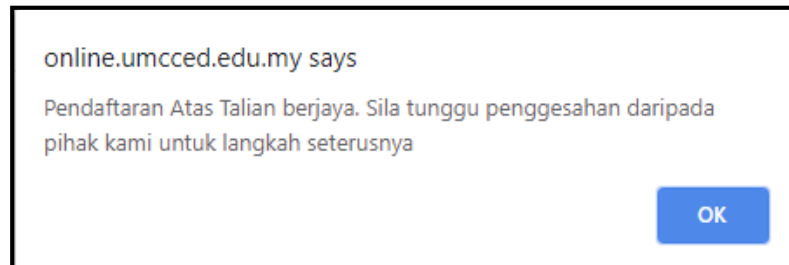
I NORIDAYU BINTI MOHD SHAH (██████████) declare that the information given for this application is true and correct.

Rajah 12: Bahagian C. Penerimaan Tawaran

*** Walaupun 'Medical Checkup Form' tidak wajib di muat naik tetapi ianya **AMAT DIGALAKKAN** agar memudahkan urusan pendaftaran secara dalam talian.

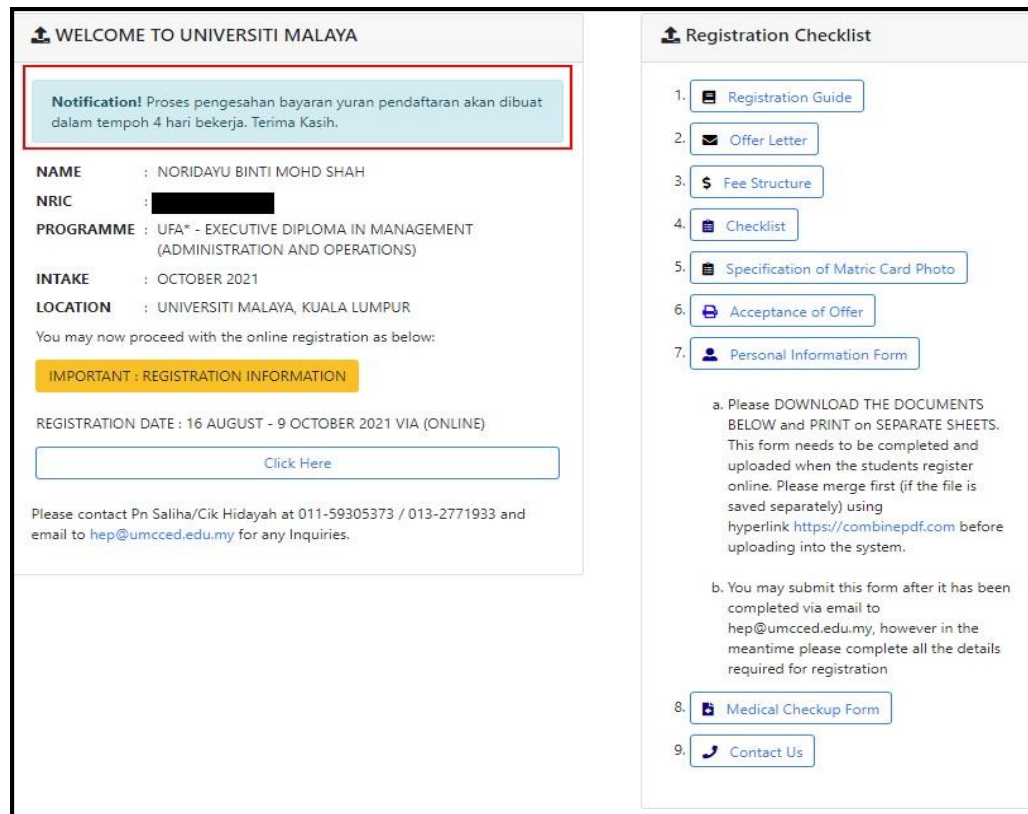
- xv. Pada bahagian C, pemohon dikehendaki menandakan (√) bagi membuat perakuan untuk menerima tawaran kemasukan.

- xvi. . Klik butang 'Hantar' dan mesej pemberitahuan akan terpapar seperti Rajah 13 dibawah: -



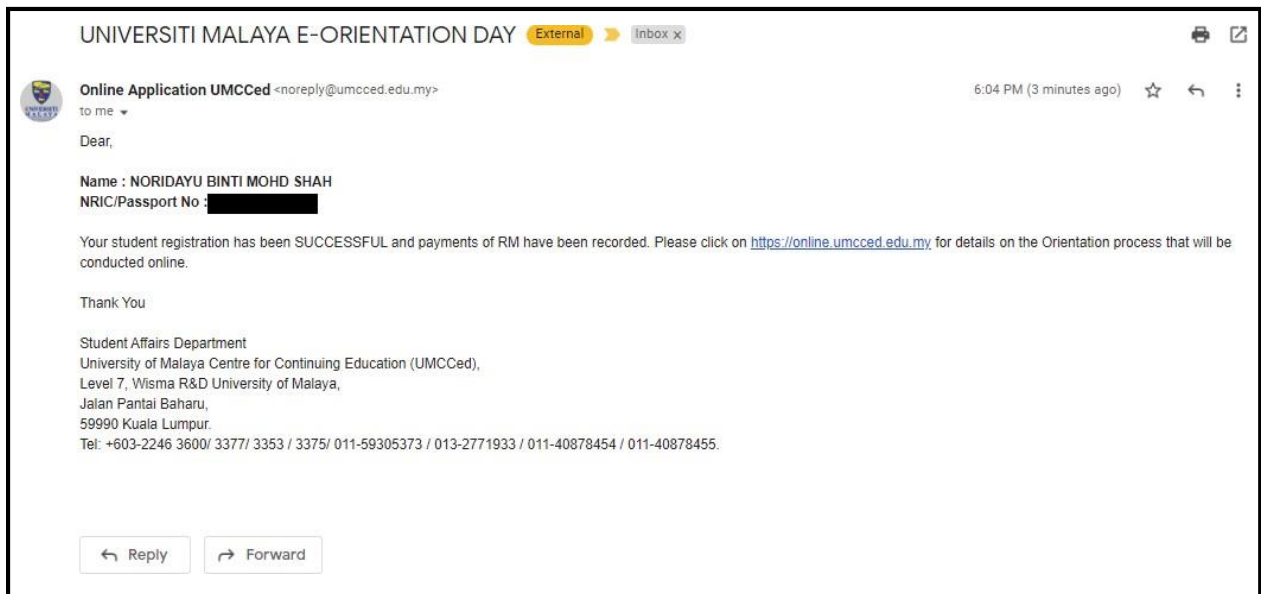
Rajah 13: Mesej Pemberitahuan

- xvii. . Skrin Maklumat Pendaftaran akan terpapar semula dan mesej pemberitahuan akan terpapar seperti dalam rajah 14 di bawah: -

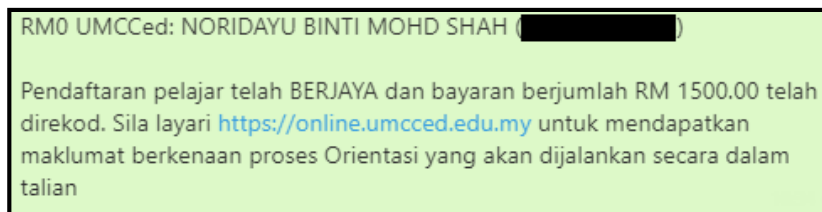


Rajah 14: Mesej Pemberitahuan di skrin Maklumat Pendaftaran

9. Calon akan menerima notifikasi Email dan SMS sekiranya pengesahan bayaran yuran pendaftaran berjaya disahkan secara dalam talian.



Rajah 15: Notifikasi Email



Rajah 16: Notifikasi SMS

10. Butang **PENTING : MAKLUMAT PENDAFTARAN TERKINI** ini juga akan memaparkan popup skrin Maklumat Pendaftaran Terkini seperti rajah 5 di atas.
11. Pemohon dikehendaki log masuk semula laman sesawang seperti yang dinyatakan di dalam notifikasi email untuk mendapatkan maklumat lanjut mengenai proses orientasi melalui dalam talian (Online).

SELAMAT DATANG KE UNIVERSITI MALAYA

NAMA : NORIDAYU BINTI MOHD SHAH
NO KAD PENGENALAN : ██████████
NO MATRIK : ██████████
PROGRAM : UFA* - DIPLOMA EKSEKUTIF PENGURUSAN (PENTADBIRAN DAN OPERASI)
SESI : OKTOBER 2021
LOKASI : UNIVERSITI MALAYA, KUALA LUMPUR

E-ORIENTASI DIPLOMA EKSEKUTIF AMBILAN OKTOBER 2021

Informasi Hari Orientasi UMCCed

Program	Tarikh	Masa	Tempat
Pendaftaran	16 Ogos – 9 Oktober 2021	9.00 pagi	Pendaftaran secara <i>online</i>
Orientasi (sekali sahaja)	16 – 24 Oktober 2021		Orientasi secara <i>online</i>
Pengesahan Maklumat Pelajar & Pendaftaran Kursus	23 – 31 Oktober 2021		1. Sila baca Manual Online Registration 2. Rujuk Jadual Kelas (Ambilan Oktober 2021) untuk kenalpasti kursus-kursus yang perlu didaftar 3. Log masuk Pendaftaran Kursus
Kelas Bermula	23 & 24 Oktober 2021		1. Sila baca Panduan UMCCed Mail 2. Log masuk UMCCed Mail 3. Sila baca panduan UMSeLF 4. Log masuk UMSeLF

Apakah Hari Orientasi?

Siapa yang mesti hadir?

Senarai Dokumen

1. [Surat Tawaran](#)
Sila cetak Surat Tawaran Baharu yang telah dikemaskini.
2. [Jadual Yuran](#)
3. [Senarai Semak](#)
4. [Borang Penerimaan Tawaran](#)
5. [Borang Maklumat Peribadi](#)
6. [Borang Pemeriksaan Kesihatan](#)
7. [Nombor untuk dihubungi](#)

Rajah 17: Maklumat Orientasi Secara Dalam Talian

USER MANUAL

**ONLINE
APPLICATION**

VERSION 2.0

**APPLICATION REVIEW
(EXECUTIVE DIPLOMA)**

Prepared By: -

Universiti Malaya Centre for Continuing Education (UMCCed)

Content

1.0 Application Review3

1.1 Application Review

1. In this section, the applicant will receive an email and SMS notification from UMCCed, which states that the application approval has been successful as the Figure 1 below: -

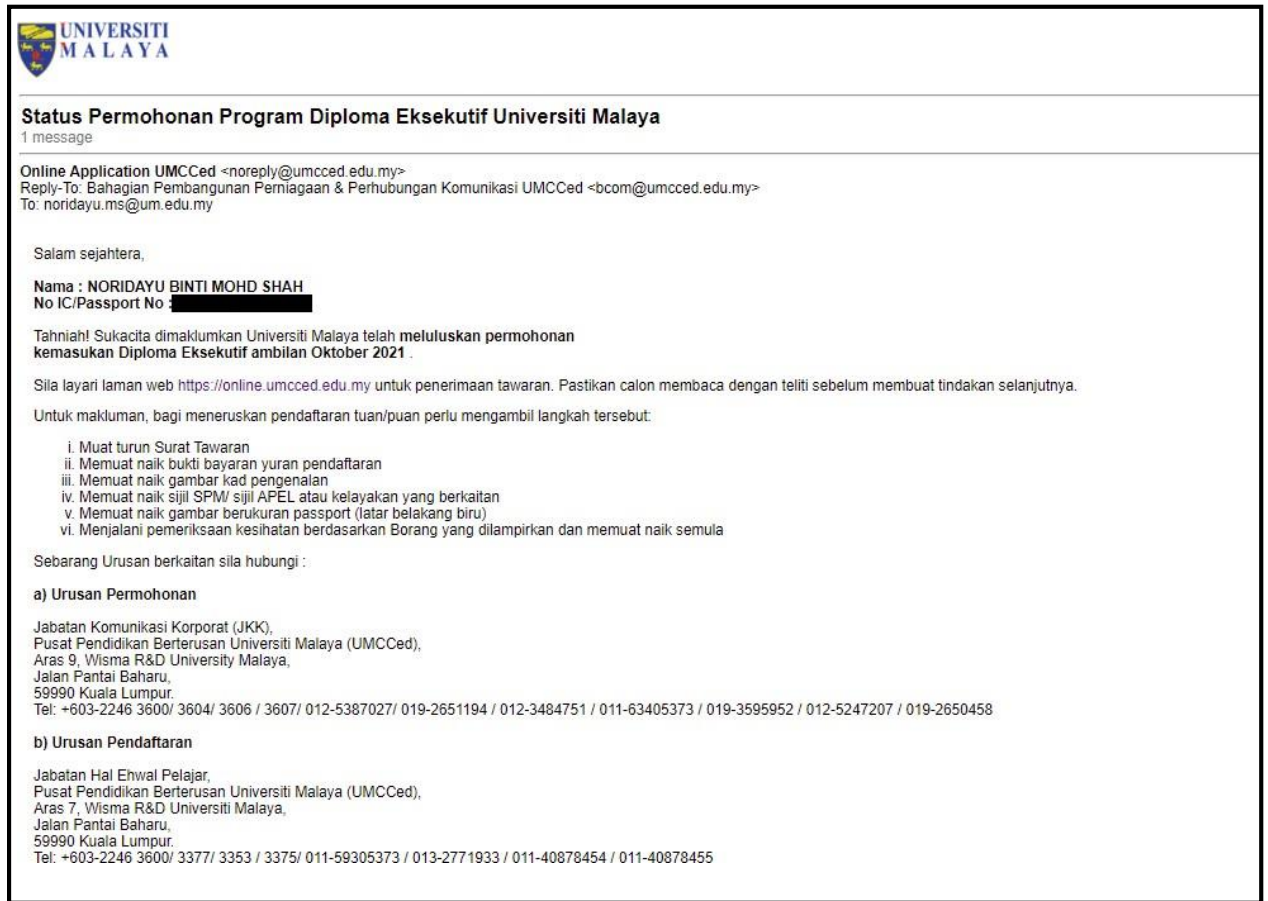


Figure 1: Email Notification of Application Status

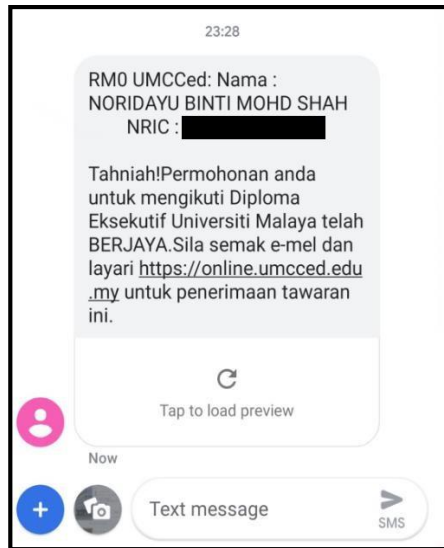


Figure 2: SMS Notification

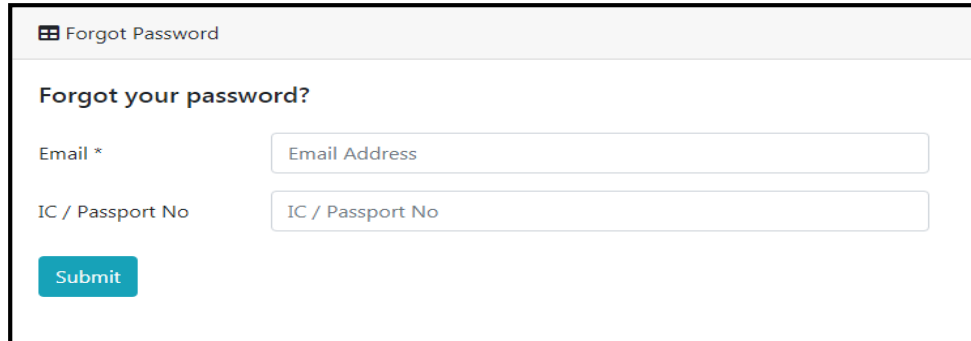
2. Next, the applicant is required to open and log in to the 'online application' website by using the his Identity Card Number/Pasport Number and password as in Figure 3 below: -

A screenshot of a login interface. The title is "Login". Below the title is a horizontal bar with a rainbow gradient. There are two input fields: the first is labeled "IC Number/Passport" and contains the text "e.g. 760505141616"; the second is labeled "Password" and contains the text "Password". Below the input fields is a large blue button with the text "Login". At the bottom, there is a link that says "Forgot your password? Click here".

Figure 3: Log in to the 'Online Application' Main Screen

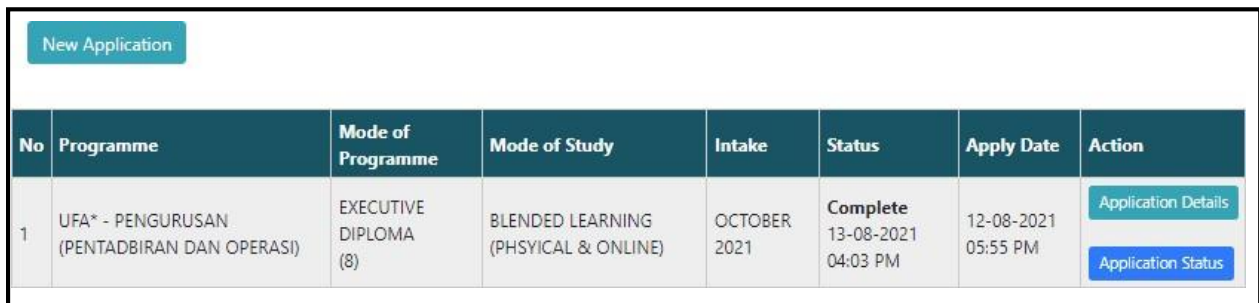
NOTE: -

- If the applicant forgets his password, the applicant is required to click on the ‘Click Here’ blue link in line with the ‘Forgot your password?’ phrase under the ‘Login’ button.
- The ‘Forgot Password’ screen will appear as below: -



- The applicant is required to enter his Email address and Identity Card/Passport Number and click on the ‘Submit’ button.
- The applicant will receive an email notification to enter a given temporary password.

3. The applicant main screen will appear as in Figure 4 below: -



No	Programme	Mode of Programme	Mode of Study	Intake	Status	Apply Date	Action
1	UFA* - PENGURUSAN (PENTADBIRAN DAN OPERASI)	EXECUTIVE DIPLOMA (8)	BLENDED LEARNING (PHSYICAL & ONLINE)	OCTOBER 2021	Complete 13-08-2021 04:03 PM	12-08-2021 05:55 PM	Application Details Application Status

Figure 4: Applicant Main Screen

- Click on the **Application Status** button and the Latest Information Popup screen will appear automatically as in Figure 5 below:-

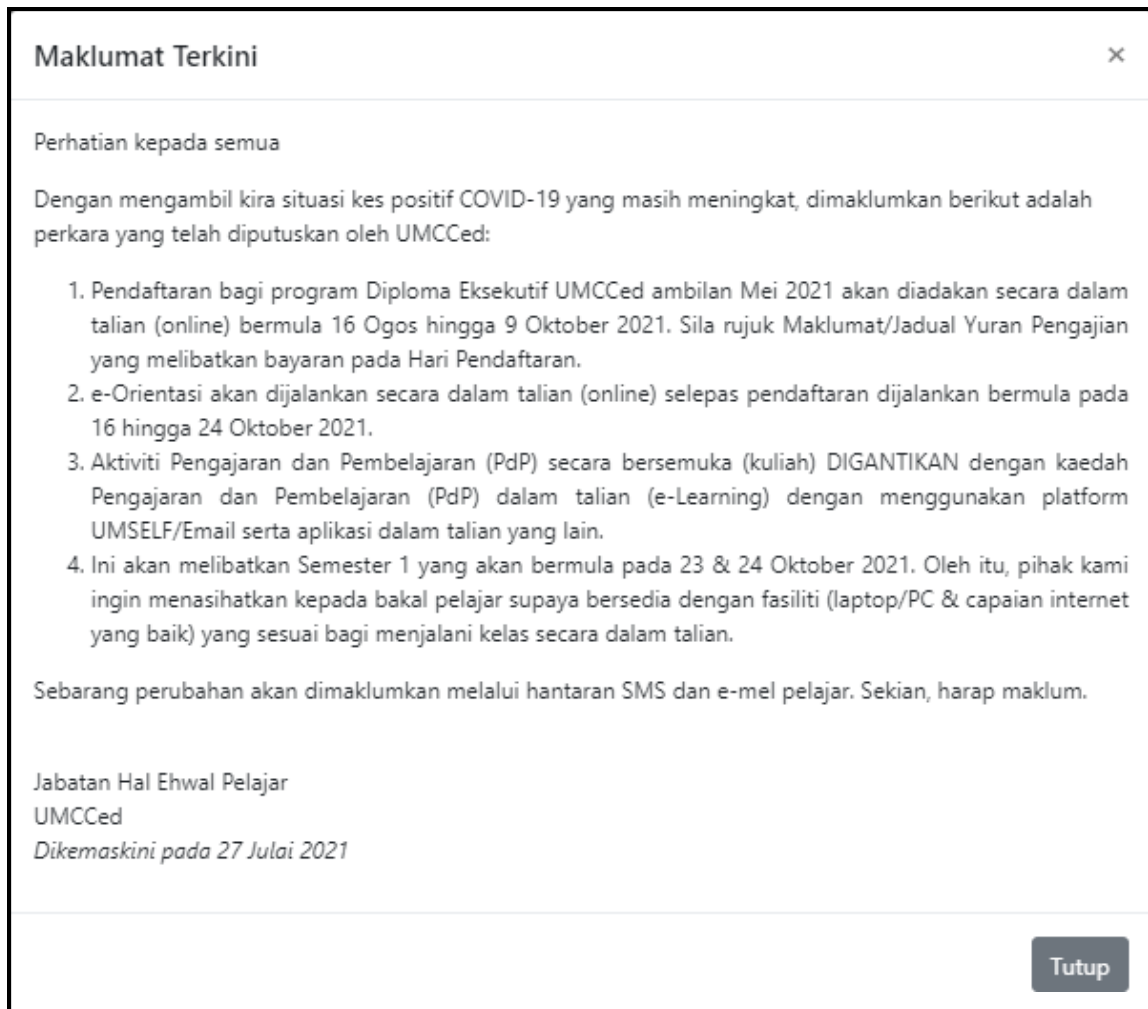


Figure 5: Registration Information Popup

- Click on the 'Close' button to close the popup display.
- Next, the registration information screen will appear as in Figure 6 below:-

WELCOME TO UNIVERSITI MALAYA		Registration Checklist	
NAME	: NORIDAYU BINTI MOHD SHAH	1.	Registration Guide
NRIC	: [REDACTED]	2.	Offer Letter
PROGRAMME	: UFA* - EXECUTIVE DIPLOMA IN MANAGEMENT (ADMINISTRATION AND OPERATIONS)	3.	Fee Structure
INTAKE	: OCTOBER 2021	4.	Checklist
LOCATION	: UNIVERSITI MALAYA, KUALA LUMPUR	5.	Specification of Matric Card Photo
Please contact Pn Saliha/Cik Hidayah at 011-59305373 / 013-2771933 and email to hep@umcced.edu.my for any Inquiries.		6.	Personal Information Form
		<p>a. Please DOWNLOAD THE DOCUMENTS BELOW and PRINT on SEPARATE SHEETS. This form needs to be completed and uploaded when the students register online. Please merge first (if the file is saved separately) using hyperlink https://combinepdf.com before uploading into the system.</p> <p>b. You may submit this form after it has been completed via email to hep@umcced.edu.my, however in the meantime please complete all the details required for registration</p>	
		7.	Medical Checkup Form
		8.	Contact Us

Figure 6: Registration Information Screen


**** ATTENTION**

- The **FIRST** and successive items after candidates have viewed the above screen are: -
 1. Download and read the **Registration Guide**
 2. Download and read the **Fee Structure**
 3. Download and read the **Specification of Matric Card Photo**
 4. Download and Fill in the **Medical Checkup Form**
 5. Fill in the **Personal Information Form** *** Refer Step 8.
 6. Download the **Full Offer Letter**
 7. Download the **Acceptance of Offer**
 8. Click the **Checklist** so that all have been filled in and uploaded into the system.

7. At the above screen, the student candidate is required to view the 'Registration Checklist' section to ensure that the candidate has made the preparations to assist the registration process. Among the list in the 'Registration Checklist' section is as follows: -

- i. **Registration Guide** – The Registration Guide is prepared as a reference
- ii. **Offer Letter** – The Full Offer Letter kemasukan to UMCCed will be displayed and ready to be printed.
- iii. **Fee Structure** – The Fee Structure is prepared for candidates as a reference.
- iv. **Checklist** – The checklist is prepared as a document preparation for registration.
- v. **Specification of Matric Card Photo** – The photo specification guide is prepared to make the student card.
- vi. **Acceptance of Offer** – The Acceptance of Offer letter is prepared to be downloaded, signed, and printed.
- vii. **Personal Information Form** – Please refer to step 8 below.
- viii. **Medical Checkup Form** – Candidates are required to download this form and print it. This form must be completed and uploaded when the candidate makes an online registration. Please refer to step 8.12 (xii) below to upload.
- ix. **Contact Us** – If there are any problems/questions, please contact the relevant parties listed.

8. To assist the online registration process, candidates are required to follow the steps as below: -

- i. Candidates are required to click on the  button and the 'Personal Information Form' screen will appear.
- ii. On the screen, candidates are required to fill in the form on the space provided as in Figure 7 below: -

PERSONAL INFORMATION FORM

A. Personal Information

Name* NORIDAYU BINTI MOHD SHAH

NRIC [REDACTED]

Gender* FEMALE Race* MALAY

Religion* ISLAM Marital Status* MARRIED

Place of birth* WILAYAH PERSEKUTUAN (KL)

Disability* NONE

Mailing Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Mark here if permanent address is same as mailing address.

Permanent Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Mobile Phone* 0137560024

E-mail noridayu.ms@um.edu.my

B. Next of Kin

Name* RIDHUAN SALLEH

Relation* HUSBAND

Mark here if parents/guardian address is same as mailing address.

Address* ALAMAT1 ALAMAT2 City KL Postcode 59990 State* WILAYAH PERSEKUTUAN (KL)

Contact No. (Mobile) 0137560024

Household Income* RM3001-RM4000

[Update](#)

C. Working Experience

[Add Work Experience](#)

Details of Work Experience

No	From	To	Position	Employer	Civil/Government Servants	Action
1	01-JAN-19	Current	PEMBANTU EKSEKUTIF	HALTEGA SDN BHD	No	Delete

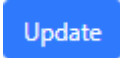
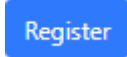
**Please ensure that you have updated your working experience*

I hereby certify the following:

1. Accept the offers to enroll in the program as stated.
2. This offer will automatically be canceled if any information and / or statement provided in the application is not true.
3. The Registration Fees paid are strictly, NON REFUNDABLE.
4. In the event of any misspelling of the name and NRIC filled, I agree to bear at any cost if there is a reprint of the relevant document.
5. UMCCed reserves the right to the suspension/cancellation of program intakes if the required minimum number of students could not be achieved or any reasonable explanation.

[Register](#)

Figure 7: Personal Information Form (BMP) Screen

- iii. Click on the  button to update the student information details and then, check the 'Working Experience' that the candidate has entered when applying.
- iv. After filling in all information as the figure above, candidates are required to tick (✓) to acknowledge that all student information filled are true.
- v. Click on the  button to continue the registration process.
- vi. The notification message will appear as in Figure 8 below: -

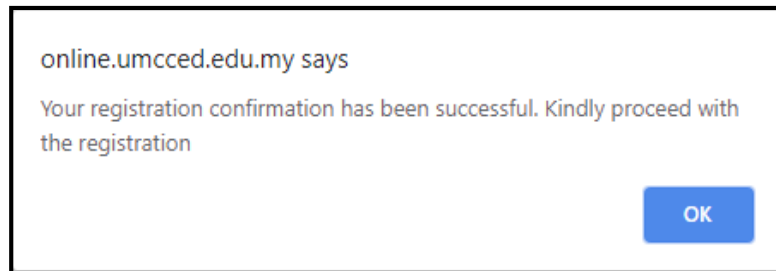
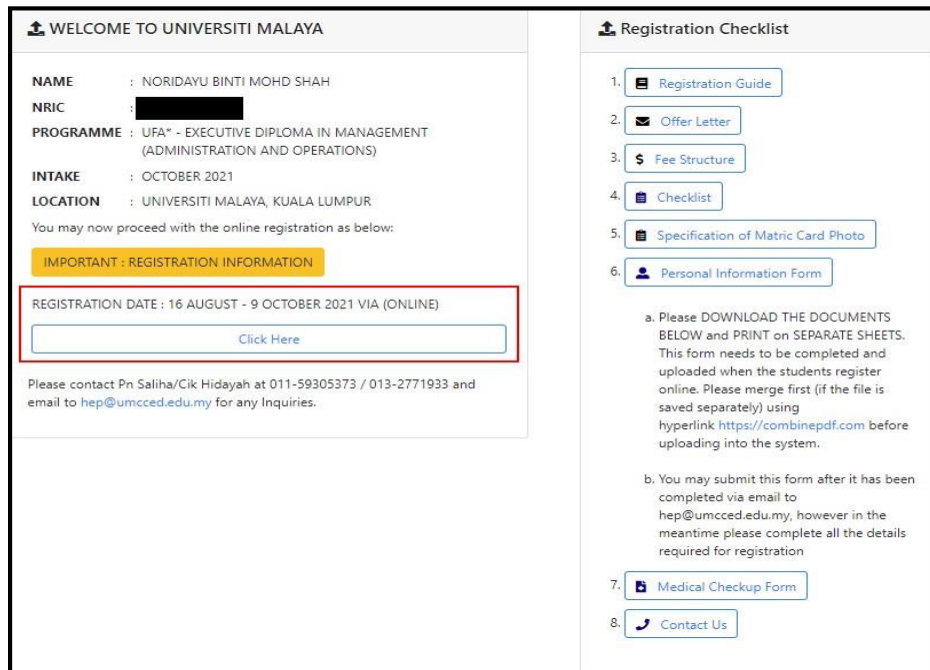


Figure 8: Notification Message

- vii. The registration information screen will appear again and the 'Click Here' button will appear to make an online registration.



The image shows a registration information screen for Universiti Malaysia. The left side is titled "WELCOME TO UNIVERSITI MALAYA" and displays the following details: NAME: NORIDAYU BINTI MOHD SHAH, NRIC: [REDACTED], PROGRAMME: UFA* - EXECUTIVE DIPLOMA IN MANAGEMENT (ADMINISTRATION AND OPERATIONS), INTAKE: OCTOBER 2021, LOCATION: UNIVERSITI MALAYA, KUALA LUMPUR. Below this, it says "You may now proceed with the online registration as below:" followed by a yellow box with the text "IMPORTANT : REGISTRATION INFORMATION". A red box highlights the text "REGISTRATION DATE : 16 AUGUST - 9 OCTOBER 2021 VIA (ONLINE)" and a "Click Here" button. At the bottom, it provides contact information for Pn Saliha/Cik Hidayah. The right side is titled "Registration Checklist" and lists eight items: 1. Registration Guide, 2. Offer Letter, 3. Fee Structure, 4. Checklist, 5. Specification of Matric Card Photo, 6. Personal Information Form, 7. Medical Checkup Form, and 8. Contact Us. There are also instructions for downloading and printing documents.

- viii. Click on the [Click Here](#) button to assist in the student online payment and registration process.
- ix. The payment information popup will appear and there are two (2) payment methods, which are through FPX and cash transfer as in Figure 9 below: -

Rajah 9: Maklumat Pembayaran

The screenshot shows a popup window titled "Makluman Pembayaran Pendaftaran" with a close button (X) in the top right corner. The main text reads: "Sebelum meneruskan Pendaftaran calon PERLU membuat pembayaran yuran pendaftaran mengikut Jadual Makluman Yuran yang telah ditetapkan ke akaun seperti maklumat berikut." Below this, it says "Sila layari maklumat yuran di [Fee Structure](#) untuk maklumat lanjut." There are two payment options: "Bayar menggunakan Perbankan Internet FPX" with the FPX logo, and "Pindahan wang". Under "Pindahan wang", the account details are listed: "i. Nama Akaun : UMCCED", "ii. Nama Bank : CIMB Bank Berhad", and "iii. No. Akaun : 8600227441". A note states: "Sekiranya bayaran telah dibuat, calon perlu memuat naik bukti pembayaran di bahagian pendaftaran. Pastikan maklumat seperti nombor resit bayaran, jumlah dan tarikh bayaran diisi dengan betul. Terima kasih." At the bottom of the popup, there is a large blue button labeled "Teruskan Pendaftaran" and a smaller grey button labeled "Tutup" in the bottom right corner.

- x. Click on the [Teruskan Pendaftaran](#) button and an 'Online Registration' screen will appear as in Figure 10 below: -

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
 Proof of Payment

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Figure 10: Section A. Proof of Registration Fee Payment

- xi. In Section A, which is the Proof of Registration Fee Payment, candidates are required to fill in the proof of registration payment in the (*) space provided as in Figure 10 above.
 Next, click on the button to continue with the process in Section B.
- xii. In Section B, which is Upload Document, candidates are required to upload the documents required, which are a photo of Identity Card Number, a verified SPM/APEL/others certificate, a passport-sized photo, and a Medical Checkup Form provided in the Registration Checklist previously.

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[Proof of Payment](#)

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)

Figure 11: Section B. Upload Document

- xiii. Click on the button and candidates select the file that needs to be uploaded. Next, click on the button and the [View Uploaded Document](#) blue link will appear. Next, candidates are required to perform the same steps as above.
- xiv. After clicking on the button at the passport-sized photo section, an Offer of Acceptance display will appear as in Figure 12 below: -

Online Registration

A. Proof of Registration Fee Payment

Payment Receipt no.*

Amount of Payment *

Date of Payment *

Proof of Payment* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[Proof of Payment](#)

B. Uploads Document

Photo of MYKAD/I.C.* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Verified Certificate of SPM/APEL/Others* No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Passport Sized Photo* No file chosen
(Only *.jpeg, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

Medical Checkup Form No file chosen
(Only *.pdf, *.docx, *.doc, *.jpg format files are allowed to upload. Maximum size 15MB)
[View Uploaded Document](#)

C. Acceptance Of Offer

I hereby confirm that I agree to attend the programme of study as mentioned above and I will abide by all rules and regulations as governed by the management of UMCCed throughout the duration of my studies.

I understand that if I withdraw or apply for a change of programme within the duration of study, UMCCed has the right to charge the fee for courses that have been subject to the fee refund policy as determined. I will also comply with the rules and policies of study specified by UMCCed from time to time. UMCCed also has the right to postpone or cancel an intake, if the total number of students is less than the minimum target or other valid reasons.

I agree that UMCCed has the right to **WITHDRAW OR TERMINATE THIS OFFER** if the information and/or statements given by me in this application are false. I agree that UMCCed has the right to terminate my studies, at any time, without assigning any reason.

I NORIDAYU BINTI MOHD SHAH (██████████) declare that the information given for this application is true and correct.

Figure 12: Section C. Acceptance of Offer

*** Although the ‘Medical Checkup Form’ is not compulsory to be uploaded, it is **HIGHLY ENCOURAGED** to assist in the online registration process.

- xv. In Section C, applicants are required to tick (✓) to acknowledge receiving the entry offer.

- xvi. Click on the 'Submit' button and the notification message will appear as in Figure 13 below: -

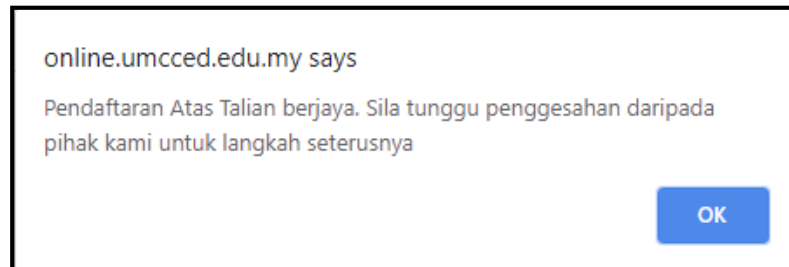


Figure 13: Notification Message

- xvii. The Registration Information screen will appear again and the notification message will appear as in Figure 14 below: -

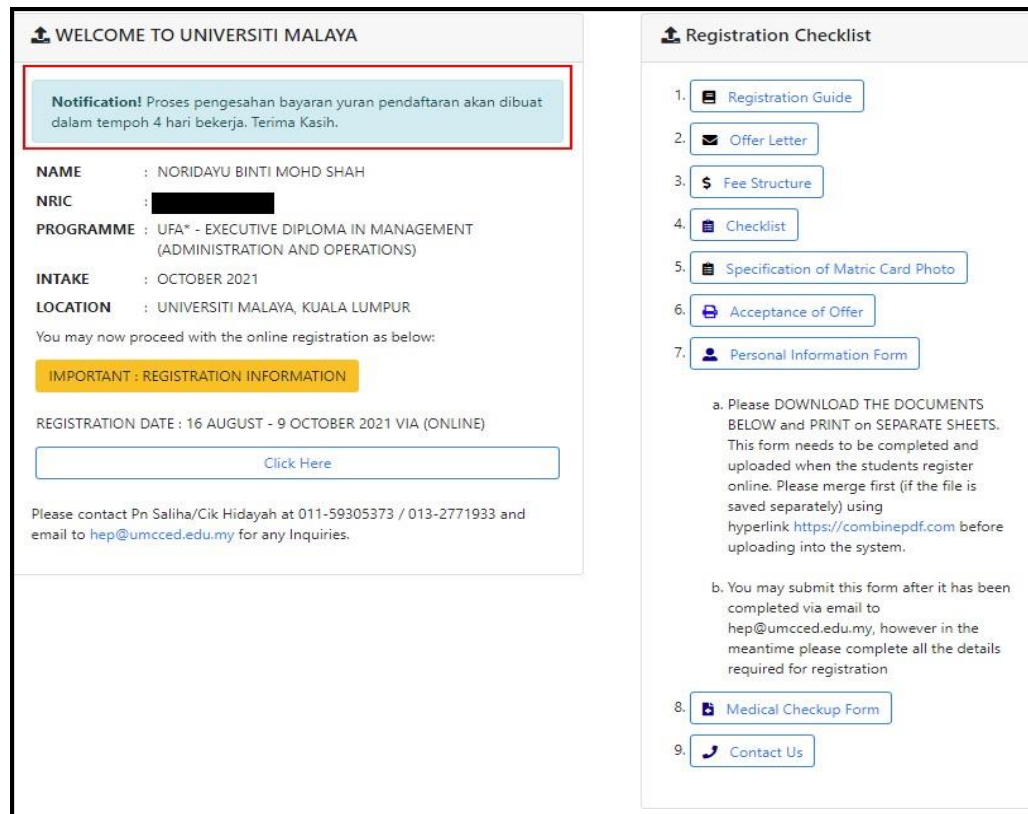


Figure 14: Notification Message on the Registration Information Screen

9. Candidates will receive an Email and SMS notification when the registration fee payment confirmation has been successfully verified online.

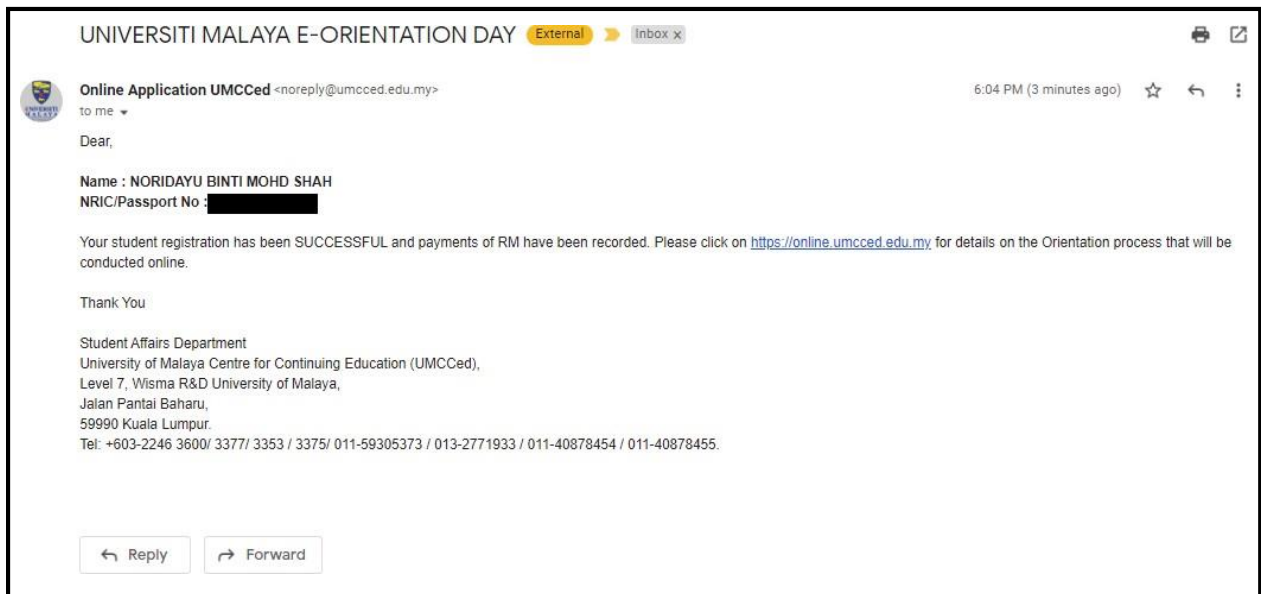


Figure 15: Email Notification

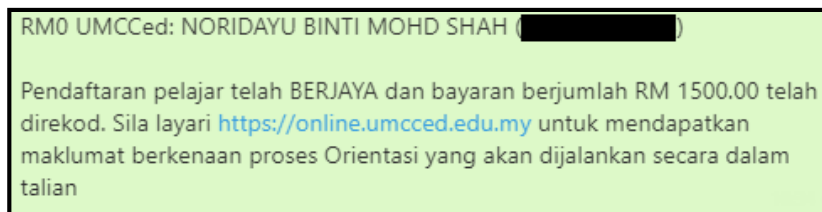


Figure 16: SMS Notification

10. The **PENTING : MAKLUMAT PENDAFTARAN TERKINI** button will also display the Latest Registration Information popup screen as in Figure 5 above.
11. Applicants are required to log in to the website again as stated in the email notification to receive further information regarding the online orientation process.

SELAMAT DATANG KE UNIVERSITI MALAYA

NAMA : NORIDAYU BINTI MOHD SHAH
NO KAD PENGENALAN : ██████████
NO MATRIK : ██████████
PROGRAM : UFA* - DIPLOMA EKSEKUTIF PENGURUSAN (PENTADBIRAN DAN OPERASI)
SESI : OKTOBER 2021
LOKASI : UNIVERSITI MALAYA, KUALA LUMPUR

E-ORIENTASI DIPLOMA EKSEKUTIF AMBILAN OKTOBER 2021

Informasi Hari Orientasi UMCCed

Program	Tarikh	Masa	Tempat
Pendaftaran	16 Ogos – 9 Oktober 2021	9.00 pagi	Pendaftaran secara <i>online</i>
Orientasi (sekali sahaja)	16 – 24 Oktober 2021		Orientasi secara <i>online</i>
Pengesahan Maklumat Pelajar & Pendaftaran Kursus	23 – 31 Oktober 2021		1. Sila baca Manual Online Registration 2. Rujuk Jadual Kelas (Ambilan Oktober 2021) untuk kenalpasti kursus-kursus yang perlu didaftar 3. Log masuk Pendaftaran Kursus
Kelas Bermula	23 & 24 Oktober 2021		1. Sila baca Panduan UMCCed Mail 2. Log masuk UMCCed Mail 3. Sila baca panduan UMSeLF 4. Log masuk UMSeLF

Apakah Hari Orientasi?

Siapa yang mesti hadir?

Senarai Dokumen

1. [Surat Tawaran](#)
Sila cetak Surat Tawaran Baharu yang telah dikemaskini.
2. [Jadual Yuran](#)
3. [Senarai Semak](#)
4. [Borang Penerimaan Tawaran](#)
5. [Borang Maklumat Peribadi](#)
6. [Borang Pemeriksaan Kesihatan](#)
7. [Nombor untuk dihubungi](#)

Figure 17: Online Orientation Information