

TATACARA PROSES SETUJU TERIMA

1. Log in into Online Application at <https://portal.utem.edu.my/PostGraduate/defaultNew.aspx>

The screenshot shows the login interface for the Centre For Graduate Studies Online Application. At the top, there are logos for the Malaysian government and UTeM (Universiti Teknikal Malaysia Melaka). The main heading is "Centre For Graduate Studies Online Application". Below this is a navigation bar with buttons for LOGIN, NEW USER REGISTRATION, PPS HOMEPAGE, APPLICATION REQUIREMENTS, USER GUIDE, and USER MANUAL. The login form itself is centered and includes fields for "Passport No. / IC No / Agent Code" and "Password". There are buttons for "Login", "Reset", and "Change Password". A link for "Forgot Password" is also present, with a note that login information will be sent to the registered email address. A message at the bottom of the form states: "This application has pop-up windows. Please turn off your pop-up blocker. If you allow Google Chrome to save your password, you will automatically be signed in to this website using the stored password". At the very bottom of the page, contact information for the Centre For Graduate Studies is provided, including the address, phone number, and fax number.

FOR REGISTERED USERS ONLY
UNREGISTERED USER PLEASE CLICK NEW USER REGISTRATION TAB

Passport No. / IC No / Agent Code :

Password :

[Login](#) [Reset](#) [Change Password](#)

[Forgot Password](#)
(The login information will be sent to your registered email address)

For new account, please click New User Registration

**This application has pop-up windows.
Please turn off your pop-up blocker.**

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Centre For Graduate Studies
Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia
Phone: +606-270 2751/2794/2797 Fax: +606-270 1051
Best viewed using Google Chrome

2. Select your response

PERSONAL QUALIFICATION QUALIFICATION EXPERIENCE APPLIED UPLOAD PAYMENT REFEREE NEXT OF KIN SUBMIT CHECK

[Home Admin](#) Welcome : OSMAN BIN ATIQUE / [Sign Out](#)

PROGRAMME OFFERED
USER GUIDE
APPLICATION REQUIREMENTS

APPLICATION STATUS CHECK

Incomplete → In Process → Successful / Unsuccessful

Submission Date : 31/05/2020

Your application is Successful.

Congratulation and welcome to UTeM!

We delighted to have you join us at Universiti Teknikal Malaysia Melaka to become a POSTGRADUATE STUDENT
Please carefully read all pages of the Offer Letter and notify us your acceptance within two (2) weeks.
Look forward to seeing you at UTeM!

Submit Your Admission Reponse Online

Response

If you do not see the option to accept or reject your offer, then you should contact the Centre of Graduate Studies to find out how to inform us of your decision.

Centre For Graduate Studies
Universiti Teknikal Malaysia Melaka, Hang Tuah Jaya, 76100 Durian Tunggal, Melaka, Malaysia
Phone: +606-270 2794/2797 Fax: +606-270 1051
Best viewed using Internet Explorer with the resolution of 1280 x 800

3. Upload your EMGS document(s) and HDF Form (For International Students Only)

The screenshot displays the 'Centre For Graduate Studies Online Application' interface. At the top, there are navigation buttons for 'DOCUMENT UPLOAD', 'VIEW & SUBMIT', and 'STATUS CHECK'. A user is logged in as 'OSMAN BIN ATIQUE'. The main content area shows an 'APPLICATION STATUS CHECK' progress bar with three stages: 'Incomplete', 'In Process', and 'Successful / Unsuccessful'. The 'In Process' stage is currently active, with a submission date of 31/05/2020. Below the progress bar, a message states 'Your application is Successful. Congratulations and welcome to UTeM!'. A congratulatory message follows, welcoming the user to UTeM and asking them to read the Offer Letter and notify acceptance within two weeks. Below this, there is a 'Submit Your Admission Response Online' section with a dropdown menu set to 'ACCEPT'. At the bottom, a table is highlighted with a red border, containing two rows for document uploads: 'EMGS' and 'HDF'. Each row has a 'Choose File' button, an 'Upload' button, and a 'FILE NAME' column. A 'Submit' button is located below the table.

Centre For Graduate Studies Online Application

Welcome : OSMAN BIN ATIQUE / Sign Out

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Submit Your Admission Response Online

Response: ACCEPT

No.	SUPPORTING DOCUMENT	FILE NAME
1	EMGS	
2	HDF	

Submit