REGISTRATION GUIDELINE
(COMMERCIAL PROGRAMME)

PREPARATORY CENTRE FOR SCIENCE AND TECHNOLOGY

PREPARATORY CENTRE FOR SCIENCE AND TECHNOLOGY,
Universiti Malaysia Sabah,
Jalan UMS, 88400, Kota Kinabalu, Sabah, Malaysia
Tel: (+6088) 320000 ext. 613611 | Email: pejppst@ums.edu.my
**WARNING**

Students who are found to provide false/incorrect information as well as information manipulation in relation to:

- Malaysian Citizenship, Malay Race, Sabah/Sarawak Bumiputera status
- Exam results in admission application form

Will be taken action with:

- Retraction of Offer Letter, and
- Charged with legal action
- All information will be checked in detail on the day of registration.

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**STERN REMINDER**

AN ADDICT, A TRAFFICKER OR ANYONE INVOLVED WITH ANY DRUG ABUSE ACTIVITIES, WILL NOT BE QUALIFIED TO REGISTER AS STUDENT AT THE UNIVERSITI MALAYSIA SABAH
BACKGROUND OF THE PREPARATORY CENTRE OF SCIENCE AND TECHNOLOGY, UMS

- Vision
- Mission

INFORMATION ON STUDY PROGRAMMES OFFERED AT THE PREPARATORY CENTRE FOR SCIENCE AND TECHNOLOGY, UMS

GENERAL FACILITIES AVAILABLE ON CAMPUS

- Provision of Bus Transportation
- Health Centre
- Library
- ICT Services
- Other Facilities

REGISTRATION GUIDELINES

- Admission Package Offer to UMS
- Actions to be taken by Candidates
  - After Receiving Offer
  - Letter of Offer
- Terms of Admission Offer to UMS
- In Compliance with Regulations
- Retraction of Offer

PRIOR TO REGISTRATION DAY PREPARATION

- To complete all forms attached in the Admission Handbook
- Fees Structure for the Foundation of Science Programme, Preparatory Centre of Science and Technology
- To prepare enough money to purchase Texts and Lab Manual Book, as well as the fees for the MALAYSIAN UNIVERSITY ENGLISH TEST (MUET)
- To carried out at policlinic UMS
- To prepare passport sized photographs
- Personal Needs

ON THE DAY OF REGISTRATION

- Documents required when registering as a UMS student
  - Original Documents
  - Copies of Documents
  - To prepare enough money to purchase Texts and Lab Manual Book, as well as the fees for the MALAYSIAN UNIVERSITY ENGLISH TEST (MUET)
- Personal Appearance on Registration Day

DAY AFTER REGISTRATION

- Students Orientation Week Programme

CHECKLIST

GENERAL INFORMATION
FREQUENTLY ASKED QUESTIONS
BACKGROUND

The Preparatory Centre for Science and Technology was established on January 25, 2010. The centre offers a Foundation in Science Programme. The aim of the course is to equip students with a strong foundation and deep interest in the Science studies to pursue a Bachelor Degree in University Malaysia Sabah.

VISION

The Preparatory Centre for Science and Technology is committed to being the epicentre of learning excellence for undergraduate programmes based on the teaching and learning methodologies in combining both practical and theoretical foundation towards a sustainable and established science and technological developments.

MISSION

The Preparatory Centre for Science and Technology is dedicated to prepare the students for undergraduate programmes through quality teaching and learning process whilst at the same time inculcating noble values towards academic excellence balanced with ethical responsibilities.
THE STUDY SYSTEM

Students must adhere to a minimum of 50 course credits or as determined by the Senate to qualify for a foundation certificate. The Academic Calendar for the UMS Foundation Programme is divided into two (2) semesters. Students must attend foundation programs of not less than two (2) semesters and not more than four (4) semesters calculated from the date of registration at the Centre.
PROVISION OF BUS TRANSPORTATION

UMS provides the convenience of a roundtrip bus transportation to facilitate students to their respective Schools / Centres that operate during college hours beginning from 6.00 am to 10.00 pm. The facilities are available from the hostel to the academic / school blocks, the library and nearby areas such as Taman Indah Permai and Taman Kingfisher. Students are required to present a student card when boarding the university buses.

HEALTH CENTRE

Students are allowed to utilise medical facilities provided as follows:

- Appointed Panel of Clinics available nearest to the campus.
- Residents Health Centre situated in the campus itself.

LIBRARY

Cumulative materials in UMS Library are at the roundabouts of 421,938 monograph manuscripts, 68,339 e-journals titles, 28 electronic databases, 15,236 e-books titles and 4,565 titles of media materials in various fields. In addition, the library also provides services and facilities such as;

**Services**

- Loan, Return and Reservation Services.
- Inter Libraries Loan Services (PAP) and Documents Supply Services (PPD)
- Reference and Information Services
- Commercial Database, E-Journals and E-Books Services
- Serial Publications Services
- Special Collections (Prime, Nobel Laureate, Aseana and Children) Services
- Customer Services
- Reproduction Services
- Multimedia dan ICT Services
- Literacy Information Classes

**Facilities**

- Auditorium
- Show Room
- Training Room
- Multimedia Room
- Seminar Room
- Music Room
- Cubical Rooms
- 24 Hours Rooms
- Secure Locker
- Prayer Room
- Suggestions Box dan E- Complaint
- Online Public Catalogue (WebOPAC) via iPortal
- Wireless
- Computer
- Book Return Box
- Xpress OPAC
- Visitors Briefing, and
- Library Induction
## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SERVICES

<table>
<thead>
<tr>
<th>NO.</th>
<th>SERVICES INFORMATION</th>
<th>OPERATING HOURS</th>
<th>REFERENCE/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internet &amp; Wireless Network User Account Registration</td>
<td>MONDAY – THURSDAY</td>
<td>Forms are available at (JTMK Building, Technical Counter, Lower Floor)</td>
</tr>
<tr>
<td></td>
<td>Licensed Software Instillation (MS Office, SPSS, Visual Studio)</td>
<td>8.00 Am – 12.15 Pm</td>
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<tr>
<td></td>
<td>Video Conferencing Services</td>
<td>2.00 Pm – 4.15 Pm</td>
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</tr>
<tr>
<td>2</td>
<td>Teaching Tools Loan (ABM) Services</td>
<td>FRIDAY</td>
<td>Forms are available at JTMK Building, Lower Floor &amp; Respective Faculties.</td>
</tr>
<tr>
<td>3</td>
<td>Printing of Students Card</td>
<td>8.00 Am – 11.15 Am</td>
<td>Students Card Counter (JTMK)</td>
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<tr>
<td></td>
<td>E-Learning Services</td>
<td>2.30 Pm – 4.15 Pm</td>
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<tr>
<td>4</td>
<td></td>
<td>SATURDAY &amp; SUNDAY (CLOSED)</td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td>24 Hours (Online)</td>
<td><a href="http://smart2.ums.edu.my">http://smart2.ums.edu.my</a></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>8.30 Am – 10.00 Pm</td>
<td><a href="http://smp.ums.edu.my/asasi">http://smp.ums.edu.my/asasi</a></td>
</tr>
<tr>
<td>7</td>
<td>Students Information System (SMP)</td>
<td>8.30 AM – 6.00 Pm</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1 Megalab (Thin Client) Services</td>
<td>NORMAL DAYS</td>
<td>Ticket for the usage of 1 Megalab Service can be obtained at the Library, Lower Floor</td>
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<td>MONDAY – FRIDAY</td>
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<td>SATURDAY &amp; SUNDAY</td>
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<td>8.30 AM – 6.00 Pm</td>
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<td>SEMESTER BREAK</td>
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<td>MONDAY – FRIDAY</td>
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<td>8.30 Am – 5.00 Pm</td>
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<td>SATURDAY &amp; SUNDAY</td>
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<td>8.30 Am – 6.00 Pm</td>
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<td>REVISION WEEK</td>
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<td>MONDAY – FRIDAY</td>
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<td>SATURDAY &amp; SUNDAY</td>
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<td>8.30 Am – 6.00 Pm</td>
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**OTHER FACILITIES**

- Sports Complex which includes Gymnasium, Volleyball, Tennis, Netball and other courts
- Stadium
- Marching/Training Field
- Post Office
- ATM Machines (Maybank & Bank Rakyat)
- Residence Colleges
- Cafeteria
- Public Telephones
- Anjung Siswa Book Shop
- Cooperation (photocopying services and souveniers)
Registration Guidelines
ADMISSION OFFER PACKAGE TO THE PREPARATORY CENTRE FOR SCIENCE DAN TEKNOLOGY, UMS

Candidates have to ensure the received package contains the two following documents :-

1. Admission Handbook (Online) ~ (1 Copy)
2. Letter of Offer (Online) (1 Copy)

If you did not receive any of the above documents, please contact the Preparatory Centre for Science and Technology at the following telephone number: 088-320000 ext 613611/613602/613604 or visit the website http://bpa.ums.edu.my/semakanUMS

ACTION TO BE TAKEN BY CANDIDATES AFTER RECEIVING THE OFFER LETTER

Candidates shall respond to the acceptance or rejection of the offer form within three (3) days from the date of the offer letter. In the event that the Preparatory Center for Science and Technology do not receive any confirmation, students are deemed to have rejected the offer. For your information Preparatory Centre for Science and Technology, UMS will not send any REMINDER.

Note:
You are advised to make consentious decision by means of discussing with your parents whether to accept or reject the offer. Once the decision has been made it cannot be altered.

ADMISSION REQUISITES TO THE PREPARATORY CENTRE FOR SCIENCE AND TECHNOLOGY, UMS

1. The admission offer is subject to the following prescribed terms:
   i. Confirmation from the Senate of Universiti Malaysia Sabah.
   ii. Confirmation and approval from a Medical Doctor that the candidate is in good health to attend a course at the Preparatory Centre for Science and Technology, UMS.
   iii. There must be no inaccuracy about the minimum requirement obtained by the candidate and that the candidate must fulfill the special conditions of the program offered in order to be admitted into the Preparatory Centre for Science and Technology, UMS.
   iv. There must be no provision of false, wrong or any hidden information when applying to the Preparatory Centre for Science and Technology, UMS.

2. Upon registration completion as a student, it is MANDATORY for the candidate to:
   i. comply with the Federal and University Laws including Universities and University Colleges Act, Library Regulations, University Students Disciplinary Rules and other applicable Faculty / Centre;
   ii. always maintain the reputation of the University and protect the property and the convenience of facilities accorded from being damaged by anyone;
   iii. respect all University Officers;
   iv. adhere to University Residential Colleges Rules
   v. observe and comply with the Traffic Regulations and as the Federal Traffic Law as well as the University Safety Regulations;
   vi. participate in all academic activities, co-curriculum, community service and other related activities organised by the Preparatory Centre for Science and Technology, the University and Nation.
   vii. not getting involved with any activity that hinders the progress of the University;
   viii. adhering to Dressing Ethics of the University;
3. Students must report on the date as specified in the offer letter should they accept the offer. This offer is deemed to be invalid if the candidate fails to report on that date, unless the student has obtained prior permission to do so from the Management of the Preparatory Centre for Science and Technology, UMS.

4. It is mandatory for the students to undergo the Orientation Week Programme unless given a written permission to be exempted by the Management of the Preparatory Centre for Science and Technology, UMS;

5. The Preparatory Centre for Science and Technology Authorities, UMS reserves the right to withdraw the offer if the student is found to have breached the above conditions;

RETRACTION OF OFFER

1. The Preparatory Centre of Science and Technology Preparation, UMS reserves the right to withdraw the offer if the conditions set are not complied with and if the candidate submits false information / documents during the application / registration.

2. Candidates who fail to register as students on the set date and at the assigned venue of registration, the offer will then automatically be deemed as cancelled.

*please refer to the website [http://www.ums.edu.my/ppst](http://www.ums.edu.my/ppst) for further and updated information for the Registration Day Process and Orientation Week details as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENUE</th>
<th>AGENDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 June 2019 (Monday) 8.00am-4.30pm</td>
<td>New Students Registration for Residential Colleges (Preparatory Centre for Science and Technology Building, PPST UMS)</td>
<td>Admission Registration</td>
</tr>
<tr>
<td>17 June 2019 (Monday) 8.00am-4.30pm</td>
<td>BT1-BT5 Preparatory Centre for Science and Technology Building (PPST) UMS</td>
<td>Programme Registration</td>
</tr>
<tr>
<td>18 - 20 June 2019 (Tuesday - Thursday) (starting at 8.30am to 10.00pm)</td>
<td>BT1-BT5 Preparatory Centre for Science and Technology Building (PPST), UMS</td>
<td>Orientation Week (MSM)</td>
</tr>
</tbody>
</table>
Prior to Registration Day
Preparation
Should the candidate agrees to accept this offer, then the candidate shall;

1. Complete all the forms included in the Entry Handbook to be brought together on the Registration Day;
   - UMS/AKAD 01 Confirmation Form of Acceptance/Rejection of Offer
   - Letter of Offer (Academic Copy)
   - SPM / O-level / UEC Certificate Copies
   - One (1) passport sized photograph for students file
   - UMS/HEP02 I Pledge : Dressing Ethics
   - UMS/HEP/03 I Declare
   - Medical Check-up Report Form (*One passport sized photograph is to be attached)

2. Fees Structure for Foundation of Science Programme, Preparatory Centre for Science and Technology

   a) Fee Schedule for Foundation of Science Programme, 2 Semesters, 2019/2020 session:

   **FEE STRUCTURE FOR FOUNDATION OF SCIENCE (MALAYSIAN)**

<table>
<thead>
<tr>
<th>STUDY FEES</th>
<th>QTY</th>
<th>REGISTRATION FEES (PAYABLE ONLY ONCE BY EVERY LOCAL STUDENT)</th>
<th>AMOUNT (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Registration Fees</td>
<td>700.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Personal Deposit (Refundable)</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1,700.00</strong></td>
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<thead>
<tr>
<th>BIL.</th>
<th>PAYABLE EVERY SEMESTER</th>
<th>AMOUNT (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition Fees Per Semester (RM180.00 X 25 Credit Hour)</td>
<td>4,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Bench Fee (RM200.00 X 3 Subject)</td>
<td>600.00</td>
</tr>
<tr>
<td>3</td>
<td>Student Activities (Plus Transportation Fee)</td>
<td>450.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>5,550.00</strong></td>
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<tr>
<td></td>
<td><strong>OVERALL TOTAL</strong></td>
<td><strong>12,800.00</strong></td>
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</tbody>
</table>

   **FEE STRUCTURE FOR FOUNDATION OF SCIENCE (INTERNATIONAL)**

<table>
<thead>
<tr>
<th>STUDY FEES</th>
<th>QTY</th>
<th>REGISTRATION FEES (PAYABLE ONLY ONCE BY EVERY INTERNATIONAL STUDENT)</th>
<th>AMOUNT (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Registration Fees</td>
<td>700.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>International Students Bond &amp; Personal Deposit (Refundable)</td>
<td>2,000.00</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>International Office Fee (Visa, Insurance, Medical check-up &amp; Agency Fee)</td>
<td>2,500.00</td>
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<tr>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>5,200.00</strong></td>
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<table>
<thead>
<tr>
<th>QTY</th>
<th>PAYABLE EVERY SEMESTER</th>
<th>AMOUNT (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuition Fees Per Semester (RM200.00 X 25 Credit Hour)</td>
<td>6,250.00</td>
</tr>
<tr>
<td>2</td>
<td>Bench Fee (RM200.00 X 3 Subject)</td>
<td>600.00</td>
</tr>
<tr>
<td>3</td>
<td>Student Activities (Plus Transportation Fee)</td>
<td>450.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>7,300.00</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OVERALL TOTAL</strong></td>
<td><strong>19,800.00</strong></td>
</tr>
</tbody>
</table>

   *Total fees excluding hostel RM665 (Malaysian) and RM1,835.00 (INTERNATIONAL) per semester.
   *Application Fee RM150.00 need to be submitted with application form.

b) Overall fee schedule by semester:
Local Students:

<table>
<thead>
<tr>
<th>Fee Charges</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fees for Semester 1</td>
<td>7,400.00</td>
</tr>
<tr>
<td>Total Fees for Semester 2</td>
<td>5,550.00</td>
</tr>
<tr>
<td>Overall Total</td>
<td>12,800.00</td>
</tr>
</tbody>
</table>

International Students:

<table>
<thead>
<tr>
<th>Fee Charges</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fees for Semester 1</td>
<td>12,500.00</td>
</tr>
<tr>
<td>Total Fees for Semester 2</td>
<td>7,300.00</td>
</tr>
<tr>
<td>Overall Total</td>
<td>19,800.00</td>
</tr>
</tbody>
</table>

c) List of books for 2 semesters

<table>
<thead>
<tr>
<th>Texts Books/Course</th>
<th>Amount (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Physics</td>
<td></td>
</tr>
<tr>
<td>2. Chemistry</td>
<td></td>
</tr>
<tr>
<td>3. Biology</td>
<td></td>
</tr>
<tr>
<td>4. Mathematics</td>
<td></td>
</tr>
<tr>
<td>5. English Language</td>
<td>600.00</td>
</tr>
<tr>
<td>6. Lab Manuals</td>
<td></td>
</tr>
</tbody>
</table>

REMINDER: Payment for Text Books MUST be made on the registration day itself on 17 June 2019

d) STUDY FEES PAYMENT METHOD

Local Students

- Payment at Bank Islam Malaysia Berhad through:
  i. ATM (Automatic Teller Machine) for Bank Islam Account Holders only at any Bank Islam branches throughout Malaysia.
  ii. Internet Banking for Bank Islam account holders only.
  iii. Bank Counters at any Bank Islam branches throughout Malaysia.

- Payment can also be performed through:
  i. FPX Services (Financial Process eXpress) for Bank Islam, Maybank, CIMB, RHB, Public Bank & Hong Leong Bank account Holders.
  ii. Credit/Debit Cards (Visa dan Mastercard) for payments at the Treasurer Counter, UMS only.
  iii. Cheques and Bank Drafts (payment to be made under the name of UNIVERSITI MALAYSIA SABAH in RINGGIT MALAYSIA only) using only local banks in Malaysia only.
International Students

- Payment can be made through:
  i. Study Fees payment can be made at the Treasurer Counter, UMS only.
  ii. Cheque or Bank Drafts (payment to be made under the name of UNIVERSITI MALAYSIA SABAH in Ringgit Malaysia only) using the local banks in Malaysia only.

**e) BANK ISLAM ACCOUNTS**

- Bank Islam accounts can be opened on the Registration Day for free. No deposit will be required.
- Students are ENCOURAGED to open an account at Bank Islam to facilitate tuition fees payments through:
  i. Money Transfer and Bill Payments via ATM (Automatic Teller Machine)
  ii. Money Transfer via Internet Banking
- Students who have opened an account with Bank Islam Malaysia Berhad or other banks are required to update their bank account information in the e-Registration by providing their ACCOUNT NUMBER and BANK NAME to facilitate any repayment arrangements to the students during their residence at the university.

4. Medical Health Examination

You will required to under a medical health examination at teh polyclinic UMS with a fee of RM60 after MSM week.

5. Photographs

You are required to prepare five (5) passport sized photographs as a preparation for the relevant related applications. Also please prepare a soft copy of your latest photograph in a "CD"(format jpg).

6. Personal Requirements

Preparation of Students Personal Requirements are as follows:

- Black shoes and collared White T-Shirts (mandatory for Male students) and black jilbab (mandatory for Muslim Female students) dan sports attire.
- White Long Sleeved Collared Shirts, dark coloured long pants and neckties (for Male students)
- White baju kurung, black sarong dan black jilbab (for Muslim Female students) or white coloured long sleeve blouse and a long black skirt (for non Muslim Female students)
- Praying Items/Prayer Mat (For Muslim students both male and female)

Nota: All daily requirements are available at UMS Cooperative or shops near UMS Campus.
On The Day Of Registration
1. DOCUMENTS THAT ARE REQUIRED FOR REGISTRATION.

Original Documents
During registration, students are required to bring together original documentations as per follows:-

1. **UMS/AKAD 01 Confirmation of Acceptance/Rejection of Offer Form**
2. Identity Card of Student/Father/Mother/Passport
3. Birth Certificate of Student/Father/Mother
4. SPM/O-Level Certificate / Unified Examination Certificate (UEC)
5. School Leaving Certificate
6. Copy of Salary Slip / Declaration of Parents Income
7. One (1) passport size photograph for Students File
8. **UMS/HEP/01 Oath**
9. **UMS/HEP/02 I Pledge: Dressing Ethics**
10. **UMS/HEP/03 I Pledge**
11. Medical Check-up Form (*Attached with one (1) passport sized photograph)
12. **BANK ISLAM Savings Passbook** (*For Local Students Only)
13. Visa (International Students)

Note:
- If the SPM Certificate is lost, you are required to get a copy of the certificate and it has to be issued by the Malaysian Examination Board.
- If the student/ father/ mother birth certificate is lost, you are required to get a Letter of Statutory Declaration from an accredited Commissioner of Oath.
- If the student/ father/ mother Identity Card is lost, you are required to bring a copy of the temporary identity card issued by the National Registration Department.

Copied Documents
During registration, students are required to bring copied documents as follows:

1. Copy of Student/ Father/Mother Identity Card
2. Copy of Student/ Father/ Mother Birth Certificate
3. Copy of SPM/O-level/UEC Certificate
4. School Leaving Certificate
5. Copy of Salary Slip/Income Statement of Father/Mother
6. Letter of Offer (Online Copy)
7. Front page copy of BANK ISLAM account passbook (Student)
8. Current pay slip of parents/guardian
9. Copy of Parents/Guardian Income Tax Statement
10. Letter of confirmation from the Penghulu/ Village Head/ JKKK Chairman/ District Officer / Government Officer Group A / State Representative in relation to for non-working parents/ guardian; employment and income of parents/ guardians.

**Note:**
- Copy of documents for items no. 3 to no. 10 must be authenticated by the Penghulu/ Village Head / JKKK Chairman/ District Officer / Group Government Officer A / State Representative.

2. PERSONAL APPEARANCE DURING REGISTRATION AND THROUGHOUT STUDY SESSION

a) Students should be neatly, cleanly, decently dressed and ensure to cover their “aurat” as their attire reflects the personality and image as students of the Preparatory Centre for Science and Technology.

b) Students are strictly **PROHIBITED** to dress in an INDECENT/ FLASHY/OUTRAGEOUS ATTIRE as listed below:
   - Wearing slippers
   - Wearing a skirt or short pants above the knee level.
   - Wearing a non-collared T-Shirt
   - Wearing a sleeveless shirt/t-shirt/blouse
   - Wearing a tight fitting long pants
   - Transparent/Thin Attire
(c) Wearing a jilbab that partially closes the face (PURDAH) is STRICTLY PROHIBITED as it makes it difficult for the authorities at The Preparatory Centre for Science and Technology and the University to recognised the students.

(d) For laboratory, sport and culture activities, students must comply with the enforced dressing ethics.

DRESSING ETHICS AT THE PREPARATORY CENTRE OF SCIENCE AND TECHNOLOGY, UMS:

Students are not allowed to wear jeans for lectures, libraries and during administrations relations in the office. Please practise to dress neatly and pleasantly mannered during all official activities in the campus (regular shirts, collared T-shirts, wearing proper shoes, long trousers, long skirts below the knee level) especially at public areas as in college halls, libraries, offices and dining halls. Male students are required to wear neckties on Monday to Friday and when attending official functions.

STUDENTS ARE REQUIRED TO OBSERVE DRESSING AND HAIRSTYLE ETHICS TO APPEAR NEAT AND MODEST AS FOLLOWS:

Official Attire for Men

Official Attire for Ladies

YOUR COOPERATION IN COMPLYING TO THE UMS REGULATIONS IS VERY MUCH APPRCIATED
After Registration Day
ORIENTATION WEEK (MSM)

It is MANDATORY for all new students to undergo the Orientation Week Programme (MSM) beginning from the date of registration. Any personal agenda/activities have to be carried out or postponed before or after the Orientation Week Programme.

To ensure the Orientation Week Programme for the new students progresses smoothly without any interruption, parents/guardians are "NOT ALLOWED" to meet or visit their child unless it’s an emergency.

ATTIRE DURING THE ORIENTATION WEEK

**Male**
- Must bring at least 2 pairs of formal long-sleeved shirts, neckties, collared white t-shirts, black shoes, 2 pairs of dark colored pants (black/dark blue) and 2 pairs of track pants for sports activities. For the Muslim students, please bring together Baju Melayu and a black songkok.

**Female**
- Must bring at least 2 pairs of baju kurung, black shoes, 2 pairs of track pants and dark colored thick long sleeved t-shirts. For the Muslim students, please bring together minimally one (1) black colored hijab.

Apart from the official attire for the Orientation Week Programme, students also need to bring clothings and other daily necessities such as pillows, pillow cases, bedsheets, pillow covers, personal hygiene needs and so on.
CHECKLIST
PRE REGISTRATION CHECKLIST

1. Medical Checkup at Policynic UMS.
2. Prepare 12 pieces of passport size photograph and a soft copy of the latest photograph in "CD" (jpg format).
3. Personal use items such as daily use requirement, study materials and books. Apart from those, pillow cases, bedsheets, attire and shoes for sports, shoes and formal clothings, praying items/prayer mat and etc.

CHECKLIST DURING REGISTRATION

Original Documents
During registration, a student is required produce original documents as per below:

1. Letter of Offer (will be given on the day of registration)
2. Identity Card of Student/Father/Mother/Passport
3. SPM / O-Level / Unified Examination Certificate (UEC) Certificates

Note:
• If the SPM Certificate is lost, you are required to get a copy of the certificate issued by the Malaysian Examination Board.
• If the student/ father/ mother birth certificate is lost, you are required to get a Letter of Statutory Declaration from accredited Commissioner of Oath
  If the student/ father/ mother Identity Card is lost, you are required to bring a copy of the temporary identity card issued by the National Registration Department

Please insert all documents in the Student File according to the arrangement below and submit at Form/Document Submission Counter

1. UMS/AKAD 01 Confirmation of Acceptance/Rejection of Offer Form
2. Letter of Offer (will be given on the day of registration)
3. One (1) passport size photograph for Students File
   • A validated copy of these documents and certificates below;
4. Copy of Student/Father/Mother Identity Card/Passport
5. Copy SPM / / O-Level / Unified Examination Certificate (UEC) Certificate
6. Copy of Front Page BANK ISLAM Pasbook/ Bank Draft (Fees)
7. PUMS/01 Library Membership Registration Form
8. UMS/HEP/01 PLEDGE/OATH
9. UMS/HEP/02 Student Medical Health Examination Form (*A passport size photograph to be attached)
10. UMS/HEP/03 Letter of Permission for Surgery
11. UMS/HEP/04 I PLEDGE : DRESSING ETHICS

Note:
Authentication for Identity card, Birth Certificate and other certificates is as stated previously.
General Information
UPON ARRIVAL INFORMATION

1. If using Land/Air Transportation
   Upon arrival at Terminal 1 (One) at the Kota Kinabalu International Airport:
   - Bus Service Counter will be provided for new students. *(Please refer list of forms. A valid e-mail address is MANDATORY to use UMS transportation services)*
   - UMS busses will be available at the terminal during current arrival hours as set. *(Refer: http://www.ums.edu.my/ppst)*
   - The UMS busses will only transport all students to the New Building, Preparatory Centre for Science and Technology, UMS as set by the Preparatory Centre for Science and Technology, UMS.
   - UMS Bus Services will be available on 17 June 2019 ONLY (MONDAY).
   - UMS Bus services will be available beginning from 8.30 am to 3.00 pm on 17 June 2019 (MONDAY).

Important Note:

*Please ensure that all important documents are not left behind/dropped/misplaced prior to being in or while in the Universiti Malaysia Sabah to avoid complications during the registration process at the Preparatory Centre for Science and Technology, UMS.*

- Please refer to the website http://www.ums.edu.my/ppst for further and updated information for the Registration Day and Orientation Week details as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENUE</th>
<th>AGENDA</th>
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</thead>
<tbody>
<tr>
<td>17 June 2019</td>
<td>New Students Registration for Residential Colleges</td>
<td>Admission Registration</td>
</tr>
<tr>
<td>(Monday) 8.00am-4.30pm</td>
<td>(Preparatory Centre for Science and Technology Building (PPST) UMS</td>
<td></td>
</tr>
<tr>
<td>17 June 2019</td>
<td>BT1-BT5 Preparatory Centre for Science and Technology Building (PPST) UMS</td>
<td>Programme Registration</td>
</tr>
<tr>
<td>(Monday) 8.00am-4.30pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 - 20 June 2019</td>
<td>BT1-BT5 Preparatory Centre for Science and Technology Building (PPST), UMS</td>
<td>Orientation Week (MSM)</td>
</tr>
<tr>
<td>(Tuesday - Thursday)</td>
<td>(starting at 8.30am to 10.00pm)</td>
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Students are required to report on the day, time and place specified in the offer letter. During the reporting process, students are required to take the following actions:

- To register at the Preparatory Centre for Science and Technology, UMS. *(Location map is attached)*
- Obtain the Orientation Week Programme agenda, attire and kit.
- Submission of information and forms that have been filled out as required.

Students are not encouraged to carry or keep excessive cash during registration. Please open an account at any nearby bank. It is mandatory to open a bank account at BANK ISLAM prior to the registration day.

For those arriving by air transportation, Universiti Malaysia Sabah has a counter available at the Kota Kinabalu International Airport for transportation to the campus. *(Please refer to the arrival information attachment at http://www.ums.edu.my/ppst).*
It is mandatory for the male students to wear a long-sleeved shirt with necktie while the female students to be attired in Baju Kurung/formal attire.

Frequently Asked Questions
**FREQUENTLY ASKED QUESTIONS**

<table>
<thead>
<tr>
<th>Q1:</th>
<th>Will I be required to bring together the original copy of my BANK ISLAM passbook?</th>
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</thead>
<tbody>
<tr>
<td>A1:</td>
<td>Yes, for the purpose of updating students data account in the student information system (SMP) portal.</td>
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<thead>
<tr>
<th>Q2:</th>
<th>Will I be able to register with documents that are not validated.</th>
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<tbody>
<tr>
<td>A2:</td>
<td>No, you will not be allowed to.</td>
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<tr>
<th>Q3:</th>
<th>What are the consequences if I do not register at the date of registration?</th>
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<tbody>
<tr>
<td>A3:</td>
<td>The admission offer will deemed as rejected/cancelled unless you submit a written appeal with reasonable/logical reasons and approval is obtained from the Preparatory Centre for Science and Technology, UMS. No appeal will be considered after the admission offer is canceled.</td>
</tr>
</tbody>
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<tr>
<th>Q4:</th>
<th>Is Deferred Registration for Admission to the Preparatory Centre for Science and Technology, UMS, allowed?</th>
</tr>
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<tbody>
<tr>
<td>A4:</td>
<td>The deferment/postponement of registration for one semester at the Preparatory Centre for Science and Technology, UMS is not permissible and the admission offer will be deemed as expired/cancelled. Candidates are not allowed to register on any other than the date of the prescribed offer. Other than that date, students need to get prior approval from the Director of the Preparatory Centre for Science and Technology, UMS.</td>
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<tr>
<th>Q5:</th>
<th>I am suffering from asthma, is there a medical facility available on every campus?</th>
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<tbody>
<tr>
<td>A5:</td>
<td>Yes, each campus is facilitated with a Panel Health Clinic which is headed by Medical Officers and trained nurses.</td>
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<tr>
<th>Q6:</th>
<th>Who is eligible for college residential facilities?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A6:</td>
<td>Residential Colleges are provided for students studying at the Preparatory Centre for Science and Technology, UMS, subject to prescribed conditions by the Student Affairs Department and it is COMPULSORY for students to stay at the Residential College provided.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Q7:</th>
<th>What should I bring with me on the day of registration?</th>
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<tbody>
<tr>
<td>A7:</td>
<td>You are required to bring your own pocket money/money to pay for your text books and lab manual as well as the MUET Fees as stated in the attached list with your Letter of Offer and sufficient money to purchase your daily requirement items, study materials and books. Apart from those, pillow and pillow cases, bedsheets, attire and shoes for sports, shoes and formal clothings, prayer items/prayer mat, pail, soap and etc.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Q8:</th>
<th>If I am late on the day of registration, where should I go to?</th>
</tr>
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<tbody>
<tr>
<td>A8:</td>
<td>You are advised to contact the Preparatory Centre for Science and Technology, UMS directly.</td>
</tr>
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</table>

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<thead>
<tr>
<th>Q9:</th>
<th>I have not done my medical health examination. Am I eligible to register?</th>
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<tbody>
<tr>
<td>A9:</td>
<td>Yes, you are given three (3) weeks to do so after your registration.</td>
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<thead>
<tr>
<th>Q10:</th>
<th>My family would like to send me on the day of registration. Where is the closest lodging to UMS for my family to stay?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10:</td>
<td>There are many available lodgings located near to UMS in Kota Kinabalu. Please visit the following website <a href="http://www.sabahtourism.com">http://www.sabahtourism.com</a></td>
</tr>
</tbody>
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<thead>
<tr>
<th>Q11:</th>
<th>As a new student, will I be allowed to drive/ride my own transportation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A11:</td>
<td>No, you are not allowed to do so.</td>
</tr>
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<thead>
<tr>
<th>Q12:</th>
<th>What is the proper dress ethics during registration?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A12:</td>
<td>Formal and pleasantly mannered attire as set out in the students dressing ethics guidelines.</td>
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<tr>
<th>Q13:</th>
<th>What is MSM?</th>
</tr>
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<tbody>
<tr>
<td>A13:</td>
<td>MSM is an Orientation Week Programme which is held to further strengthen relationship amongst students as well as to get to know the Prepartory Centre of Science and Technology, UMS.</td>
</tr>
</tbody>
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