GUIDELINE
FOR NEW STUDENTS
(POST REGISTRATION ACTIVITIES)
ACTIVITIES AFTER REGISTRATION

- Attend Class
- Activate Student Online System
- Update Student Information
- Submit Registration Documents
- Meeting Programme Coordinator
- Course Registration
- Credit Transfer (If eligible)
HOW TO ACTIVATE STUDENT ONLINE SYSTEM

Read and follow these instructions
POSTREGISTRATION ACTIVITIES

Student Declaration
Upload Registration Documents
Update Student Profile
Update Current Address

Course Registration
Credit Transfer
Class Timetable

Where: Student Portal
Registration Documents
Update Student Profile
Update Current Address

AOMD/CQI Series 2020
USERNAME : student ID number
*PASSWORD : password
  • Initially you will be given temporary password

NOTE: Temporary password and activation is available in the online Registration Page
https://online1.unikl.edu.my/studentRegistration/
Ahmad Zubair bin Awwam
63299221001
001010085431

Post-registration page
ECITIE Online ➔ Academic ➔ New student ➔ Post registration page

Full Offer Letter
Form D
Form D1
Fee Structure

Summary Status: 5/5 Completed

Part A - Student Declaration
1. Privacy Notification
I consent to the processing of my personal data (including sensitive personal data as defined in the Personal Data Protection Act 2020 (PDPA) 2020) of the University to assess my application, create an enrollment record on the student database, undertake reporting requirements. It will be accessed strictly for these purposes only and disclosed to the persons or institutions required. I also warrant that I have obtained all necessary consent from the third parties where I have my application.

2. Main Communication Channel
I understand that the University will communicate with me via my University email account for this account daily.

3. University Rules and Regulation Understanding
I have read, understood, appreciate, and will comply with all regulations stipulated.

Part B - Update Information
4. Updating of Student Profile
I certify that the information given is correct to the best of my knowledge. In case of change in personal or contact details (via self-service) as soon as possible, information and documents provided to UniKL are found to be incorrect.

5. Upload Registration Documents
For local student, original form D/01/1/2023 must be submitted.

Refer Checklist in the Registration Guideline

Academic: CQI2021/amz
5/10/2021

Student Declaration
Upload Registration Documents
Update Student Profile

5/10/2021
### Upload Registration Documents

**Three available action buttons:**
- **BACK** if you have not ready with the documents and will update later.
- **Save and Update Later** if you have uploaded several documents and decided to continue later or **Update and Submit** if you have completed uploading all documents.

#### Table of Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Document Description</th>
<th>Upload File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Offer Letter</td>
<td>52101121055_01.pdf</td>
</tr>
<tr>
<td>2</td>
<td>Student Identity Card (front &amp; back)</td>
<td>52101121052_01.pdf</td>
</tr>
<tr>
<td>3</td>
<td>Student Birth Certificate</td>
<td>52101121052_Birth.pdf</td>
</tr>
<tr>
<td>4</td>
<td>Father Identity Card (front &amp; back)</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>5</td>
<td>Mother Identity Card (front &amp; back)</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>6</td>
<td>Result for SPM / O Level / equivalents</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>7</td>
<td>Scroll - for Certificate Level</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>8</td>
<td>Result Sijil Transcripts for Certificate</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>9</td>
<td>Form C: Medical Examination Report</td>
<td>52101121052_Medical.pdf</td>
</tr>
<tr>
<td>10</td>
<td>Form D: Surat Permatais Penyajian</td>
<td><em>BROWSER: No file selected.</em></td>
</tr>
<tr>
<td>11</td>
<td>Study Completion Letter (for students who have not received Scroll for Certificate level)</td>
<td>52101121052_SCL.pdf</td>
</tr>
</tbody>
</table>
UPDATE CURRENT ADDRESS
CREDIT TRANSFER

(applicable to eligible students)
CREDIT TRANSFER ELIGIBILITY
TWO CATEGORIES: VERTICAL VS HORIZONTAL

Student #1, #3
No CT

Students #1, #3
No CT

Student #2
Eligible for CT

Entry: SPM

STPM

Student #5
Not Eligible for CT

Bachelor
(Example 4 year-programme)

Student #4
Eligible for CT

Diploma

Conditions for the course:
- From accredited programme
- Same or greater credit value
- Min. similarity 80%
- Min. grade is C

When to Apply:
- During the first semester of admission

Required Documents:
- Transcript
- Syllabus/course description

He Quit study from Diploma after Sem 3 with passed 35 credits

STPM

Entry: SPM

Horizontal Credit Transfer
Example Student #3 (Diploma to Diploma):
- Approved credits: 20 (1 semester)
- Balance Semester to complete: 5 (2 ½ yrs)

Student #4
Eligible for CT

Diploma

Vertical Credit Transfer
Example Student #2, #4: (Diploma to Bachelor)
- Approved credits: 40 (2 semesters)
- Balance Semester to complete: 6 (3 years)

Student #2
Eligible for CT

SPM

CREDIT TRANSFER ELIGIBILITY
TWO CATEGORIES: VERTICAL VS HORIZONTAL

Note
CT – Apply for Credit Transfer

AcMD/CQI Series 2020
How to Apply for Credit Transfer

Method #1

Where to get the application form?
1. From AcSS
2. From Programme Coordinator
3. Download from Sharepoint (via Student Portal)
4. Download from website (Academic Information)

Student prepares documents

Student submits application to Programme Coordinator

Programme Coordinator processes

AcSS Updates in ECITIE

Student views approved courses via Student Portal

Student Registers at UniKL
HOW TO APPLY FOR CREDIT TRANSFER

METHOD#2

Where to get the application form?
1- from AcSS
2- from Programme Coordinator
3- Download from Sharepoint (via Student Portal)
4- Download from website (Academic Information)
COURSE REGISTRATION & CLASS TIMETABLE
Normally, courses will be pre-registered for new students.
THANK YOU

Contact Us
Academic Management Division
Universiti Kuala Lumpur
1016 Jalan Sultan Ismail
50250 Kuala Lumpur
Email: acmd2@unikl.edu.my