INSTITUTE OF POSTGRADUATE STUDIES

UNIVERSITI SAINS MALAYSIA

## APPLICATION FORM TO ADD/DROP COURSE(S)

**Student's Details:**

Full Name:

Passport/ IC No.:

Student ID.:

School/ Centre/ Institute.: _____

Programme: _____

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### COURSES TO BE ADDED

| Course Code | Unit | Type | School's Endorsement | Date |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Total number of units registered: _____ Units*

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### COURSES TO BE DROPPED

| Course Code | Unit | Type | School's Endorsement | Date |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Total number of units registered after dropping of courses: _____ Units*

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Notes :

1. Starting Week-3 (7 April 2025)
   Course **adding**, student will be **charged RM50/USD12.5 per application (Penalty)** without any valid reason.
   Course **dropping** within this period, FEES ARE NOT REFUNDABLE/ CARRY FORWARD.
2. Starting Week-4 (14 April 2025), adding /dropping of subject (s) has to be endorsed by Deputy Vice Chancellors Academic and International.
3. It is your responsibility to check whether your courses have been updated and the examination slip coincides with the remaining units and courses
   *Fees Regulation: Courses dropped during week 1 & 2 :- Eligible for fee credit. Fees are not refundable or credited after the Week-2*
4. **Registration for Malaysian Culture & Malay Language course (LKM111) & Reseach Methodology course is NOT ALLOWED AFTER 6 APRIL 2025.**

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**IPS Confirmation:**
Student Name:
Date Received:
Received by:

IPS Stamp

**PROCESS FLOW FOR ADD / DROP COURSE**

Start

Student fill in the form

School/Centre/Institute endorsed the application

Student make payment by contacting Bursary
Department in each campus
(if requires extra payment)

Main Campus: ukpbendahari@usm.my
Engineering Campus: pelajar_eng@usm.my
Health Campus: postgradkck@usm.my

Student submit the completed form to IPS **WITH
RECEIPT/ PROOF OF PAYMENT**

Main Campus: mwzafran@usm.my
Engineering Campus: bpa.eng@usm.my
Health Campus: shahieda@usm.my

IPS (Main/Health/ Engineering) register the course(s)

End