

GRADUATE SCHOOL	Graduate Degree by Research <b>Guide to Submission of Online Application Form</b>			
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**IMPORTANT:** For admission requirements, please first refer to the Basic Information on Graduate Programmes by Research document at [https://www.newera.edu.my/gs\\_applicant.php](https://www.newera.edu.my/gs_applicant.php).

Action	Instruction
Step 1	Please fill in Part 1 to 5 of the online application form available at <a href="https://sys.newera.edu.my/gs/studentportal">https://sys.newera.edu.my/gs/studentportal</a> .
Step 2	<p>At Part 6 of the online application form, please upload the following documents in JPG / PDF format :</p> <p><b>A. For Malaysian Applicants</b></p> <ol style="list-style-type: none"> <li>1. A recent passport sized photograph (with white background).</li> <li>2. Photocopy of NRIC (both sides).</li> <li>3. Transcripts and certificates             <ol style="list-style-type: none"> <li>(i) For MA applicants:                 <ul style="list-style-type: none"> <li>• Certified photocopy of first-degree certificate of studies previously undertaken.</li> <li>• Certified photocopy of examination transcript with CGPA of 2.75 or equivalent (if available).</li> </ul> </li> <li>(ii) For PhD applicants:                 <ul style="list-style-type: none"> <li>• Certified photocopy of first and second-degree certificates of studies previously undertaken.</li> </ul> </li> </ol> </li> <li>4. Proof of Payment (refer to Step 3 below).</li> </ol> <p><b>B. For International Applicants</b></p> <ol style="list-style-type: none"> <li>1. A recent passport sized photograph (with white background).</li> <li>2. A copy of the following pages of your passport.             <ol style="list-style-type: none"> <li>(i) Passport data page (bio-data page which shows your face, name, etc.)</li> <li>(ii) All pages with Visa information. Recommended passport validity duration is 12 months</li> <li>(iii) Observation page (showing any extensions, clarifications of name, and previous passport numbers)</li> <li>(iv) Special Pass or Exit Stamp (if applicable)</li> </ol> <p><i>Note: Students originating from Libya, Iran, Iraq, Somalia, Sudan, Syria and Yemen must provide a copy of ALL passport pages.</i></p> </li> <li>3. Transcripts and certificates             <ol style="list-style-type: none"> <li>(i) For MA applicants:                 <ul style="list-style-type: none"> <li>• Certified photocopy of first-degree certificate of studies previously undertaken.</li> <li>• Certified photocopy of examination transcript with CGPA of 2.75 or equivalent (if available).</li> </ul> </li> <li>(ii) For PhD applicants:                 <ul style="list-style-type: none"> <li>• Certified photocopy of first and second-degree certificates of studies previously undertaken.</li> </ul> </li> </ol> <p><i>Note: Translation of Certificates</i>  <i>Documents not in English or Malay in support of your application must be accompanied by a full translation into English.</i>  <i>The translation must contain:</i></p> <ol style="list-style-type: none"> <li>(i) Confirmation from the translator or translation company that it is an accurate translation of</li> </ol> </li> </ol>

- the original document;*
- (ii) The date of the translation;*
- (iii) The full name and signature of the translator or of an authorised official of the translation company; and the translator of the translation company's contact details.*
- 4. IELTS, TOEFL or equivalent language proficiency certificates.
- 5. Proof of Payment (refer to Step 3 below).
- 6. Other supporting documents or portfolio.

Step 3 Please pay a non-refundable processing fee of RM200 (or its equivalent in USD currency rate) via one of the methods below:

**A. For Malaysian applicants**

Please use either one of the methods below:

1. FPX payment in online application form: <https://sys.newera.edu.my/gs/studentportal>
2. Payment via Bank Transfer, Online Bank Transfer, Cash Deposit etc. should be made to "NEW ERA EDU SDN BHD" (sees details and note 2 below).
3. Banker's cheque / Crossed cheque made payable to "NEW ERA EDU SDN BHD", no post-dated cheques are accepted.

**B. For International applicants**

Please use either one of the methods below:

1. Telegraphic Transfer (TT) to "NEW ERA EDU SDN BHD" (sees details and note 2 below).
2. Online Bank Transfer from a Malaysian Account (sees details and note 2 below).

<b>Beneficiary bank account details</b>	
Beneficiary	: NEW ERA EDU SDN BHD
Beneficiary's Address	: Blok B&C, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor Darul Ehsan, Malaysia
Bank Name	: OCBC BANK (MALAYSIA) BERHAD
Bank Branch	: Kajang Branch
Beneficiary A/c No.	: 706-109344-8
Bank Address	: 4&5, Jalan Raja Haroun, 43000 Kajang, Selangor Darul Ehsan, Malaysia
Swift Code	: OCBCMYKL

**Note:**

- 1. It is important to add the code for the programme applied in the reference column of the bank transfer form:**

<i>PhD in Chinese Studies</i>	<b>PDCS</b>
<i>PhD in ASEAN Studies</i>	<b>PDAS</b>
<i>Master of Arts (Chinese Studies)</i>	<b>MCS</b>
<i>Master of Arts in ASEAN Studies</i>	<b>MAS</b>

- 2. For payment other than by FPX, the payment slip with the reference code (see above) must be uploaded to the Home Page of the online application form as proof of payment, as well as emailed to the Coordinator, Graduate School.**
- 3. Cash payment is NOT acceptable.**

Step 4	<ol style="list-style-type: none"><li>1. Once the form has been completed and all supporting documents have been uploaded, kindly press the preview button to check that all information has been correctly entered.</li><li>2. When completed, please press the "Save &amp; Preview" and "Submit &amp; Proceed to Payment" button.</li><li>3. You can no longer edit your online application after pressing the "Submit and Proceed to Payment" button.</li><li>4. Your application will remain <b>INCOMPLETE AND UNPROCESSED</b> until all required documents have been received.</li></ol>
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**Note**

1. Save a summary of your Application Form in PDF format for your own reference.
2. The University has the right to withdraw the offer of a place to any applicant found to have been involved in any fraudulent transaction of the admission certificate.
3. Should the documents submitted for the application is found to have been forged or altered, the application shall be revoked and / or the student dismissed from the University.
4. For any inquiries regarding admission to NEUC Graduate School programmes, please contact **Ms. Thenmoly**, the **Coordinator of NEUC Graduate School**.
  - (i) Telephone : +603-8739 2770 Ext. 6201
  - (ii) Email : [gs@newera.edu.my](mailto:gs@newera.edu.my)