

GRADUATE SCHOOL	Graduate Degree by Research Application for Admission Checklist			
	CL-GS-R-APP	VERSION: 05	DATE: 09042019	PAGE NO: 3

IMPORTANT: For admission requirements, please first refer to the Basic Information on Graduate Programmes by Research document (PS-GS-R-BI) at https://www.newera.edu.my/gs_applicant.php

Action	Instruction
Step 1	Kindly complete the online application form (FM-GS-R-APP) at https://sys.newera.edu.my/gs/studentportal and continue with steps 2-4.
Step 2	<p>Please upload the following documents :</p> <p>A. For Malaysian Applicants</p> <ol style="list-style-type: none"> A recent passport sized photograph (with white background). Photocopy of NRIC (both sides). Transcripts and certificates <ol style="list-style-type: none"> For MA applicants: <ul style="list-style-type: none"> Certified photocopy of first degree certificate of studies previously undertaken. Certified photocopy of examination transcript with CGPA of 2.75 or equivalent. For PhD applicants: <ul style="list-style-type: none"> Certified photocopy of first and second degree certificates of studies previously undertaken. <p>B. For International Applicants</p> <ol style="list-style-type: none"> A recent passport sized photograph (with white background). A copy of the following pages of your passport. <ol style="list-style-type: none"> Passport data page (bio-data page which shows your face, name etc.) All pages with Visa information. Recommended passport validity duration is 12 months Observation page (showing any extensions, clarifications of name, and previous passport numbers) Special Pass or Exit Stamp (if applicable) <p><i>Note: Students originating from the Libya, Iran, Iraq, Somalia, Sudan, Syria, Yemen must provide a copy of ALL passport pages.</i></p> Transcripts and certificates <ol style="list-style-type: none"> For MA applicants: <ul style="list-style-type: none"> Certified photocopy of first degree certificate of studies previously undertaken. Certified photocopy of examination transcript with CGPA of 2.75 or equivalent. For PhD applicants: <ul style="list-style-type: none"> Certified photocopy of first and second degree certificates of studies previously undertaken. <p><i>Note: 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"> Confirmation from the translator or translation company that it is an accurate translation of the original document; The date of the translation; The full name and signature of the translator or of an authorised official of the translation company; and the translator or translation company's contact details. IELTS, TOEFL or equivalent language proficiency transcripts. Other supporting documents or portfolio.

	<p>Note: For more information on studying in Malaysia, please refer to https://educationmalaysia.gov.my/</p>														
Step 3	<p>Please pay of non-refundable processing fee of RM200 (or its equivalent in USD currency rate)</p> <p>A. For Malaysian applicants Please use either one of the methods below:</p> <ul style="list-style-type: none"> (i) Credit card / Debit card: Payment can be made at the Finance Department, New Era University College. (ii) Banker's cheque / Crossed cheque made payable to "NEW ERA EDU SDN BHD", no post-dated cheques are accepted. (iii) Bank Transfer (see details below) (iv) Internet Banking made payable through FPX: https://sys.newera.edu.my/gs/studentportal <p>B. For International applicants Please make by Telegraphic Transfer (TT).</p> <p>C. Beneficiary bank account details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Beneficiary</td> <td>: NEW ERA EDU SDN BHD</td> </tr> <tr> <td>Beneficiary's Address</td> <td>: Blok B&C, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor Darul Ehsan, Malaysia</td> </tr> <tr> <td>Bank Name</td> <td>: OCBC BANK (MALAYSIA) BERHAD</td> </tr> <tr> <td>Bank Branch</td> <td>: Kajang Branch</td> </tr> <tr> <td>Beneficiary A/c No.</td> <td>: 706-109344-8</td> </tr> <tr> <td>Bank Address</td> <td>: 4&5, Jalan Raja Haroun, 43000 Kajang, Selangor Darul Ehsan, Malaysia</td> </tr> <tr> <td>Swift Code</td> <td>: OCBCMYKL</td> </tr> </table> <ul style="list-style-type: none"> • For payment via bank transfer or TT, the payment statement or the copy of TT form which has been processed by your bank must be uploaded with the online application form (FM-GS-R-APP). • <i>Cash payment is not acceptable.</i> 	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
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Step 4	<ul style="list-style-type: none"> a) Once all the procedures have been completed, kindly press the "Submit Application" button to complete the application, and print out a copy for your own record. b) You are not allowed to edit your on-line application after pressing the "Submit Application" button. c) Your application will remain INCOMPLETE AND UNPROCESSED until all required documents have been received. 														
Step 5	<ul style="list-style-type: none"> a) You may check your application status on-line at https://sys.newera.edu.my/gs/studentportal b) The admission results and the necessary documents (offer package) will be sent by email to the applicant by 17 June 2019 (for International Applicants) and 31 August 2019 (for Malaysian Applicants). 														

Note

- a) Save a summary of your Application Form in PDF format for your own reference.
- b) Please make sure all the supporting documents are attached in your applicant portal. All uploaded documents must be in Jpeg, Jpg or PDF format and not more than 1 MB.

c) Important Notes for Applicants:

- (i) 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.
- (ii) Should the documents submitted for application be found to have been forged or altered, the application shall be revoked and / or the student dismissed from the University.

d) For any inquiries regarding admission to NEUC Graduate School programmes, please contact the **Coordinator, NEUC Graduate School.**

(i) Telephone : +603-8739 2770 Ext. 879

(ii) Email : gs@newera.edu.my