

GRADUATE SCHOOL	Graduate Degree by Research Registration Checklist			
	CL-GS-R-REG	VERSION: 07	DATE: 15042019	PAGE NO: 3

Action	Instruction
Step 1	<p>Registration counter</p> <p>Please present the following documents at the registration counter for verification.</p> <p>A. For Malaysian candidates:</p> <ol style="list-style-type: none"> a) Letter of Offer. b) Registration Statement. c) The original Identity Card. d) Transcripts and certificates <ol style="list-style-type: none"> (i) For MA applicants: <ul style="list-style-type: none"> • The original first degree certificate of studies previously undertaken. • The original examination transcript with CGPA of 2.75 or equivalent. (ii) For PhD applicants: <ul style="list-style-type: none"> • The original first and second degree certificates of studies previously undertaken. e) After document verification, you will be issued with a Student ID. <p>B. For International candidates:</p> <ol style="list-style-type: none"> a) Letter of Offer. b) Registration Statement. c) Transcripts and certificates <ol style="list-style-type: none"> (i) For MA applicants: <ul style="list-style-type: none"> • The original first degree certificate of studies previously undertaken. • The original examination transcript with CGPA of 2.75 or equivalent. (ii) For PhD applicants: <ul style="list-style-type: none"> • The original 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></p> <p><i>The original translation must contain:</i></p> <ol style="list-style-type: none"> (i) Confirmation from the translator or translation company that it is an accurate translation of 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 translation company's contact details. <ol style="list-style-type: none"> d) The original IELTS, TOEFL or equivalent language proficiency transcripts. e) After document verification, you will be issued with a Student ID.

Step 2	<p>Finance counter</p> <p>Settle the payment balance for the 1st academic year (for international candidates) and the 1st semester (for Malaysian candidates) at the Finance Department.</p> <p>A. For Malaysian Candidates:</p> <p>Please use either one of the methods below:</p> <ol style="list-style-type: none"> Credit card / Debit card: Payment can be made at the Finance Department, New Era University College. Banker's cheque / Crossed cheque made payable to "NEW ERA EDU SDN BHD", no post-dated cheques are accepted. Bank Transfer Internet Banking made payable through FPX: https://sys.newera.edu.my/gs/studentportal <p>B. For International Candidates:</p> <p>Please use either one of the methods below:</p> <ol style="list-style-type: none"> Bank draft in US dollars (currency rate) made payable to "NEW ERA EDU SDN BHD". Telegraphic transfer (TT). <p>C. Bank account details</p> <table border="0"> <tr> <td>Beneficiary</td> <td>:</td> <td>NEW ERA EDU SDN BHD</td> </tr> <tr> <td>Beneficiary Address</td> <td>:</td> <td>Blok B&C, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor, Malaysia</td> </tr> <tr> <td>Bank Name</td> <td>:</td> <td>OCBC BANK (MALAYSIA) BERHAD</td> </tr> <tr> <td>Bank Branch</td> <td>:</td> <td>Kajang Branch</td> </tr> <tr> <td>Beneficiary A/C No.</td> <td>:</td> <td>706-109344-8</td> </tr> <tr> <td>Bank Address</td> <td>:</td> <td>4 & 5, Jalan Raja Haroun, 43000 Kajang, Selangor Darul Ehsan, Malaysia</td> </tr> <tr> <td>Swift Code</td> <td>:</td> <td>OCBCMYKL</td> </tr> </table> <p><i>Note:</i></p> <ol style="list-style-type: none"> Cash payment is not acceptable. For payment via Bank transfer / Internet Banking / Telegraphic transfer (TT), the payment statement or the copy of TT form which has been processed by your bank must be forwarded to the Finance Department (finance@newera.edu.my) for official receipt. 	Beneficiary	:	NEW ERA EDU SDN BHD	Beneficiary Address	:	Blok B&C, Lot 5, Seksyen 10, Jalan Bukit, 43000 Kajang, Selangor, 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 3	<p>Photo Shooting counter</p> <ol style="list-style-type: none"> Photo taking for Student Card. Collect student card within 2 weeks of registration from the Registrar's Office. 																					
Step 4	<p>Medical Check-up</p> <p>A. For Malaysian candidates:</p> <ol style="list-style-type: none"> Download the Health Examination Form (FM-GS-R-HE) at http://www.newera.edu.my. NEUC students are entitled to a FREE medical check-up at the following panel clinic. <p>Poliklinik Sentosa 27-1, Jalan Bukit S10/1, Section 10, Jalan Bukit, 43000 Kajang, Selangor. Tel: 03-8737 3695</p> <ol style="list-style-type: none"> If you choose to consult your own doctor, please submit the completed medical examination report, written in English, to Coordinator, NEUC Graduate School. 																					

	<p>B. For International candidates: The Institute of International Education (IIE) will bring the candidate to do a FREE medical check-up at the following panel clinic.</p> <p>Klinik Rakan Medik Bangi 19, Jalan 4/11a, Seksyen 4, 43650 Bandar Baru Bangi, Selangor Tel: 03-8925 6566</p>
Step 5	Please log into the student portal using the Student ID and complete the Registration and Candidature data Form (FM-GS-R-CD)

Note

1. Failure to register and/or pay the tuition fees by **23 September 2019** will lead to a **Dropped** status.
2. You are required to renew your candidature at the beginning of **every semester** throughout your study. No letter of reminder will be sent regarding this matter. Failure to renew your candidature is considered a violation of University regulations and will result in your candidature being terminated.