Registration: How to Register Course via Portal

Please make all payments to **BURSAR** or visit www.bursar.upm.edu.my for more information.

Students who do not pay and register course by **DECEMBER 13, 2020,** the status will be changed to "DROPPED" from School of Graduate Studies, Universiti Putra Malaysia

Step Two [1]:

- Open a web browser. Then go to www.sgs.upm.edu.my and click iGIMS Student.
- Interface as shown in Figure 1 will appear.

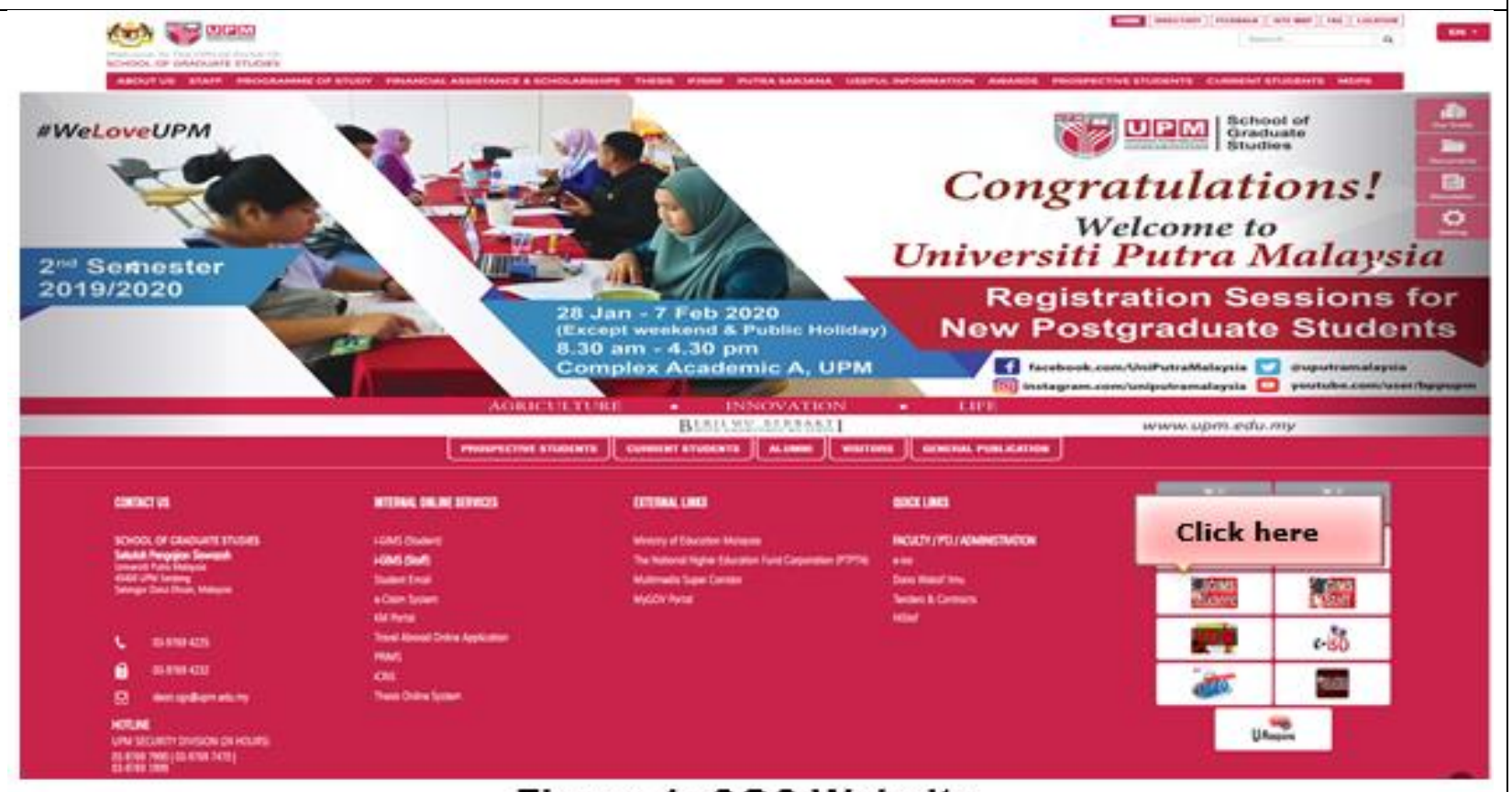

Figure 1: SGS Website

Step Two [2]:

- **Login**

Username - *Matric Number* **Password** - *Passport Number* (International Student) or *IC Number* (Local Student)

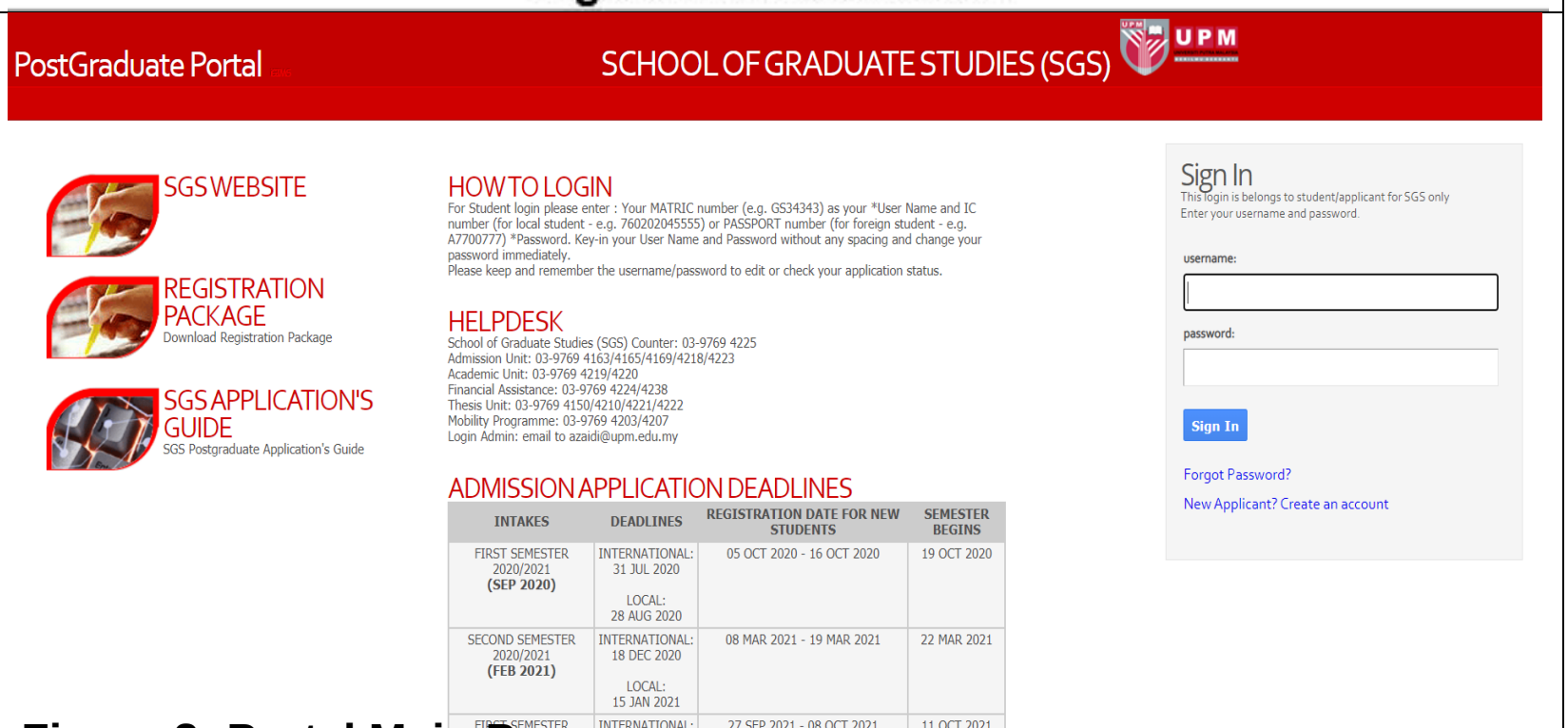

Figure 2: Portal Main Page

Step Three [3]:

- Once you login successfully, the following interface will appear.
- Click on **Registration**
- If you have problem with login, please don't hesitate to call: - 03 9769 4219/4220/4152

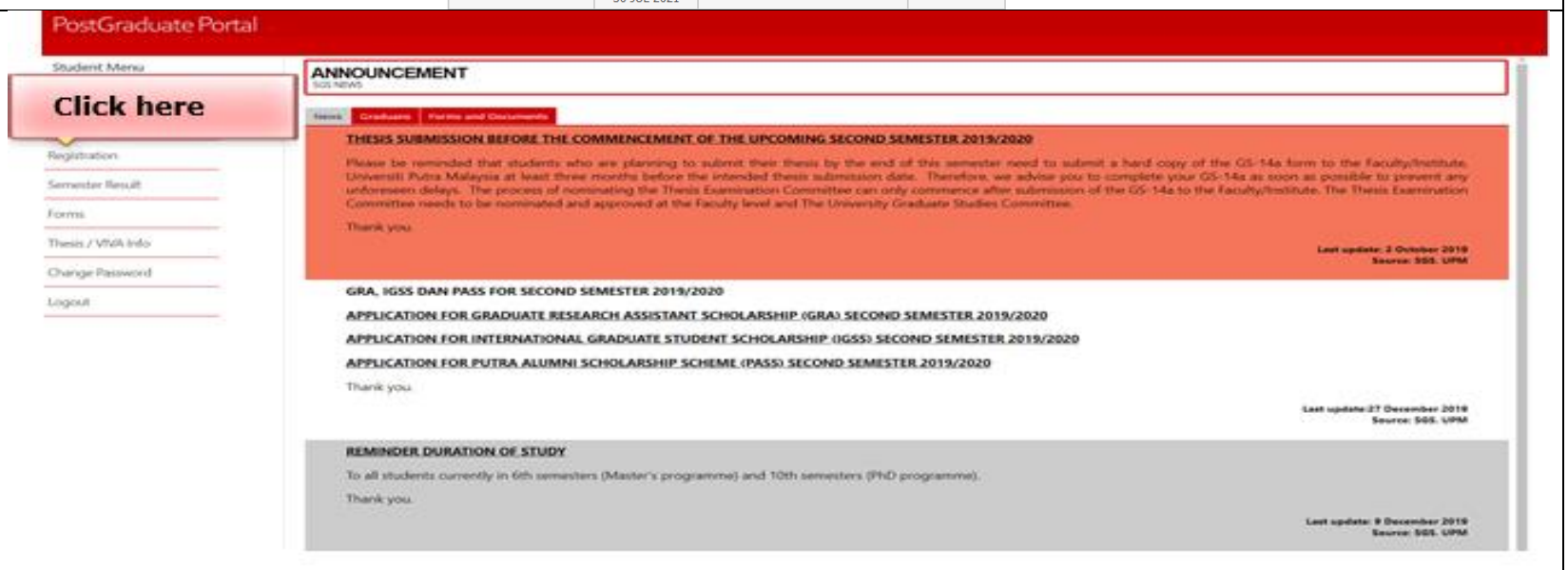

Figure 3: Portal for student

Step Four [4]:

- Interface as shown in **Figure 4** will appear.

- To Search which subject offered semester, please select **Faculty Name** list box and then click **Search** button or **enter the field keyword for course** list box such as subject code that offered in the semester. Then Click **Search** button.

- A list of subjects will be displayed in different window.

To select the subject, click the check box on the specified subject and click **SEARCH OTHER COURSE(S) OR DONE** button.

To add another subject, please click **Add Subject** button. (**Figure 6**) and continue again with step 4.

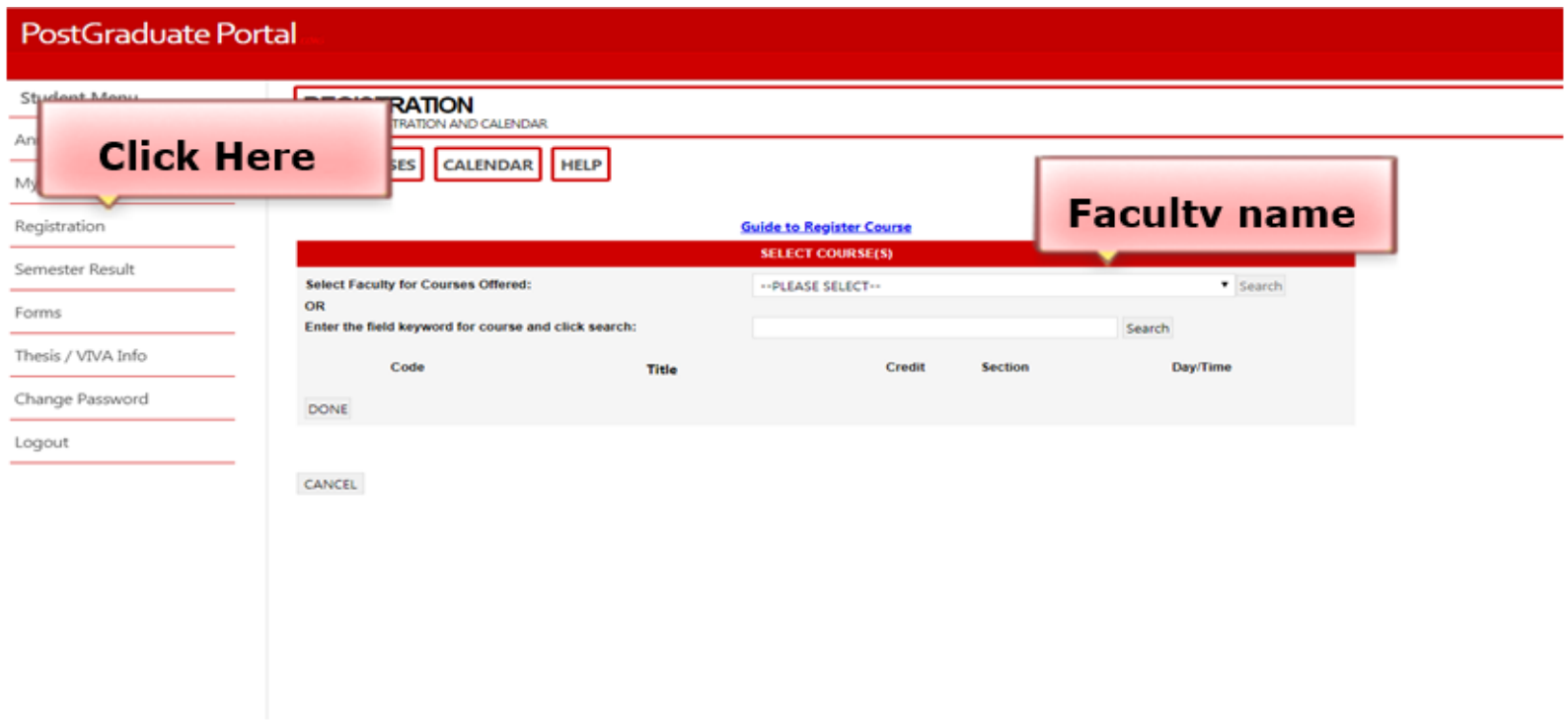

Figure 4: Register subjects

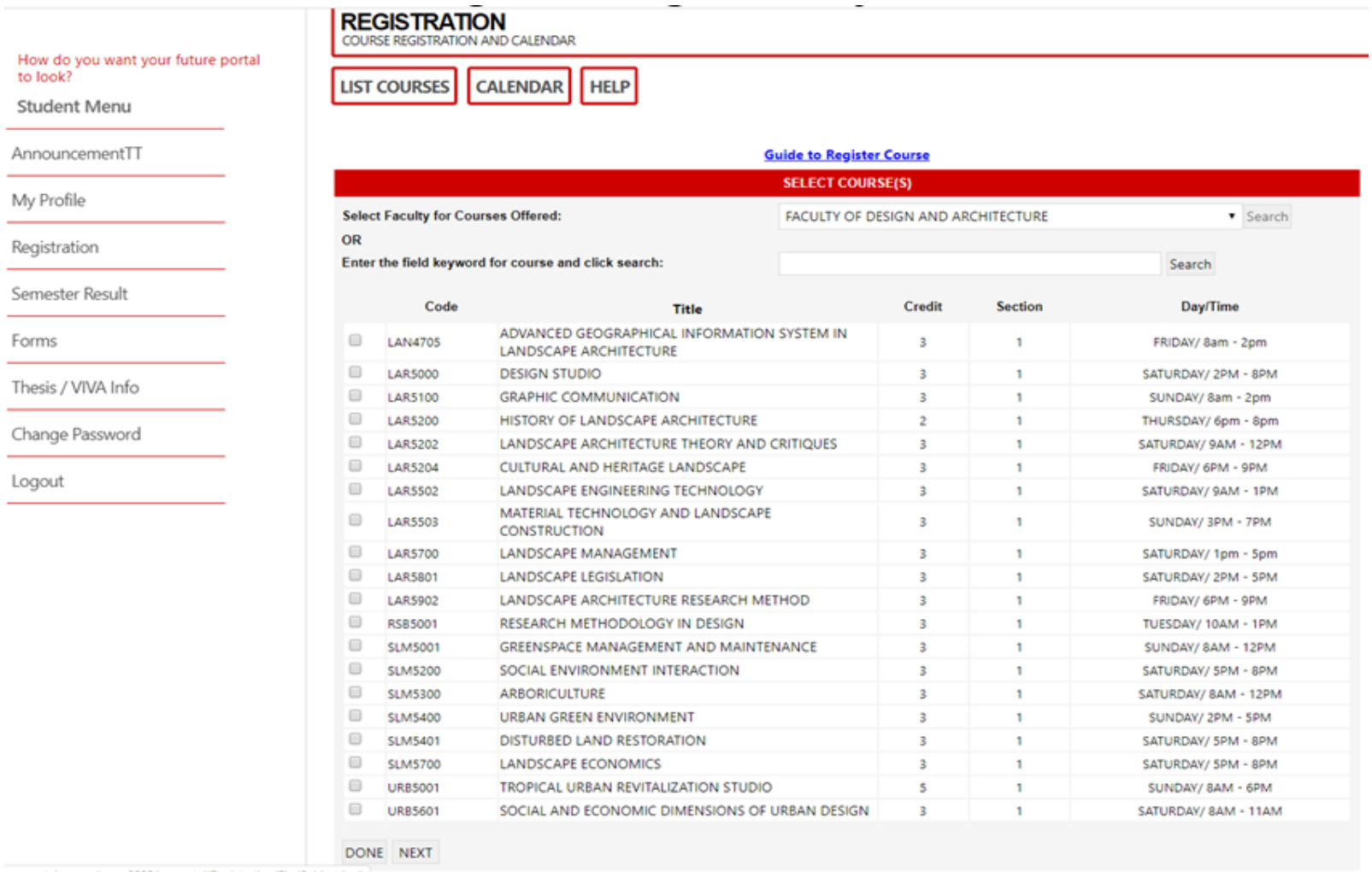

Figure 5: List of subjects

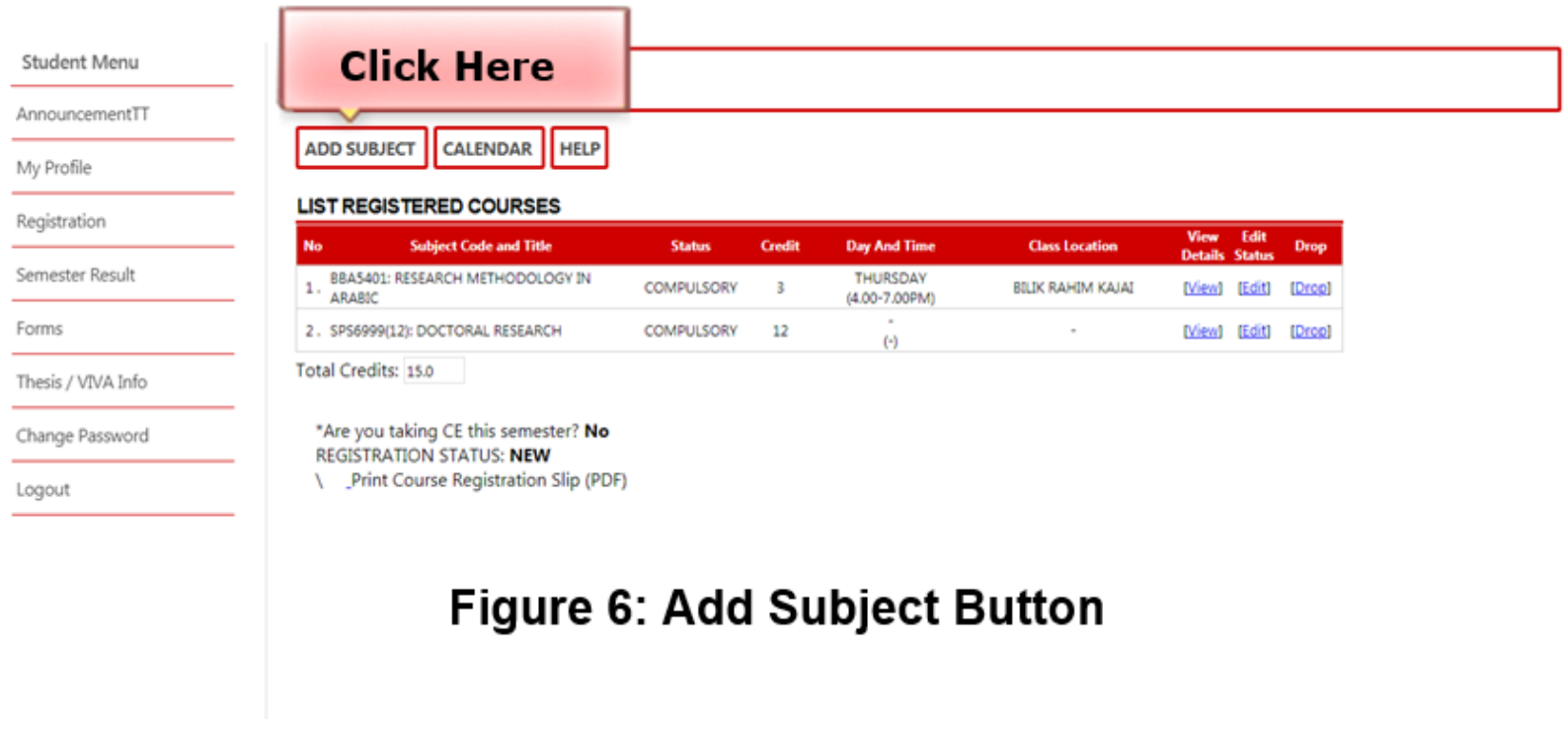

Figure 6: Add Subject Button

Step Five [5]:

- Once all subjects are selected scroll down to confirm '**status**' and subject.
- Click '**Submit**.

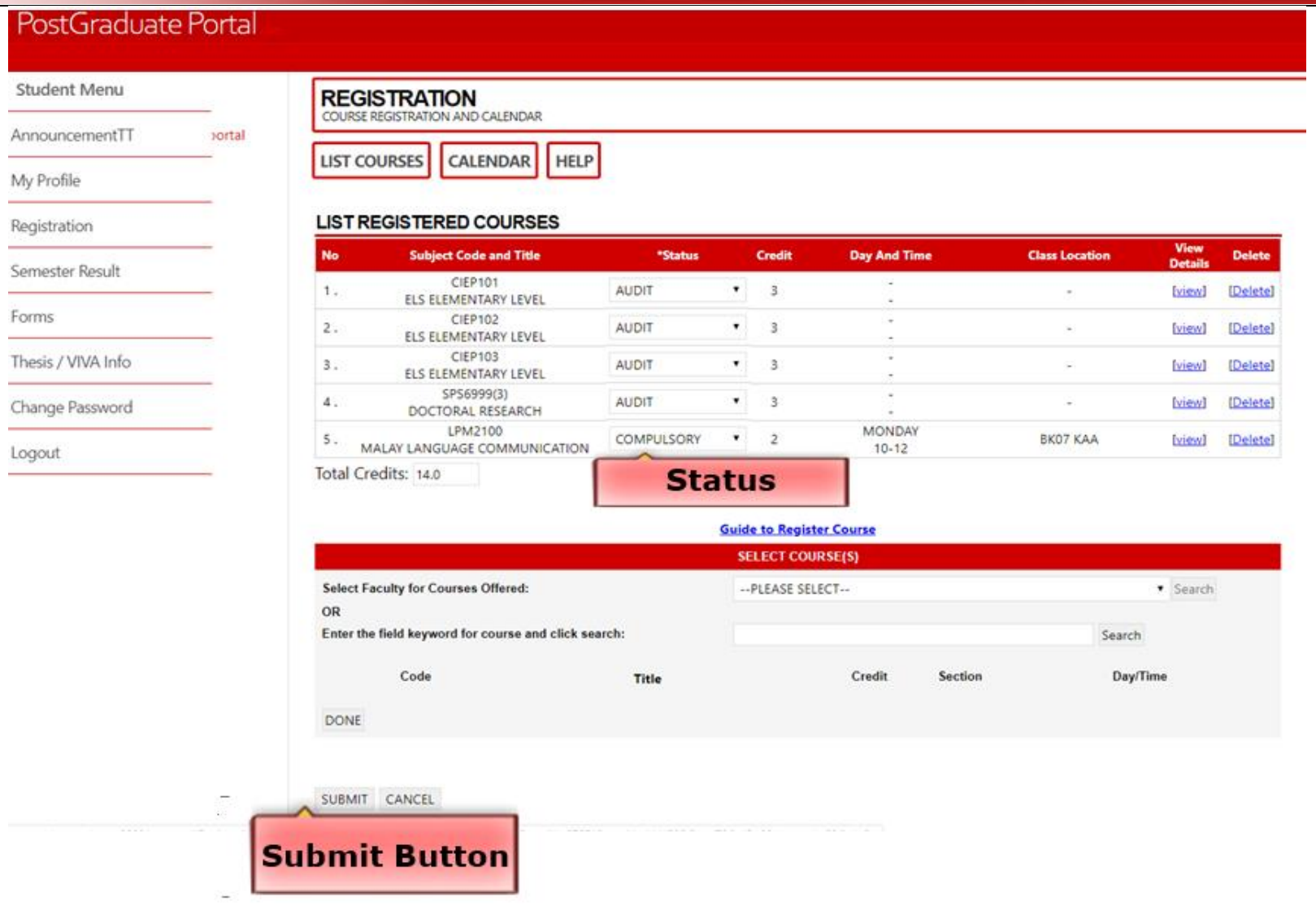

Figure 7: Add Subject Page

Step Six [6]:

- This page will appear. If you would like to edit add or drop, you can do so within registration period.

*registration period for new student by online
October 5 – October 16, 2020

- Button **Print Course Registration Slip** will let students save, print and keep their registration slip in pdf format.

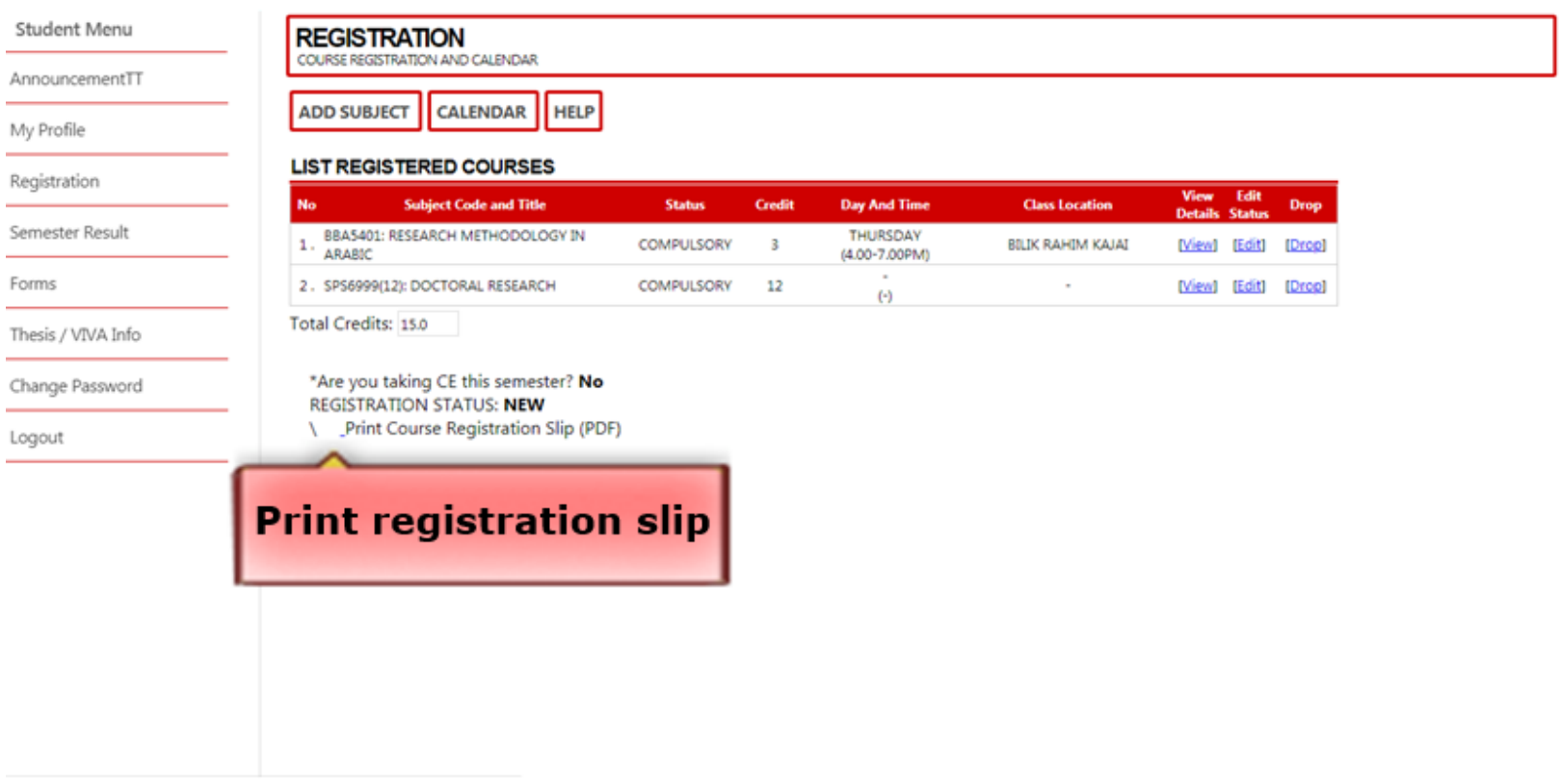

Figure 8: Registered Subject Table

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School of Graduate Studies
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43400 UPM Serdang, Selangor
Malaysia
03-9769 4219/4220/4152