UTM UNIVERSITI TEKNOLOGI MALAYSIA | School of Professional and Continuing Education (SPACE)

HOW TO REGISTER COURSE ONLINE?

BRIDGING PROGRAMME

1. Download the course registration form

Download forms in the student portal:
1. Course Registration Form
2. Parent/Guardian Information Form

2. Install an app to fill and sign the form on a smartphone

Search *Adobe Fill & Sign: Easy PDF Doc & Form Filler* application in Play Store/App Store and install. Select the downloaded form to fill it out

3. Fill Up the Course Registration form

Please ensure that the following information is correctly filled in:
1. Name
2. Passport Number
3. Matric Number (*e.g., T20EA0001*)
4. Session/Semester (*e.g. 20202021-1*)
5. Email Address
6. Course Code (*e.g., IFM1004*) - click here for more details
7. Mailing Address
8. Phone Number
9. Student's signature
10. Date

4. Get a Signature from Academic Advisor

Get an official signature from Academic Advisor

5. Fill up the Parent / Guardian Information Form

Please ensure that the following information is correctly filled in:
Part A: STUDENT DETAILS
Part B: PARENT/GUARDIAN DETAILS

6. Do ONLINE registration (last day submission: 2nd week of class)

Students are COMPULSORY to submit the form online (in **2nd week of class**, refer to ONLINE FORM REGISTRATION in Student Portal: (in Registration Kit)

Students are required to attach in order to complete the registration's forms
1. Course Registration form
2. Parent/ Guardian Information form
3. Copy of payment slip

IMPORTANT

- The student names list and class timetable will be uploaded to the Student Portal. Please visit the portal regularly for the latest updates and information on academic matters.
- Find your name on the list, identify your section, academic advisor, and class timetable. If your name is not on the list, please email us at: utmidp@utmspace.edu.my.

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