## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISTEM MAKLUMAT PASCA SISWAZAH – Module Postgraduate Online Application</td>
<td>2</td>
</tr>
<tr>
<td>Online Application</td>
<td>4</td>
</tr>
<tr>
<td>Application Form</td>
<td>5</td>
</tr>
<tr>
<td>A. Personal Data</td>
<td>5</td>
</tr>
<tr>
<td>B. Field Of Study</td>
<td>6</td>
</tr>
<tr>
<td>C. Academic Achievement</td>
<td>6</td>
</tr>
<tr>
<td>D. Referees (Two Person)</td>
<td>7</td>
</tr>
</tbody>
</table>
By Using the ‘Module Postgraduate Online Application’, Postgraduate students can accessed online application.

Registered Your Id For The First Time Using This System

i. By Clicking URL : [http://utem.edu.my](http://utem.edu.my). In order to access the system students, you must registered for the first time using the system.

Screen 1 : Screen Portal UTeM

ii. Click ‘Online Application’ the screen below will appear :-
iii. Click ‘Postgraduate Online Application’ the screen below will appear. Key in your I.C No/Passport No.

![Postgraduate Online Application Screen](image)

iv. Press ‘Enter’, screen below will appear :-

![Enter Pressed Screen](image)
v. Click **Online Application**, as shown below:

vi. Click **Application Form**, screen below will appear: -
Application Form

A. Personal Data

i. Key in all data ‘Personal Data’, then click button ‘Save’.
B. Field Of Study

i. Press button on screen below will appear:

ii. Key in all data ‘Field Of Study’, then click button ‘Save’.

C. Academic Achievement

i. Press button screen below will appear:

ii. Key in all data for Academic Achievement

iii. Click button Add, your record will be listed in Name of Institute listing

iv. Click button Remove to delete the record from listing

v. Key in all data for English Language Proficiency

vi. Click button Add, your record will be listed in Examination listing

vii. Click button Remove to delete the record from listing
viii. Key in all data for **Working Experience**
ix. Click button **Add**, your record will be listed in Working Experience listing
x. Click button **Remove** to delete the record from listing
xi. Click button **Save**

D. **Referees (Two Person)**

i. Press button ![screen](image), screen below will appear:
   
   ![Screen](image)

   ![Screen](image)

   ![Screen](image)

   ![Screen](image)

   ![Screen](image)

   ii. Key in all data **Referees**
   iii. Click button **Add**, your record will be listed in the listing (Please add two person for reference)
   iv. Click button **Remove** to delete the record from listing
   v. Key in all data **Financial Support**
   vi. Click button **Save**