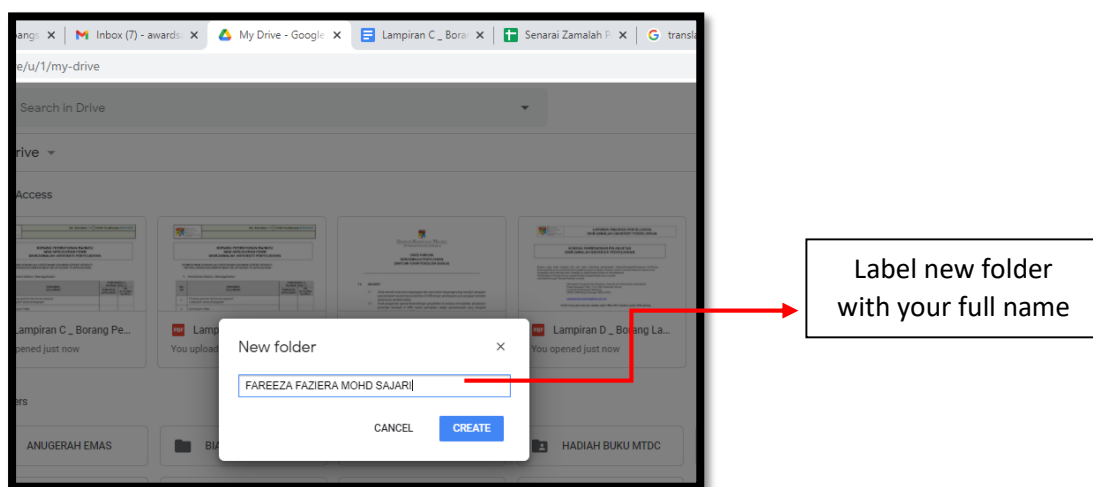
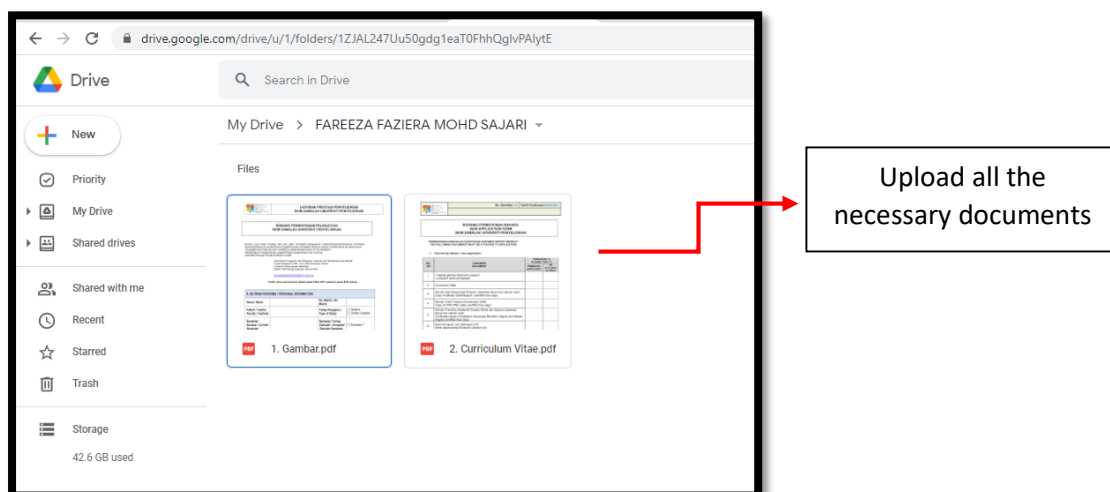


**PROCEDURE TO UPLOAD DOCUMENTS AND SHARE GOOGLE DRIVE FOLDER FOR
NEW APPLICATIONS AND EXTENSION OF
ZAMALAH RESEARCH SEMESTER SCHEME 2 2020/2021**

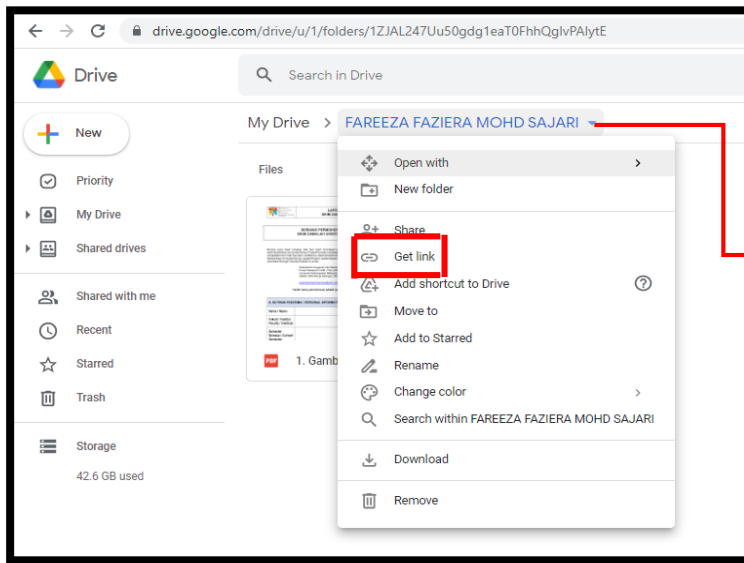
1. On the computer, go to <https://drive.google.com/>.
2. Create a new folder.
3. The applicant needs to label a folder in their respective Google Drives with applicant's "Full Name".



4. The applicant needs to upload all complete documents/appendixes to their respective Google Drive folder.

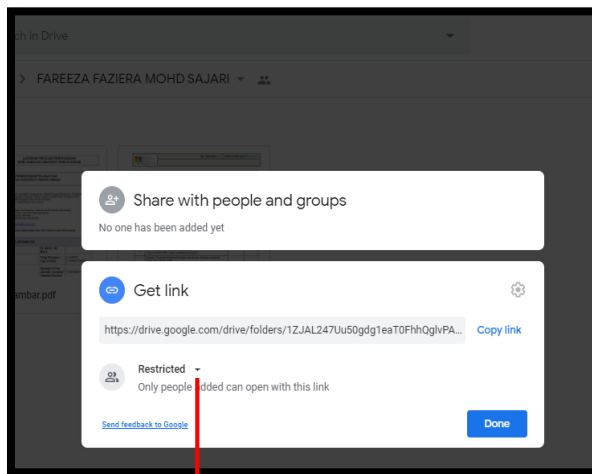


- The applicant needs to click on the button next to your folder name and click on the "Get Link" symbol.

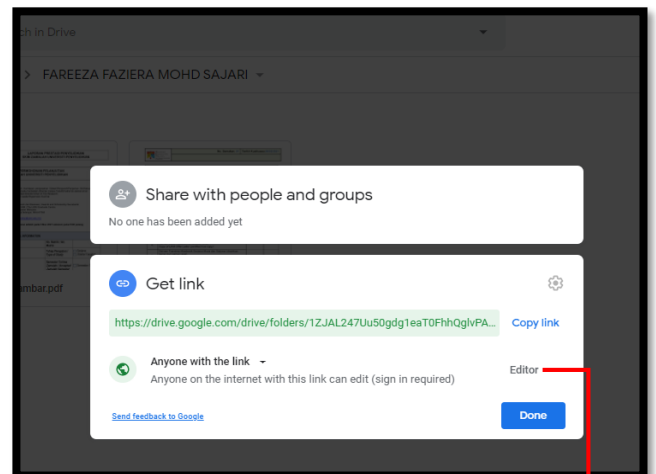


Please right-click on this button and select the "Get Link"

- The applicant needs to click on the "Restricted" button and select "**Anyone with the link**" and click on the "Viewer" button and convert to "**Editor**". Make sure you set both of these steps to make sure the folder is accessible to the Secretariat.

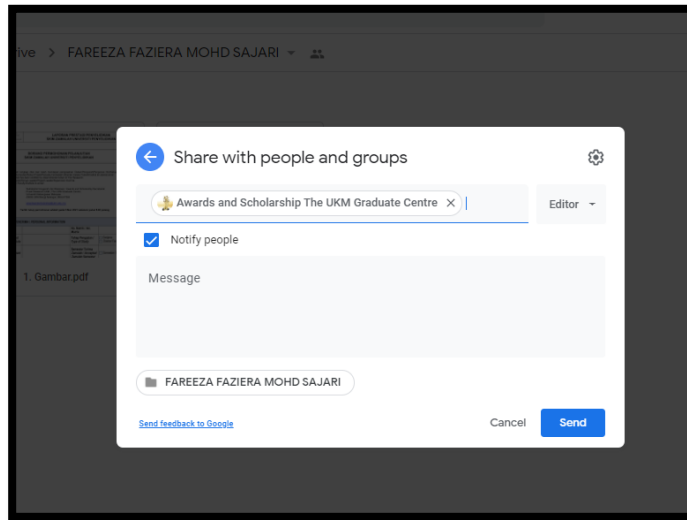


Please click on the "Restricted" button and change to "Anyone with the link".



Please click this button and choose "Editor".

7. Please share your Google Drive folder with awardsandscholarship@ukm.edu.my and click "Send".



8. Please also copy your Google Drive link and paste the link in the application form.

Prepared by:
The UKM Graduate Centre
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