



**PUSAT PEMBENTUKAN PENDIDIKAN LANJUTAN & PROFESIONAL
CENTER FOR SHAPING ADVANCED AND PROFESSIONAL EDUCATION**

Ref: UKM. KPD. BPA.600-4/4/2

Date : 15 September 2022

All Students
Faculty of Information Science and Technology
Faculty of Engineering and Built Environment
Faculty of Law
Universiti Kebangsaan Malaysia.

Dear Sir/Madam,

COURSE REGISTRATION FOR SEMESTER 1 ACADEMIC SESSION 2022-2023

The above subject matter refers.

Please be informed that lecture sessions for Semester 1 Academic Session 2022-2023 begin on **17 October 2022**. Accordingly, the following are important related matters for your reference and actions:

MATTERS	DETAIL
COURSE REGISTRATION FOR SEMESTER 1 ACADEMIC SESSION 2022-2023	Students may register during the period of 17 October -13 November 2022 . Please refer to 'Important Dates' on UKMSHape website for guidelines.
LATE REGISTRATION CHARGE/FINE	Students who fail to register after the last date for 'Add Course' will be fined RM50.00 as stated in UKMSHape General Rules on Student Finance.
TERMINATION OF CANDIDATES DUE TO FAILURE TO REGISTER	A student will be given the status " TERMINATION DUE TO FAILURE TO REGISTER " if he/she fails to register latest by 20 November 2022 .
LECTURE TIMETABLE	Timetables will be uploaded to UKMSHape website at least a week before the start of lecture sessions. Students are advised to regularly check the timetables for updates.



CERTIFIED TO ISO 9001:2015

Cert. No. QMS 01100

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<p>TUITION FEE PAYMENT</p>	<p>Students must pay all overdue and current fees. Please make a payment of at least 40% of the total fees for the semester latest by 3 October 2022.</p> <p>For sponsored students, please submit a letter from your sponsor to UKMShape Division of Finance, if you have not submitted before.</p> <p>Students may check your financial statement on Portal E-Kewangan.</p>
<p>STUDENT'S BIODATA ON SMPE</p>	<p>Students are responsible to ensure your biodata on SMPE is updated every semester, if applicable.</p>

Please ignore this letter if you have completed your study in Semester 2 Academic Session 2021-2022.

Thank you.

Your sincerely,



NOOR SUZILAWATI BINTI DESA

Head of Division Academic Management
for Deputy Director

- s.k.
- Program Coordinator
 - Assistant Registrar, Unit of Program Management & Student Record
 - Assistant Bursar, Division of Finance



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PUSAT KEMBANGAN PENDIDIKAN

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The National University of Malaysia

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