



**NOTIFICATION FOR ADMINISTRATION & OPERATIONS OF STUDENT
MANAGEMENT**

107TH NO.33/2023

**NOTIFICATION OF APPLICATION TO RESIDE STUDENT RESIDENCE DURING
SEMESTER BREAK / SEMESTER III FOR ACADEMIC SESSION 2022/2023 FOR
STUDENTS ENROLLED IN SHORT SEMESTER COURSES, FINAL YEAR
PROJECTS AND UNIVERSITY PROGRAMS / ACTIVITIES, AND STUDENT
RESIDENCE REGISTRATION (CHECK IN / OUT) PROCEDURES.**

Assalamualaikum and Salam Sejahtera,

With due respect, I am directed to refer to the matter above.

1. The information and procedure for registration at student residence as follows:

APPLICATION CATEGORY	DATE / TIME APPROVED FOR CHECK IN	DATE / TIME APPROVED FOR CHECK OUT	REGISTRATION LOCATION
All students for short semester	20 th -21 st July 2023 (office hour) 23 rd July 2023 (8:30 am – 12:00 pm)	20 th September 2023 (office hour)	Gambang – (male) – Residen Pelajar 2 Office Gambang – (female) – Residen Pelajar 1 Office
Final Year Project / Uniform / HSK MASUM/ Theater	As applied date	Up to applied date until 20 th September 2023 only	Gambang – Siswa – Residen Pelajar 2 Office Gambang – Siswi – Residen Pelajar 1 Office Pekan – Siswa/Siswi - Residen Pelajar 5 Office
Survey Camp	As applied date	As applied date	Gambang – Siswa –Residen Pelajar 4 Office Gambang – Siswi –Residen Pelajar 3 Office

**Full payment must be committed during check in process*

2. A total of 967 applications have been approved for placement as requested by the faculty/department staff and Club/Association/Secretariat advisors. All approved applications MUST adhere to the registration procedures as mentioned above.
3. All successful application are subject to the check-out registration at the current Student Residence prior to or on 19th July 2023, as stated in the Circular on Student Management Administration and Operations, 105th Edition, Notice No. 31/2023 regarding Room Check-Out Registration for Academic Session 2022/2023 dated 3rd July 2023.
4. In this regard, students are required to **comply with the set date and time** for the purposes stated above. Hostel fees will be charged by the Treasurer's Office according to the Semester III date.
5. Other than that, it is notified that several upgrading and maintenance works will be carried out at the Student Residence during the semester break / Semester III of the academic session 2022/2023, which is expected to disrupt the well-being of the students. We will inform you of these matters from time to time. These upgrading and maintenance works aim to ensure the comfort and well-being of the students for the next academic session. Any inconvenience caused is deeply regretted.
6. For any inquiries, please visit the Student Residence office directly or email residen@ump.edu.my.

For your information and action. Thank you.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

‘Teknologi Untuk Masyarakat’



MOHD RAIZALHILMY B. MOHD RAIS

Director,
Centre for Student Services
Student and Alumni Affair Department (SaffAD)
Date: 13th July 2023