



**NOTIFICATION FOR ADMINISTRATION & OPERATIONS OF STUDENT  
MANAGEMENT 110TH NO.36/2023**

**REGISTRATION FOR HOUSE/ROOM CHECK-OUT FOR SEMESTER II  
ACADEMIC SESSION 2022/2023 AND RE-APPLICATION FOR POSTGRADUATE  
RESIDENCE FOR SEMESTER I ACADEMIC SESSION 2023/2024**

Assalamualaikum dan Salam Sejahtera,

1. With respect, I am directed to refer to the above matter. The UMPSA Bursary Office will issue invoice for the hostel fees of Semester I academic session 2023/2024 on 1<sup>st</sup> September 2023. All students who are still residing in the Student Residence (RP) are required to adhere to this procedure.

<b>Students who want to reside student residence on Semester I Academic Session 2023/2024 (Re-Apply)</b>	<b>Students who do not want to reside student residence on Semester I Academic Session 2023/2024</b>
<ol style="list-style-type: none"><li>i. Students are required to apply through E-Community (Student) &gt; Hostel Postgraduate &gt; Re-Apply &gt; Submit</li><li>ii. Students must complete the hostel fee payment for semester I academic session 2023/2024.</li></ol> <p><b>(Students are automatically registered for check-out after click on Re-Apply button)</b></p> <ol style="list-style-type: none"><li>iii. Hence, all procedure above must be completed before 25th August 2023. For your information, Bursary Office will implement the no refund policy for next semester.</li></ol>	<ol style="list-style-type: none"><li>i. Students who do not apply or fail to complete the re-application procedure by 25th August 2023, are assumed not interested to reside the student residence for next semester. <b>All students who are residing the student residence currently can stay your current room/house by 31st August 2023.</b></li></ol>

2. Do not hesitate to come to RP office to get information or you may send email to [residen@ump.edu.my](mailto:residen@ump.edu.my) .
3. For question related to No Refund Policy, you may ask through email to Bursary Office at [collection1@ump.edu.my](mailto:collection1@ump.edu.my)

**“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: 7<sup>th</sup> August 2023