

## UMBS FAQs – General GENERAL

### 1. What is the timeline for applying postgraduate programs?

View application deadlines here [study.um.edu.my](http://study.um.edu.my)

### 2. How will my application be evaluated?

Each application received is reviewed in depth by the Admission Board. When selecting students, we put an emphasis on leadership potential, strong academic ability, and personal qualities and characteristics.

### 3. Does the reputation/history of my undergraduate institution or company affect my chances of being accepted?

Our goal is to admit a class that offers a variety of perspectives. Therefore, we carefully consider individuals from a wide spectrum of academic and work experiences.

### 4. What is the processing fee?

The processing fee for Postgraduate Program for Malaysian is MYR 50.00 and International is \$60.00

### 5. How can I submit my documents?

Documents must be scanned and uploaded to the MAYA Portal: [apply.um.edu.my](http://apply.um.edu.my). Please do not mail a hard copy of your documents.

### 6. What are the supporting documents needed for application?

Here's what you'll need to apply:

- Photo (Passport Size with Blue Background)
- Malaysia NRIC / Passport
- Sijil Pelajaran Malaysia (SPM/MCE) Certificate
- Education Background (***\*Certificate and Academic Transcript***)
- TOEFL / IELTS Certificate (For International Applicants)
- Working Experience Document (Offer Letter / EA Form)
- Financial Support - if any (Scholarship Letter)

***\*Please provide English translations if the certificates are not in English***

### 7. Do you still grant conditional offer?

NO. Applicants are required to submit the complete supporting documents stated in the MAYA Portal: [apply.um.edu.my](http://apply.um.edu.my)  
Submissions with incomplete documents will not be processed.

### 8. Can I still apply after the deadline?

Application deadlines are strictly enforced. Applications and supporting documentation must be received by the appropriate deadline. Supporting documentation received after the deadline may not be considered.

### 9. What is the status of my application?

You can log in to the MAYA Portal to check on the application status: [apply.um.edu.my](http://apply.um.edu.my).

### 10. When are admittance decisions made?

Applicants will be notified by email when a decision is available. It takes one (1) month for us to process all the applications. Each application received is reviewed in depth by the Admissions Board.

### 11. Will UMBS provide feedback for applicants who have been rejected?

Due to the large number of applications, we receive each year, we cannot accommodate requests for personalised feedback on your application. We receive over 4,000 applications for approximately 100 places in the class, and therefore have to deny admission to many exceptional individuals. Also, please understand that the decision of the Admissions Board is final.

**12. How long can I defer my acceptance?**

Applicants should submit applications only for the year they plan to enter the programme. Postponements and deferrals are granted rarely and are considered on a case-by-case basis for an accepted student. Kindly liaise with the Marketing and Recruitment Department (MRD).

**13. Does Postgraduate Programme offer Full or Part Time basis?**

All Postgraduate Programme are Full Time Mode. However, the classes are conducted weekdays in the evening, 6.00 pm until 9.00 pm from Monday to Friday for Master's Programme and weekend 9.00 am –5.00 pm from Saturday to Sunday for Doctor of Business Administration (DBA) Programme.

**14. What are you looking for in an applicant?**

Our application pool is extremely competitive, and each program has unique preferences. Students in Postgraduate Programme represent diverse backgrounds, degrees, undergraduate schools, and disciplines - including mathematics, economics, business, psychology, and engineering, law, science, and well as working experience. Ultimately, we put an emphasis on leadership potential, strong academic ability, personal qualities and characteristics and working experience in management position.

**15. Where is class will be conducted?**

We have only one (1) main campus located in Kuala Lumpur, Azman Hashim Building, Faculty of Business and Economics, Universiti Malaya. Location: <https://goo.gl/maps/uB2GxMu5W9VtZut27>

**16. Where do students live, and are they required to stay in residence for the entire duration of the programme?**

Most of Graduate students will rent out house nearby to UM. Regarding housing, students arrange for their own housing. There are several on- and off-campus housing options that are available. Our residential are given priority to Undergraduate Students.

**17. What are my transportation options?**

The UM campus is accessible via either car, bicycle, shuttle bus or public transportation. It is not necessary to own a car while living in the UM area because of the convenient subway and bus systems.

**18. Where can I find the person in charge of the Postgraduate Programme?**

View the person in charge here <https://fpe.um.edu.my/administration-staff-postgraduate-office>

**19. Where can I find information about the programme?**

For Master Programme <https://fpe.um.edu.my/postgraduate>

For Doctorate Programme <https://fpe.um.edu.my/doctorate>

**20. Where can I find the academic expert?**

View the academic expert here <https://fpe.um.edu.my/our-experts>

**21. Does UM offer scholarships for its Postgraduate prospective/students?**

All information related to scholarships can be found here: <https://aasd.um.edu.my/financial-aid-for-postgraduate>

**22. I have a problem with my Visa/EMGS, to whom should I refer to?**

Any matters related to visa, please email to [visa@um.edu.my](mailto:visa@um.edu.my) or visit <https://aasd.um.edu.my/vv>

**23. Where can I find the academic calendar for this semester?**

The Academic calendar can be downloaded from here: <https://aasd.um.edu.my/academic-calendar>

**24. How much is the total fee for my program:**

The fees for each programme can be referred to here: <https://study.um.edu.my/tuition-fee>