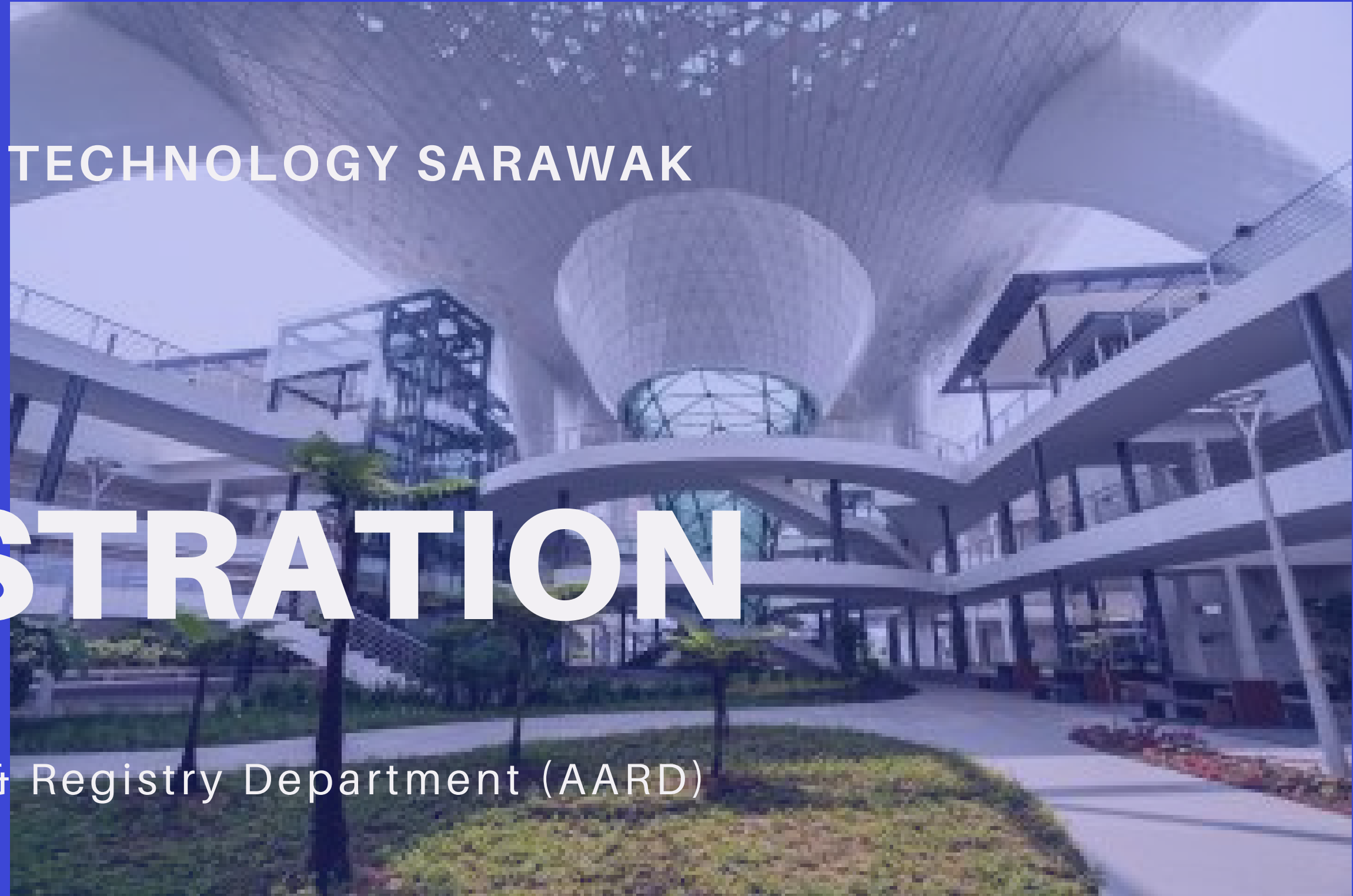


UNIVERSITY OF TECHNOLOGY SARAWAK  
(UTS)

# UTS REGISTRATION

Prepared by the  
Academic Affairs & Registry Department (AARD)



# Welcome, Students!

Greetings to all.

Pleased to inform that we are excited to meet you on 21 February 2023 for this coming February Intake.

We have prepare a quick summary on what documents you will need to submit during the registration day.







# Quick Checklist

## Main Topics

Registration Documents

Certified True Copy

Portfolio Interview

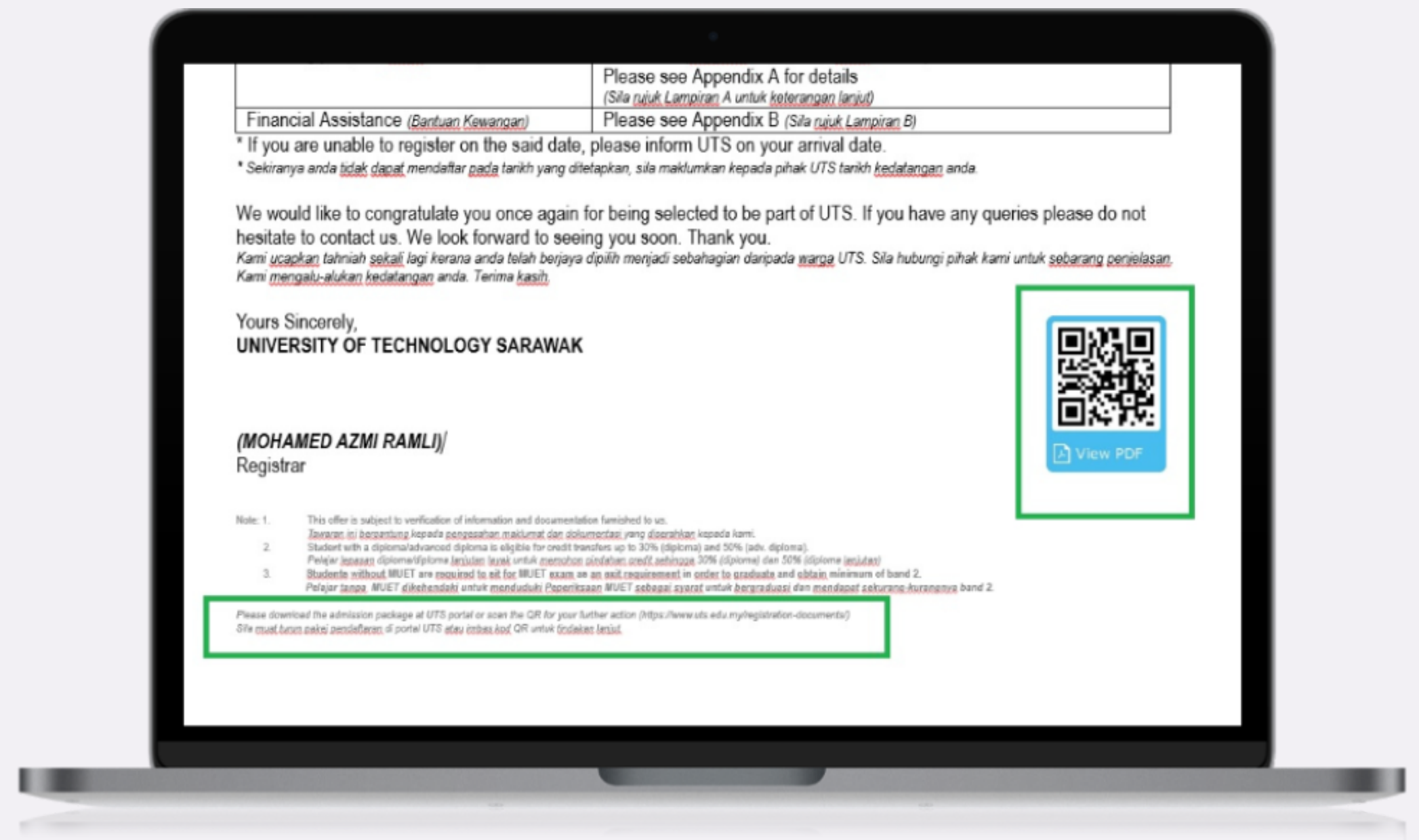
Application for credit exemption / transfer

Pick-up request

# Registration Documents

## QR code and link

Upon receiving your offer letter, you will notice we have provide the QR code and the link as shown below.



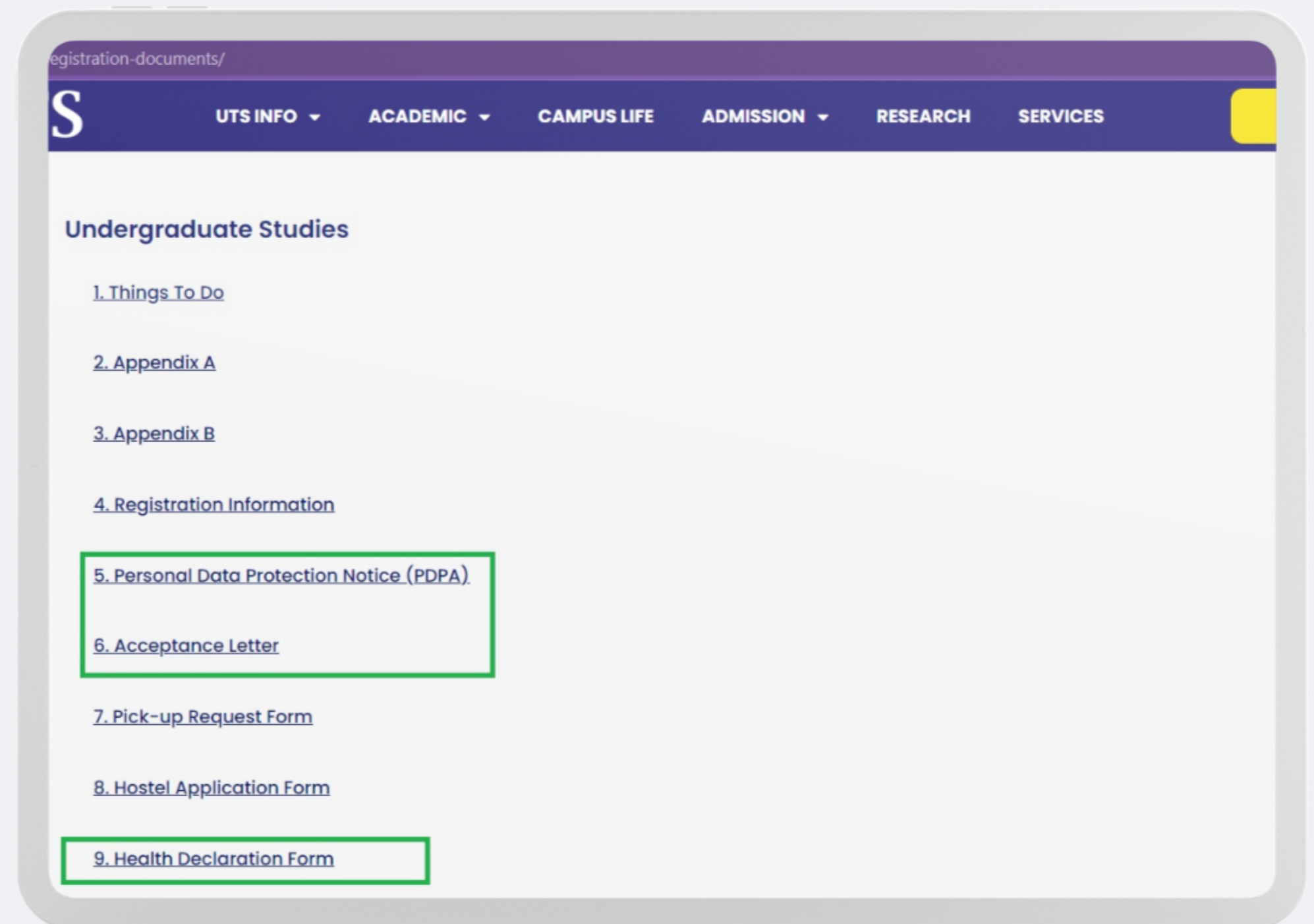


# Registration Documents


1. UTS Registration Forms / Letter
2. Student Documents

## 1. UTS Registration Forms / Letter

Students are required to submit this 3 hardcopy forms or letter during registration day.



# REGISTRATION FORMS / LETTER



**PERSONAL DATA PROTECTION NOTICE (NOTIS PERLINDUNGAN DATA PERIBADI)**

University of Technology Sarawak respects the privacy of individuals with regard to Personal Data. Our Personal Data and Privacy Policy is formulated in accordance with the Personal Data Protection Act 2010 (Act). This notice explains how we collect and handle student's personal information in accordance with the Act.

Universiti Teknologi Sarawak menghormati privasi individu berkenaan Data Peribadi. Dasar Data Peribadi dan Privasi kami dirumuskan mengikut Akta Perlindungan Data Peribadi 2010 (Akta). Notis ini menerangkan bagaimana kami mengumpul dan mengendalikan maklumat peribadi pelajar bersesuaian dengan Akta.

**1. Personal information**  
*Maklumat peribadi*

Personal information means any information relating to student which was collected or provided to UTS, either direct or indirectly from student, parent, guardian or recruitment agents when they send us completed enquiry or application forms via various means including online and physical hardcopies. Student's information may also be collected from cookies through the use of our website.

Maklumat peribadi bermaksud apa-apa maklumat yang berkaitan dengan pelajar yang dikumpulkan atau diserahkan kepada UTS, sama ada secara langsung atau tidak langsung dari pelajar, ibu-bapa, penjaga atau agen pengambilan apabila mereka menghantar borang pertanyaan atau borang permohonan yang telah dilengkapi melalui pelbagai cara termasuk dalam talian dan salinan fizikal. Maklumat pelajar boleh juga dikumpul dari kuki melalui penggunaan laman web kami.

**2. Purposes of collecting and processing student's personal information**  
*Tujuan mengumpul dan memproses maklumat peribadi pelajar*

- to process application for admission and ensure continuous services to student;  
*untuk memproses permohonan kemasukan dan memastikan perkhidmatan berterusan kepada pelajar;*
- to provide auxiliary services e.g. visa application and insurance coverage;  
*untuk menyediakan perkhidmatan bantu contohnya, permohonan visa dan perlindungan insurans;*
- to assist student in placements, internships or attachments with third parties;  
*untuk membantu pelajar dalam penempatan, program latihan amali atau sangkutan dengan pihak ketiga;*
- to administer and communicate with student;  
*untuk memantau dan berkomunikasi dengan pelajar;*

## Personal Data Protection Notice (PDPN) Form

Upon agreeing to this conditions, the University will protect students personal information from unknown third party or agency.



**ACCEPTANCE LETTER (SURAT PENERIMAAN TAWARAN)**

Date:

Registrar  
University of Technology Sarawak  
No. 1 Jalan Universiti  
96000 Sibu, Sarawak  
Fax. No.: 084 367 301  
Email: application@uts.edu.my

Dear Sir,

**CONFIRMATION OF ACCEPTANCE**  
**PENGESAHAN PENERIMAAN TAWARAN**


I am pleased to confirm that;  
Saya dengan sukacitanya mengesahkan bahawa;

I **ACCEPT** \* the offer to study at University of Technology Sarawak.  
saya **TERIMA** tawaran belajar di University of Technology, Sarawak. ☐

I **DECLINE** \* the offer to study at University of Technology Sarawak. ☐

## Acceptance Letter

This letter is a proof that student accept the offer to study in UTS.



**HEALTH DECLARATION AND MEDICAL EXAMINATION**  
**PENGISTIHARAN KESIHATAN DAN PEMERIKSAAN PERUBATAN**

**PART 1: PERSONAL DETAILS (to be completed by student)**  
**BAHAGIAN 1: BUTIRAN PERIBADI (untuk dipenuhi oleh pelajar)**

Name (Nama): .....

IC No. (No. KP): ..... Sex (Jantina): Male (Lelaki) [ ] Female (Perempuan) [ ]

Date of Birth (Tarikh Lahir): ..... Status (Status): Single (Bujang) [ ] Married (Berkahwin) [ ]

Home Address (Alamat Rumah): .....

..... Tel. No. (No. Tel.): .....

Name of next of kin (Nama waris terdekat): .....

Address (Alamat): .....

..... Tel. No. (No. Tel.): .....

**PART 2: HEALTH DECLARATION (to be completed by student)**  
**BAHAGIAN 2: PENGISTIHARAN KESIHATAN (untuk dipenuhi oleh pelajar)**

Have you or your immediate family member (father, mother, brothers and sisters) ever suffered any of the following illnesses? (Please tick (x) the right answer)

## Health Declaration & Medical Examination Form

Students are required to fill in this form before going to their own choice of hospital, clinic, or polyclinic.

## 2. STUDENT DOCUMENTS

1

### Photocopy of Identity Card (IC)

- Student must use the latest photocopy of IC.

2

### Photocopy of birth certificate or adoption certificate

3

### Passport sized photo

- Student must submit 2 pieces of the latest passport sized photo with a white background.
- Write down your name behind the photo.

4

### Photocopy of Secondary Education documents

- SPM certificate or,
- O-Level certificate or,
- SPM-Vocational certificate + Transcript + Sijil Vokasional Malaysia

## 2. STUDENT DOCUMENTS

5

### Photocopy of Academic documents (Current highest education level)

- Diploma certificate + transcript\* or;
- Diploma Kemahiran Malaysia (DKM / DLKM) certificate + transcript + SKM certificate\* or;
- Diploma Vocational Malaysia (DVM) certificate + transcript + SKM certificate\* or;
- Matriculation certificate + transcript\* or;
- A-Level certificate + grade result / transcript\* or;
- STPM certificate or;
- Foundation certificate + transcript\* or;
- UEC certificate or;
- UTS Foundation results semester 1 until semester 3
- MUET\*

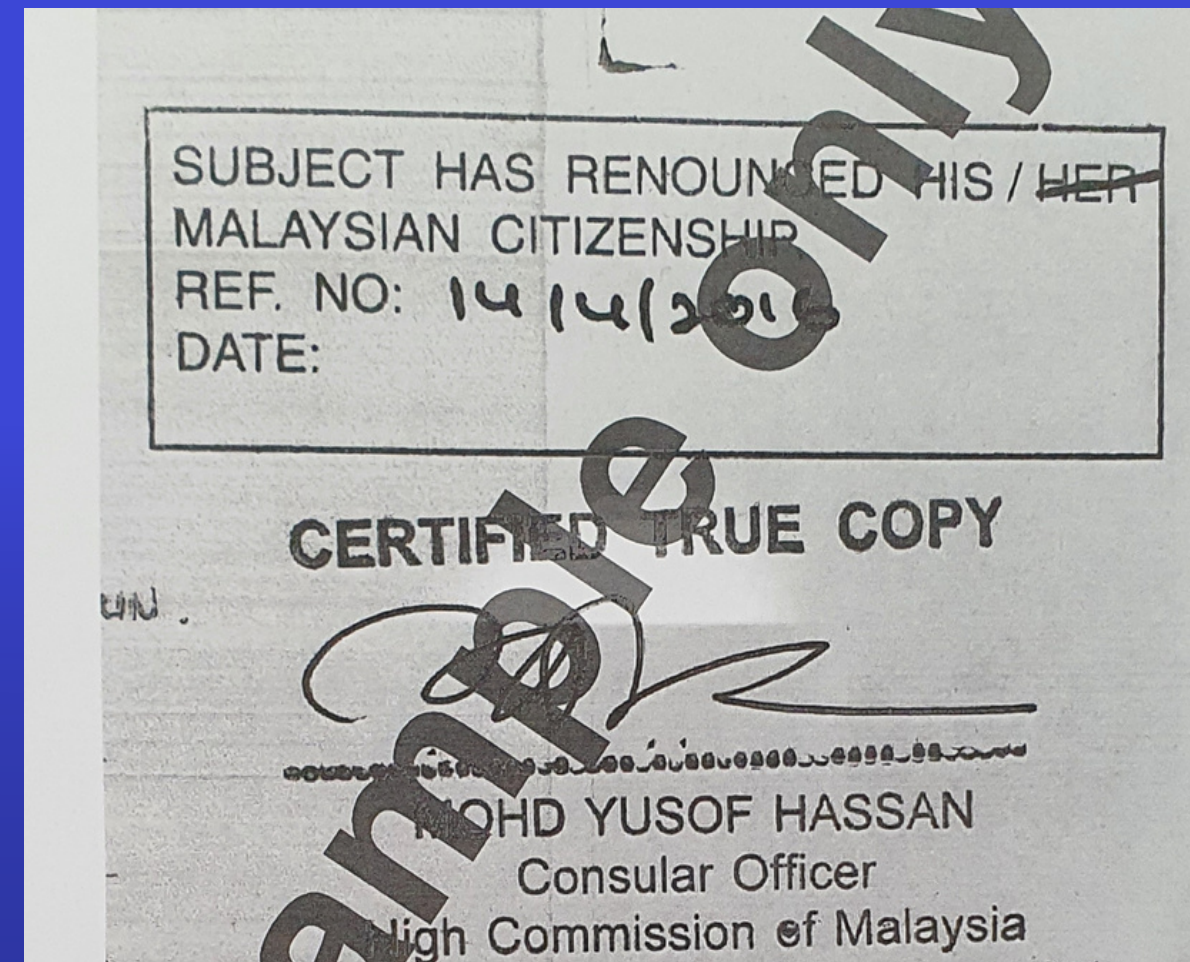
#### *\*Important notes*

1. *Students with the qualification of Diploma / DKM / DLKM / DVM / Matriculation / A-level / Foundation, that have not yet graduate and receive the official certificate and transcript, you are required to submit a verification letter that confirm you have completed your study and will graduate from your previous institution.*
2. *Student that applied to enroll into Bachelor of Accountancy program must register with MPM for MUET exam or submit their MUET results before their final year study in UTS.*



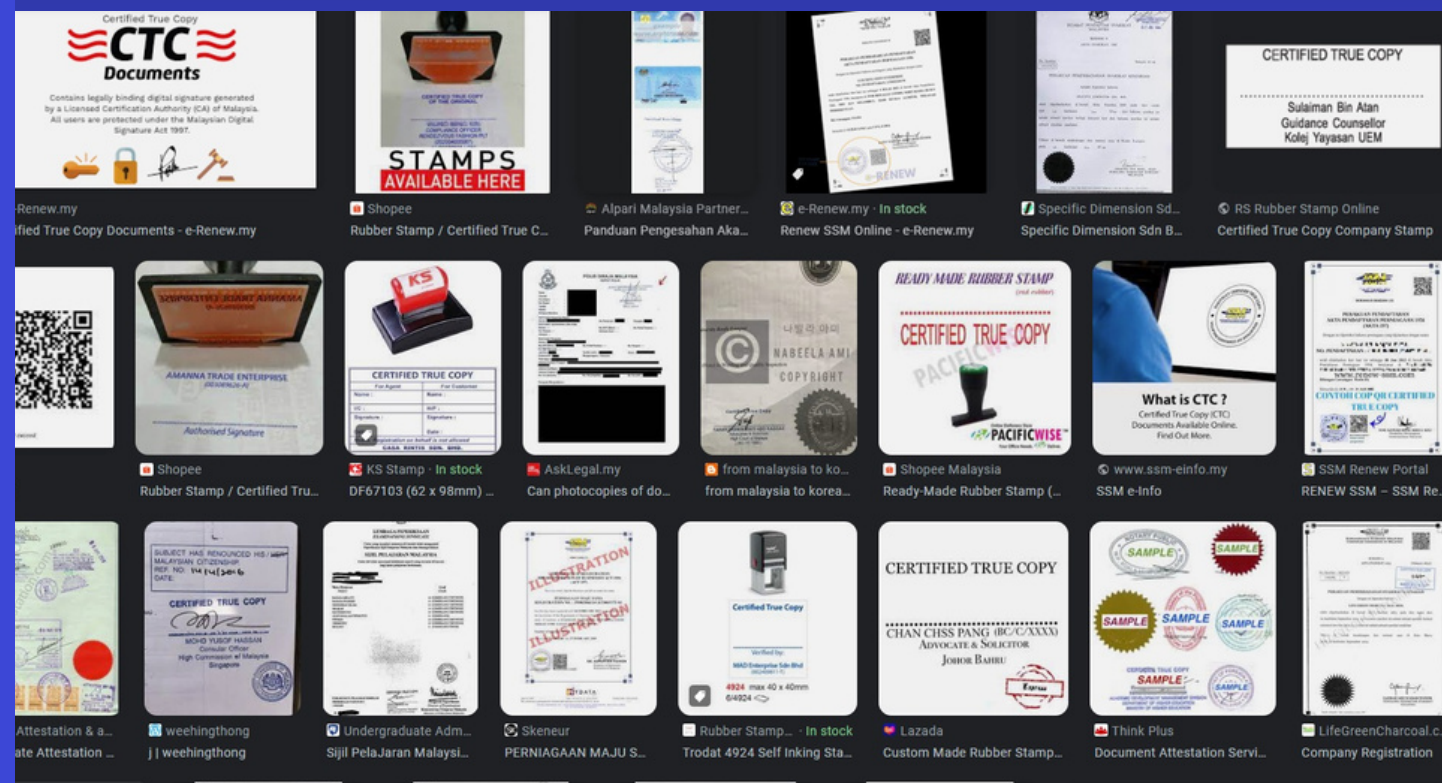
# Certified True Copy

Student must certified true copy all of the required student documents before submit the documents during registration day.



# What is "Certified True Copy"?

A certified copy is a photocopy of a primary document that has on it an endorsement or certificate that is a true copy of the primary document. You may either obtain a certified true copy document from your previous school or institution. Our Academic Affairs & Registry Department (AARD) is able to certify your documents (for admissions purpose), upon sighting your original documents.



# Portfolio Interview

## **Student enroll into Bachelor of Science in Architecture (Hons) and Bachelor of Art (Hons) Interior Design that received portfolio invitation**

Portfolio interview will be held on the same day of registration day. Please refer to your invitation letter. Upon registration, please show the invitation letter and our registration officer or student helper will assist you to the venue.

The interview will have 2 parts – Part A: Drawing Test and Part B: Verbal Interview. Below are the requirements for:

### Part A: Drawing Test

1. A3 Cartridge paper/ A3 drawing paper
2. 2B pencil
3. Eraser

\*an image will be given to the candidates on the interview day. Candidates then submit their sketches within 40 mins.

### Part B: Verbal Interview

1. Any portfolio (sketches/ drawings/ comics/ paintings/ photography, etc.) - scanned copy/ softcopy or social media link.





# Application for Credit Exemption / Transfer

Student must prepare the following documents and email to [application@uts.edu.my](mailto:application@uts.edu.my)

1. Relevant academic transcript from previous institution
2. Course or program syllabus
3. Any supporting documents





# Pick-up Request

## Request Form

- Students can download the form at <https://www.uts.edu.my/registration-documents/> and fill in the info before email it at [application@uts.edu.my](mailto:application@uts.edu.my)

uts.edu.my/registration-documents/

UTS

UTS INFO ▾ACADEMIC ▾CAMPUS ▾

9. Health Declaration Form

Undergraduate Studies

1. Things To Do

2. Appendix A

3. Appendix B

4. Registration Information


5. Personal Data Protection Notice (PDPA)

6. Acceptance Letter

7. Pick-up Request Form

8. Hostel Application Form

9. Health Declaration Form



**PICK-UP REQUEST FORM**  
**(BORANG PERMOHONAN PENGAMBILAN)**

(From Sibu Airport/Sibu Bus Terminal/Sibu Express Wharf)  
(Dari Lapangan terbang Sibu/Terminal Bas Sibu/Dermaga Express Sibu)\*

\*Please indicate which is relevant  
\*Sila nyatakan yang berkaitan

<b>Personal Particulars:-</b> <b>Maklumat Peribadi</b>			
Name of Student: <i>Nama Pelajar</i>			
Gender: <i>Jantina</i>			
Contact No. (HP) <i>No. Kontak (Bimbit)</i>		Email Address: <i>Alamat Emel</i>	
<b>Travel Information:-</b> <b>Maklumat Perjalanan</b>			
From: <i>Dari mana</i>		To: <i>Ke mana</i>	
Date of Arrival: <i>Tarikh Ketibaan</i>		Time of Arrival: <i>Masa Ketibaan</i>	
Flight/Bus/Express Boat Details: <i>Butiran Penerbangan/Bas/Bot Ekspres</i>			
No. of Person: <i>Bilangan orang</i>			

# How to get in touch



*Telephone*

084 367 300 ext 342 or 338



*Email*

application@uts.edu.my



*Main Campus*

University of Technology  
Sarawak, 1, Jalan University,  
96000 Sibu, Sarawak

