

# GUIDELINES FOR NEW STUDENT E-REGISTRATION

<https://edaftar.utm.my>

Student / Agent Manual



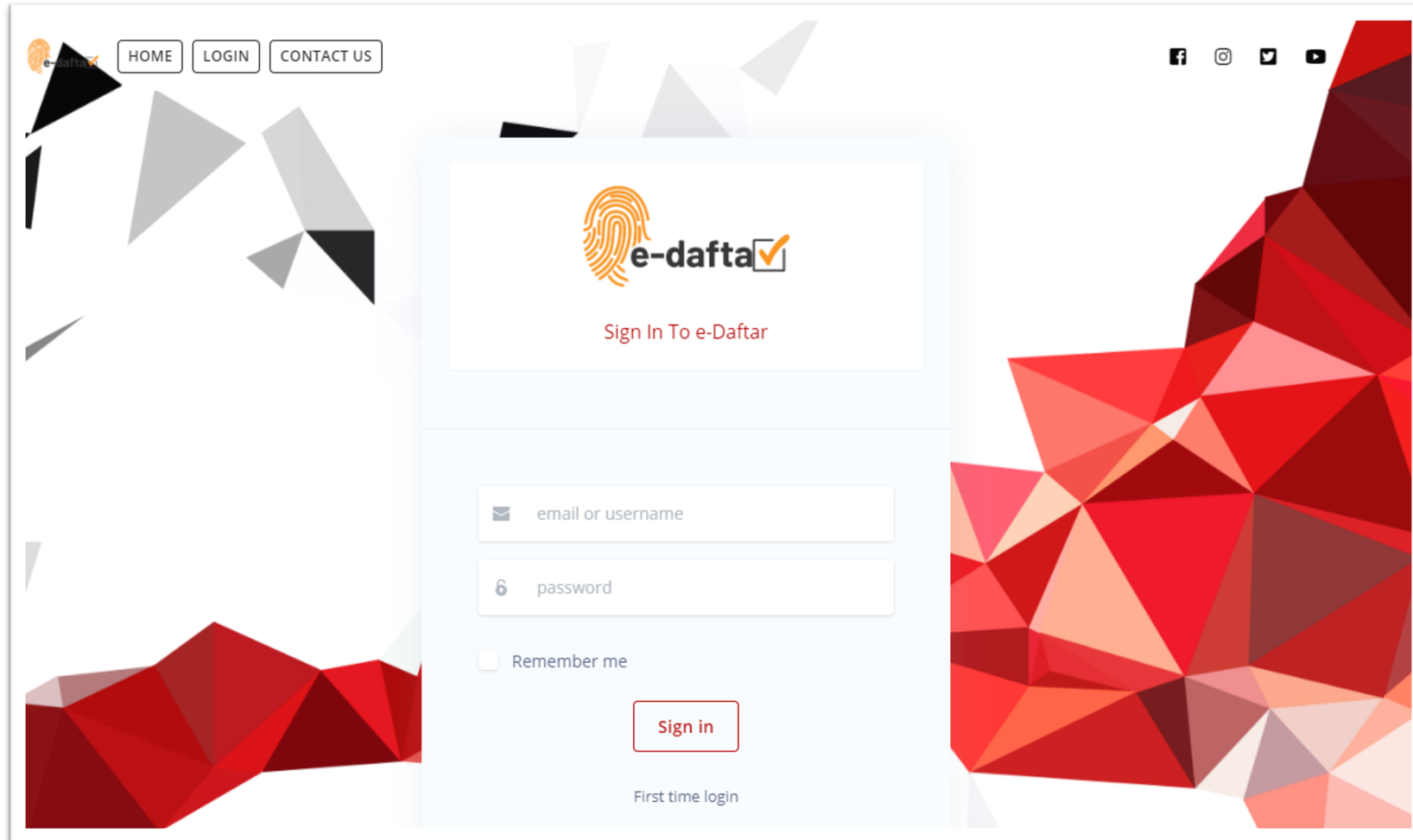
Student Recruitment and Admission Division (SRAD)

Date of issue: 22 Feb 2021



# 1. STUDENT / AGENT LOGIN

- Log in to e-daftar with the username and password that you use for SMART system.



The screenshot shows the e-daftar login interface. At the top left, there is a navigation bar with a logo and three buttons: HOME, LOGIN, and CONTACT US. At the top right, there are social media icons for Facebook, Instagram, Twitter, and YouTube. The main content area features the e-daftar logo (a fingerprint icon) and the text "Sign In To e-Daftar". Below this, there are two input fields: "email or username" and "password". The password field has a "6" icon indicating a minimum length of 6 characters. There is a "Remember me" checkbox and a "Sign in" button. At the bottom, there is a link for "First time login". The background is decorated with abstract geometric shapes in shades of red and grey.

HOME LOGIN CONTACT US

e-daftar

Sign In To e-Daftar

email or username

6 password

☐ Remember me

Sign in








First time login

## 2. COMPLETE THE STUDENT INFORMATION

- Check and update your personal information details.

**Basic Information** [Dashboard](#) - Basic Information

### Personal Information

 <b>Doctor of Philosophy</b> <b>Sekolah Perniagaan Antarabangsa Azman Hashim</b>	 PHAMA3AJA	 202020212
 P202111880	 CHN	 
 HKG0032		

**Telephone No \***

**Country \***

**Date of Birth \***

**Gender \***  
☐ Male ☒ Female

**Race \***

**Nationality \***

**Religion \***

**Marital Status \***  
☒ Single ☐ Married

### 3. UPLOAD DOCUMENTS

(Please note that **ALL** documents **MUST** be uploaded in **ORIGINAL** copy)

#### For INTERNATIONAL Student

- 1) Original scan of EVAL/EMGS Approval Letter/Related Pass
- 2) Original scan of Academic Qualifications
- 3) Original scan of English Proficiency Certificate
- 4) Proof of Tuition Fees Payment / Sponsorship Letter
- 5) Original scan of Health Assessment Form
- 6) Letter of Undertaking
- 7) New Student Registration Form

#### For LOCAL Student





- 1) Original scan of MyKAD
- 2) Original scan of Academic Qualifications
- 3) Proof of Tuition Fees Payment / Sponsorship Letter
- 4) Original scan of Health Assessment Form
- 5) Letter of Undertaking
- 6) New Student Registration Form
- 7) Financial Guarantee Letter

#### SCANNED DOCUMENT GUIDELINES

- **All pages of your original documents** must be **scanned in colour**. Photocopied documents are not accepted.
- Documents must be **scanned at the original size**.
- **No part or page** of the document should be **missing**.
- **Scanned documents** must be in one of the following **formats: pdf, jpg, jpeg**

## Upload Document

Please note that all documents must be uploaded in ORIGINAL copy (For International Student)

UPLOAD DOCUMENT	STATUS	ACTION
Mykad / Passport (First Page Only) *	DONE	 
Academic Certificate *	DONE	 
Academic Transcript *	DONE	 
Form 1 - Letter of Undertaking *	DONE	 
Form 2 - New Student Registration Form *	DONE	 
Medical Check Up Report *	DONE	 
Chest X-ray *	DONE	

Click the Upload button to upload document

Click the Trash button to delete document

# 4. ENGLISH PROFICIENCY CERTIFICATE (INTERNATIONAL STUDENT ONLY)

ITEM	BAND / SCORE	REG / CANDIDATE / INDEX NO.	EXAMINATION DATE
<input type="checkbox"/> Test of English as a Foreign Language	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> International English Language Testing System	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Malaysian University English Test	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Pearson PTE	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Cambridge English Qualifications	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> OTHERS <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DOCUMENT	ACTION
English Proficiency Certificate (IELTS/TOEFL/MUET/Equivalent)	<input type="button" value="Upload"/>

☐ I do not have any English Proficiency test score.I'm planning to join English program:

☐ CIEP ELS by ELS Language Centre☐ IEP by UTM Language Academy(LA)

## 5. CHECK, DECLARE AND SUBMIT

- Check all information and documents before you click on the 'submit' button.

### Final Acknowledgement

☒ I hereby declare to the best of my knowledge that the information given is true and accurate.

[← Back](#)

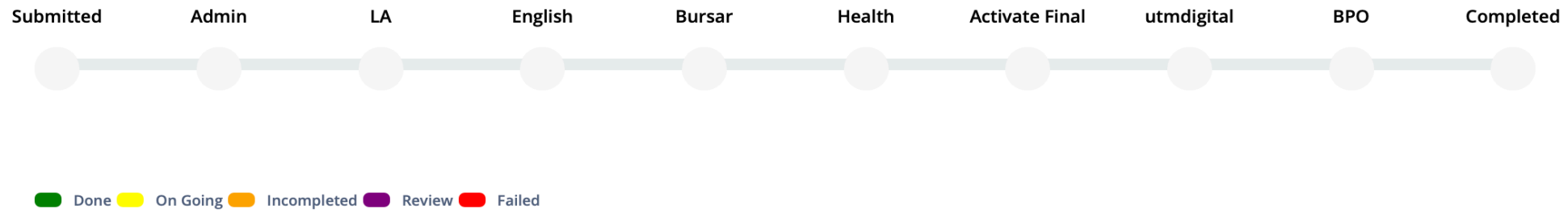
# 6. TRACK YOUR REGISTRATION PROGRESS

## Registration Status



You have successfully submitted the online registration form.  
Your online registration will be processed and you will be notified within three (3) working days.

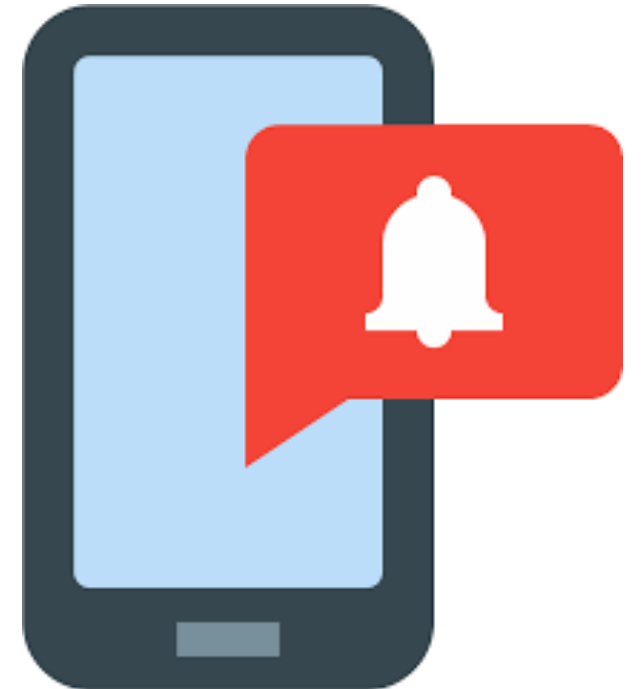
## Registration Progress






## 7. NOTIFICATION EMAIL FOR REGISTRATION STATUS

- You will receive a **notification email** within **THREE (3) working days** after you have completed the registration process. Your matric number and UTM ID will also be issued.



## 8. UTMID

- If you are a **former / current / senior student of UTM**, use your **existing UTMID and the official UTM email** with the @graduate.utm.my domain.
- If you are a **UTM staff and you currently further your study at UTM**, use your **existing UTMID and the official UTM email** with the @utm.my domain.
- If you are a **new UTM student**, your **UTMID will be generated automatically** once your student status is activated by your faculty. A notification from **utmids@utm.my** will be sent to your registered email address (the email address that you have provided with your admission application earlier) after registration. Please check your inbox / spam folder and search for the email from utmids@utm.my.

 **UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

### UTMID and Official E-mail for New Student

Assalamualaikum and a very good day,

Dear NA [REDACTED]

Welcome to Universiti Teknologi Malaysia. Please find your UTMID and email details below.

UTMID: n [REDACTED]  
Email: nadi [REDACTED]  
Temporary password: [REDACTED]

**For security purposes, please reset your password immediately.**  
To reset official email password, go to <http://mail.graduate.utm.my>  
To reset UTMID password, go to <https://utmids.utm.my>  
(Do reset your official email first!)

**What you can do with your UTMID?**  
Login your student portal at <https://my.utm.my>,  
Login UTM Mobile Apps UTMSmart.  
Login Official email for any official affairs at <http://mail.graduate.utm.my>  
Discover it at [our UTM Digital website](#)

Please do not hesitate to contact us regarding this account.  
For help, please contact UTM Digital at:  
Email : [digitalcare@utm.my](mailto:digitalcare@utm.my)  
Phone No : 03-5522136 / 03-5522140 / 03-5522141

# Thank you.

If you have any inquiries, please contact [admission@utm.my](mailto:admission@utm.my)

Postgraduate: [pgrad@utm.my](mailto:pgrad@utm.my)

Undergraduate: [ugrad@utm.my](mailto:ugrad@utm.my)

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