



UNIVERSITI  
MALAYSIA  
KELANTAN

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

SEPTEMBER SEMESTER ACADEMIC SESSION  
2025/2026

KEUSAHAWANAN TERAS KAMI • *ENTREPRENEURSHIP IS OUR THRUST*



# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

SEPTEMBER SEMESTER ACADEMIC SESSION 2025/2026



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## 1. OFFER LETTER AND FEES STRUCTURE

- The Offer Letter and Fees Structure must be printed in colour by the student themselves to be placed in the student file and for any student-related transactions.
- Please make a **COPY** and it is **MANDATORY** to keep a copy of the offer letter and fees structure for any transaction purposes. UMK will not issue a new offer letter and fees structure if lost.

## 2. TUITION FEES PAYMENT REGULATIONS

- Fees payment can be made through payment channels as explained in **Appendix 2: PAYMENT METHODS FOR UNIVERSITI MALAYSIA KELANTAN FEES.**
- All new students must open an **RHB bank account**, as it will be used as both a financial account for students and their student matric card at the university. RHB accounts can be opened online or by visiting any RHB branch nationwide. Please refer to **Appendix 3: ACCOUNT OPENING FOR RHB PRO SAVINGS ACCOUNT-i.**

## 3. HEALTH EXAMINATION

- All students are **REQUIRED** to undergo a health examination at the University Health Centre (PKU), Universiti Malaysia Kelantan (UMK).
- Students are **REQUIRED** to fill in health information and upload proof of payment on the SINIMO application through the e-Medical link before the health examination day. The procedures for filling in and using the application are as outlined in **APPENDIX 10.**
- If there are any concerns, please contact the **University Health Centre (PKU)** at **09 - 7797516** or **09 - 7717075** during working hours, from **Sunday to Wednesday (8:30 am - 5:00 pm)** and **Thursday (8:30 am - 3:30 pm).**

## 4. ENFORCEMENT

- All university officers, including administrative, academic, security, and library staff, are empowered to issue warnings and deny students who do not comply with the regulations of Universiti Malaysia Kelantan.

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## 5. STUDENT ETHICS

Throughout the duration of study at this University, all students are required to comply with:

- Decisions of the University Board of Directors (LPU) and University Senate, as well as decisions of the Faculty, regarding matters related to you, as a UMK student.
- Always uphold the good name of the University and take care of its property and facilities to prevent any damage by anyone.
- Respecting the university staff and lecturers.
- Adhering to the university traffic regulations and the Road Transport Act (JPJ) 1987.
- Participating in all academic, cultural, sports, social, community service, and other activities organized by the University.
- Comply with the ethics of student attire and dress code. Please refer to **Appendix A: STUDENT ATTIRE AND DRESS CODE**

## 6. STUDENT DRESS CODE

- Every student is required to **WEAR THE MATRIC CARD** when attending/being in all University Administrative Offices, including lecture halls, examination halls, seminar rooms, the library, or official events
- All students are required to adhere to the regulations or dress code specified for specific places such as the library, lecture halls, sports arenas, prayer rooms, dining halls, official university events, and others.
- Dress neatly and modestly. Examples: shirt, T-shirt, long trousers for male students, and baju kurung, long kebaya, or traditional ethnic attire, or clothing that covers the aurat for Muslim female students.
- Wearing shoes.

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## APPENDIX A: STUDENT ATTIRE AND DRESS CODE



### STUDENT ATTIRE AND APPEARANCE CODES UNIVERSITI MALAYSIA KELANTAN

#### ATTIRE AND APPEARANCE CODES FOR MALE STUDENTS

- Maintain short and neat hair not extending beyond the collar.
- Clothes, hairstyles are not unusual and not coloured.
- It is forbidden to wear necklaces, bracelets or ear piercings or similar accessories.
- It is forbidden to wear clothing resembling the opposite sex.
- Wear either a shirt or collared T-shirt and appropriate footwear during lectures, exams, tutorials, or any administrative engagements.



#### ATTIRE AND APPEARANCE CODES FOR FEMALE STUDENTS



- Dress neatly, avoiding attire that resembles the opposite gender.
- It is forbidden to wear sleeveless, tightly-fitted shirts that reveal the shape of the body.
- Pants/skirts should reach ankle level and not be excessively tight.
- Make sure to maintain neat hair and not coloured with unusual colour.
- Muslim female students are required to dress modestly.
- Clothing that covers the face is prohibited (purdah/niqab).
- Wear appropriate shoes or sandals during lectures, exams, tutorials, or during any administrative engagements.

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## 8. STUDENT PREPARATION AND NEEDS

- 4 PIECES of passport-sized photos.
- Appropriate and modest casual attire and sportswear.
- Residential college essentials: 2 single-bed size sheets, 2 pillowcases, and a blanket.
- Prayer essentials including a prayer mat (for Muslims).
- Appropriate sport attire including sports track bottoms, short-sleeved T-shirt (for males), long-sleeved T-shirt (for females), sports shoes, and socks.
- Dark-coloured shoes and black socks for formal ceremonies.
- For every official university ceremony during the daytime, all male students are required to wear long-sleeved shirts / collared T-shirts and dark trousers. Meanwhile, female students should dress in baju kurung / shirts with long and modest skirts or dark trousers.
- Male students should bring:
  1. Long-sleeve bright-coloured shirts (at least 3 pieces)
  2. Dark-coloured trousers.
  3. Dark socks, leather shoes, and a necktie.
- Muslim female students should bring:
  1. Headscarf
  2. Comfortable closed-toe heels
  3. Black innerwear (top)
  4. Hand socks
- Non-Muslim female students should bring:
  1. Long-sleeve and loose tops which cover the hip
  2. Dark-coloured long skirts
  3. Comfortable closed-toe heels

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## APPENDIX 1 : LIST OF FEES AND PAYMENT FOR INTERNATIONAL (UNDERGRADUATE PROGRAMME)

### A. SOCIAL SCIENCE

PROGRAM CODE	PROGRAM	A. NON-RECURRENT FEES (MYR)			B. RECURRENT FEES (PER SEMESTER - MYR)	C. TUITION FEES (SEMESTER I - MYR)	D. STUDENT ACCOMMODATION (PER SEMESTER - MYR)
		REGISTRATION FEES	SERVICE FEES	ALUMNI			
<b>FACULTY OF ENTREPRENEURSHIP AND BUSINESS</b>							
SAE	BACHELOR OF ENTREPRENEURSHIP WITH HONOURS	1,175.00	150.00	300.00	855.00	2,565.00	600.00
SAA	BACHELOR OF ACCOUNTING WITH HONOURS (#)	1,175.00	150.00	300.00	855.00	2,700.00	600.00
SAB	BACHELOR OF BUSINESS ADMINISTRATION (ISLAMIC BANKING AND FINANCE ) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,700.00	600.00
SAK	BACHELOR OF ENTREPRENEURSHIP (COMMERCE) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,700.00	600.00
SAD	BACHELOR OF ENTREPRENEURSHIP (LOGISTICS AND DISTRIBUTIVE TRADE) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,700.00	600.00
SAR	BACHELOR OF ENTREPRENEURSHIP (RETAILING) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,700.00	600.00

(#) BACHELOR OF ACCOUNTING: ADDITIONAL FEES ACCA: RM 4,450.00, MICPA: RM 7,990.00

### A. SOCIAL SCIENCE

PROGRAM CODE	PROGRAM	A. NON-RECURRENT FEES (MYR)			B. RECURRENT FEES (PER SEMESTER - MYR)	C. TUITION FEES (SEMESTER I - MYR)	D. STUDENT ACCOMMODATION (PER SEMESTER - MYR)
		REGISTRATION FEES	SERVICE FEES	ALUMNI			
<b>FACULTY OF HOSPITALITY, TOURISM AND WELLNESS</b>							
SAH	BACHELOR OF ENTREPRENEURSHIP (HOSPITALITY) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,295.00	600.00
SAP	BACHELOR OF ENTREPRENEURSHIP (TOURISM) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,295.00	600.00
SAS	BACHELOR OF ENTREPRENEURSHIP (WELLNESS) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,295.00	600.00
<b>FACULTY OF LANGUAGE STUDIES AND HUMAN DEVELOPMENT</b>							
SLB	BACHELOR OF BUSINESS COMMUNICATION WITH ENGLISH (HONOURS)	1,175.00	150.00	300.00	855.00	2,430.00	600.00
SLA	BACHELOR OF ARABIC LANGUAGE WITH ENTREPRENEURSHIP (HONOURS)	1,175.00	150.00	300.00	855.00	2,430.00	600.00
SLC	BACHELOR OF COMMUNITY MANAGEMENT WITH SOCIAL ENTREPRENEURSHIP (HONOURS)	1,175.00	150.00	300.00	855.00	2,565.00	600.00

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## APPENDIX 1 : LIST OF FEES AND PAYMENT FOR INTERNATIONAL (UNDERGRADUATE PROGRAMME)

### A. SOCIAL SCIENCE

PROGRAM CODE	PROGRAM	A. NON-RECURRENT FEES (MYR)			B. RECURRENT FEES (PER SEMESTER - MYR)	C. TUITION FEES (SEMESTER I - MYR)	D. STUDENT ACCOMMODATION (PER SEMESTER - MYR)
		REGISTRATION FEES	SERVICE FEES	ALUMNI			
<b>FACULTY OF CREATIVE TECHNOLOGY AND HERITAGE</b>							
SCK	BACHELOR OF CREATIVE TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,565.00	600.00
SCW	BACHELOR OF HERITAGE STUDIES WITH HONOURS	1,175.00	150.00	300.00	855.00	1,755.00	600.00
<b>FACULTY OF ARCHITECTURE AND EKISTICS</b>							
SGA	BACHELOR OF SCIENCE IN ARCHITECTURE WITH HONOURS	1,175.00	150.00	300.00	855.00	2,700.00	600.00
SGD	BACHELOR OF INTERIOR ARCHITECTURE WITH HONOURS	1,175.00	150.00	300.00	855.00	2,430.00	600.00
SGL	BACHELOR OF LANDSCAPE ARCHITECTURE WITH HONOURS	1,175.00	150.00	300.00	855.00	2,160.00	600.00

1. The exchange rate is USD 1 more or less equivalent to MYR 4.20 (subject to change).
2. Fees stated above are subject to change (the University reserves the right to change the fees without prior notice).
3. Candidates who do not fulfill the English language requirements must undergo the Intensive English Course (IEC) organized by the Faculty of Language Studies & Human Development Universiti Malaysia Kelantan.
4. Total non-recurrent fees excluded from personal bonds. The amount of personal bond is based on the individual's country of origin.

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## APPENDIX 1 : LIST OF FEES AND PAYMENT FOR INTERNATIONAL (UNDERGRADUATE PROGRAMME)

### B. SCIENCE

PROGRAM CODE	PROGRAM	A. NON-RECURRENT FEES (MYR)			B. RECURRENT FEES (PER SEMESTER - MYR)	C. TUITION FEES (SEMESTER I - MYR)	D. STUDENT ACCOMMODATION (PER SEMESTER - MYR)
		REGISTRATION FEES	SERVICE FEES	ALUMNI			
<b>FACULTY OF AGRO BASED INDUSTRY</b>							
SFA	BACHELOR OF APPLIED SCIENCE (AGROTECHNOLOGY) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,480.00	600.00
SFH	BACHELOR OF APPLIED SCIENCE (ANIMAL HUSBANDRY TECHNOLOGY) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,480.00	600.00
SFP	BACHELOR OF APPLIED SCIENCE (AGRO PRODUCT TECHNOLOGY) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,790.00	600.00
SFM	BACHELOR OF APPLIED SCIENCE (FOOD SECURITY) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
<b>FACULTY OF EARTH SCIENCE</b>							
SEN	BACHELOR OF APPLIED SCIENCE (NATURAL RESOURCES SCIENCE) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SEG	BACHELOR OF APPLIED SCIENCE (GEOSCIENCE) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SES	BACHELOR OF APPLIED SCIENCE (SUSTAINABLE SCIENCE) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SEV	BACHELOR OF APPLIED SCIENCE (ENVIRONMENTAL ANALYTICS) WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00

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## APPENDIX 1 : LIST OF FEES AND PAYMENT FOR INTERNATIONAL (UNDERGRADUATE PROGRAMME)

### B. SCIENCE

PROGRAM CODE	PROGRAM	A. NON-RECURRENT FEES (MYR)			B. RECURRENT FEES (PER SEMESTER - MYR)	C. TUITION FEES (SEMESTER I - MYR)	D. STUDENT ACCOMMODATION (PER SEMESTER - MYR)
		REGISTRATION FEES	SERVICE FEES	ALUMNI			
<b>FACULTY OF BIOENGINEERING AND TECHNOLOGY</b>							
SJB	BACHELOR OF INDUSTRIAL MATERIAL TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SJH	BACHELOR OF FOREST RESOURCE TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SJI	BACHELOR OF BIOINDUSTRIAL TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SJM	BACHELOR OF MINERALS TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,635.00	600.00
SJT	BACHELOR OF ENERGY TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	3,100.00	600.00
<b>FACULTY OF DATA SCIENCE AND COMPUTING</b>							
SST	BACHELOR OF INFORMATION TECHNOLOGY WITH HONOURS	1,175.00	150.00	300.00	855.00	2,015.00	600.00
<b>DOCTOR OF VETERINARY MEDICINE PLUS</b>							
DVM+	DOCTOR OF VETERINARY MEDICINE PLUS	1,175.00	150.00	300.00	855.00	8,000.00	600.00

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## APPENDIX 2 : TUITION FEES PAYMENT METHODS

Bank Information	Telegraphic Transfer (if you are at your home country)	Over the Counter / Online JomPAY / Local Online Payment
Bank	Bank Islam Malaysia Berhad	
Account No.	03036010096919	03036010016919
Account Name	Universiti Malaysia Kelantan	
Swift Code	BIMBMYKL	
Bank Address	No.72, Seksyen 25, Jalan Sultan Yahya Petra, 15720 Kota Bharu, Kelantan, MALAYSIA	

Please send transfer details to [admission.intake@umk.edu.my](mailto:admission.intake@umk.edu.my). Clearly write your **full name, passport number & student's matric number (if applicable)** on the transaction slip.

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## APPENDIX 3 : ACCOUNT OPENING FOR RHB PRO SAVINGS ACCOUNT-I.



Unlock your future with RHB Pro Savings Account-i today!



Scan to download the RHB Mobile Banking app.

### Two easy ways to open an RHB Pro Savings Account-i:

**Option 1** **Open an account online**  
(For students 18 years old and above)

**Recommended**

- Download the RHB Mobile Banking App and scan the QR Code to start.  
  
*If you can't scan the QR Code, go to link below:*  
<https://onlinebanking.rhbgroup.com/my/open-in-app?mohe>
- Fill in the details and follow instructions on screen to submit your application.  
*A deposit of at least RM10 is required for online account verification and activation.*
- Check the email you've registered with your application to receive Welcome Email from RHB and your account details.  
*If you're applying for PTPTN loan, you may use the account number in the email.*
- Collect your RHB MySiswa Debit Card-i once your university notifies you.
- Activate your RHB MySiswa Debit Card-i by bringing the card and MyKad to RHB counters allocated at your university. After activation, you can use your card for transactions.


Scan QR Code on right for the step-by-step guide or go to link below:  
<https://www.rhbgroup.com/-/media/Assets/Corporate-Website/Document/Personal/Joy-at-Uni/FAQ-MOHE-Online-Account-Opening.pdf>



**Option 2** **Open an account at any RHB branch**

- Schedule an appointment to visit any RHB branch by scanning the QR Code to avoid long queues.  
  
*If you can't scan the QR Code, go to link below:*  
<https://www.rhbgroup.com/BranchAppointment>
- Visit your preferred RHB Branch with the items below:
  - If you're below 18 years old:** Your Birth Certificate, MyKad and University Offer Letter. You must be accompanied by parents/guardian.  
*If you're accompanied by a guardian, please bring proof of relationship such as legal guardian letter.*
  - If you're 18 years old and above:** Your MyKad/MyTentera and University Offer Letter.
  - If you're a non-Malaysian student:** Your Passport, University Offer Letter and valid Student Visa.
- Check the email you've registered with your application to receive Welcome Email from RHB and your account details.  
*If you're applying for a PTPTN loan, you may use the account number in the email.*
- Collect your RHB MySiswa Debit Card-i once your university notifies you.
- Activate your RHB MySiswa Debit Card-i by bringing the card and MyKad to RHB counters allocated at your university. After activation, you can use your card for transactions.

### Important!

-  **Mandatory:** Open an RHB Pro Savings Account-i before university registration. Refer to your university for more details.
-  **Benefits:** Enjoy discounts and perks once your account and MySiswa Debit Card-i are activated. More details at [RHB.Joy@Uni](mailto:RHB.Joy@Uni).
-  **Passport/MyPR Holders:** Open your account online and visit any RHB branch within 30 days to activate it.
-  **PTPTN Loan:** If you're applying for a PTPTN loan, the fund will be credited into this account.
-  **RHB MySiswa Debit Card-i:** This card functions as both your debit card and student ID. You'll receive it from your university and must activate it to use it. For foreign students, you'll need to activate your card at nearest RHB branch.

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## APPENDIX 4 : ACADEMIC CALENDAR

SEPTEMBER SEMESTER 2025/2026			
TEACHING AND LEARNING WEEK	ACTIVITIES	PERIOD	HOLIDAY
	Registration of New Students February Semester Session 2025/2026 <b>21/09/2025 (SUNDAY)</b>	<b>1 Day</b>	-
	New Students Orientation Week (3M) <b>22/09/2025 - 24/09/2025 (Monday - Wednesday)</b>	<b>3 Days</b>	-
	Course Registration Confirmation Semester September Session 2025/2026 <b>21/09/2025 - 27/09/2025 (Sunday - Saturday)</b>	<b>7 Days</b>	-
Lecture Week 1 28/09/2025 - 04/10/2025	Senior Student Registration September <b>28/09/2025 (Sunday)</b>	<b>1 Day</b>	Sultan of Kelantan's Birthday 29/09/2025 - 30/09/2025 (Monday-Tuesday)
	Course Registration Amendment ( Add and Drop) <b>28/09/2025 - 04/10/2025 (Sunday - Saturday)</b>	<b>7 Days</b>	-
Lecture Week 2 05/10/2025 - 11/10/2025	Course Registration Amendment (Add and Drop) <b>05/10/2025 - 11/10/2025 (Sunday - Saturday)</b>	<b>7 Days</b>	-
Lecture Week 3 12/10/2025 - 18/10/2025	2nd Registration of New Students September Semester Session 2025/2026 <b>12/10/2025 (Sunday)</b>	<b>1 Day</b>	-
	New student briefing <b>13/10/2025 (Monday)</b>	<b>1 Day</b>	-
	Course Registration Amendment (Drop) <b>12/10/2025 - 18/10/2025 (Sunday - Saturday)</b>	<b>7 Days</b>	-

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## APPENDIX 4 : ACADEMIC CALENDAR

SEPTEMBER SEMESTER 2025/2026			
TEACHING AND LEARNING WEEK	ACTIVITIES	PERIOD	HOLIDAY
Lecture Week 4 19/10/2025 - 25/10/2025	Course Registration Amendment (Drop) 19/10/2025 - 25/10/2025 (Sunday - Saturday)	7 Days	Deepavali 20/10/2025 (Monday)
Lecture Week 5 26/10/2025 - 01/11/2025	Course Registration Amendment (Drop) 26/10/2025 - 01/11/2025 (Sunday - Saturday)	7 Days	-
Lecture Week 6 02/11/2025 - 08/11/2025	Course Registration Amendment (Drop) 02/11/2025 - 08/11/2025 (Sunday - Saturday)	7 Days	-
Lecture Week 7 09/11/2025 - 15/11/2025	-	-	-
<b>Mid Semester Break September Semester 2025/2026</b> 16/11/2025 - 22/11/2025			
Lecture Week 8 23/11/2025 - 29/11/2025	-	-	-
Lecture Week 9 30/11/2025 - 06/12/2025	-	-	-
Lecture Week 10 07/12/2025 - 13/12/2025	-	-	-
Lecture Week 11 14/12/2025 - 20/12/2025	-	-	-
Lecture Week 12 21/12/2025 - 27/12/2025	Academic evaluation 21/12/2025 - 27/12/2025 (Sunday - Saturday)	7 Days	Christmas 25/12/2025 (Thursday)
Lecture Week 13 28/12/2025 - 03/01/2026	Academic evaluation 28/12/2025 - 03/01/2026 (Sunday - Saturday)	7 Days	-

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

SEPTEMBER SEMESTER ACADEMIC SESSION 2025/2026



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## APPENDIX 4 : ACADEMIC CALENDAR

SEPTEMBER SEMESTER 2025/2026			
TEACHING AND LEARNING WEEK	ACTIVITIES	PERIOD	HOLIDAY
Lecture Week 14 04/01/2026 - 10/01/2026	Academic evaluation 04/01/2026 - 10/01/2026 (Sunday - Saturday)	7 Days	-
	Pre-Registration Course (Compulsory Registration) February Semester 04/01/2026 - 10/01/2026 (Sunday - Saturday)	7 Days	-
Study Week 11/01/2026 - 17/01/2026	-	7 Days	-
End of Semester Assessment September Semester 2025/2026	-	3 Weeks	-
Semester break September Semester 2025/2026 08/02/2026 - 07/03/2026	Pre-Registration Course (Compulsory Registration) February Semester 01/03/2026 - 07/03/2026 (Sunday - Saturday)	7 Days	Chinese New Year 17/02/2026 - 18/02/2026 (Tuesday - Wednesday)

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## APPENDIX 5 : REGISTRATION GUIDELINES FOR INTERNATIONAL STUDENTS

- For tuition fees, all payments should be made in Malaysian currency (MYR), and need to be settled **IN FULL before 14th September 2025 (Sunday)**. Please refer to the List of Fees and Payments for International Students (Undergraduate Programme) for tuition fees and payment methods.
- The payment slip must be emailed to [admission.intake@umk.edu.my](mailto:admission.intake@umk.edu.my) as proof of payment and reference for verification and updating your student account.
- Kindly be informed to bring the **proof of payment and reference** during the registration day.
- Students will be temporarily placed at the **UMK City Kampus, Pengkalan Chepa**. During the registration day, students will be sent to their respective campuses for the registration process.
- Upon registration day, students should go to the **Center of Academic Management** counter to activate themselves as a university student.
- Students will only obtain their room keys at the **Residential and Hostel counter**.
- For **Course Registration**, all new international students are required to proceed to their respective faculty.



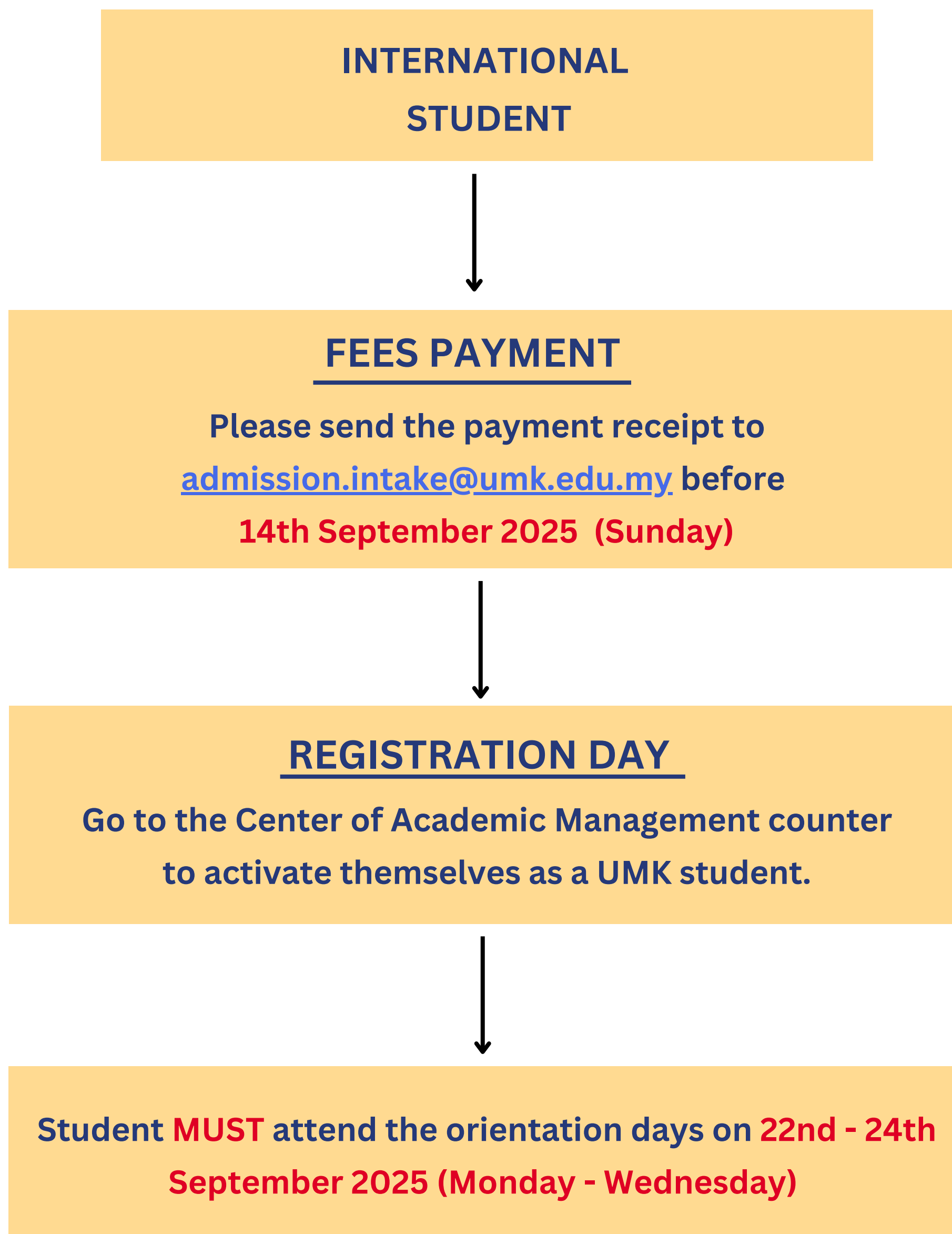
# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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## APPENDIX 6 : REGISTRATION FLOW CHART FOR INTERNATIONAL STUDENTS



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## APPENDIX 7 : GUIDELINES FOR STUDENT PORTAL ACTIVATION (CAPSULE)

For every browser option used, please ensure that the Pop-Up blocker function is turned off to avoid any issues with updating the access information for the eCommunity system. Allow Pop-Up and Redirect permission should be granted – please search on Google for instructions on how to Allow Pop-Up and Redirect for your respective browsers.

1. Visit <https://capsule.umk.edu.my/login>.

**WELCOME TO CAPSULE**

**UNIVERSITI MALAYSIA KELANTAN**

**WELCOME TO CAPSULE**

**CAPSULE**

Your Matric No. / Staff ID / Username

Username

Your Password [Forgot Password / First Time Login?](#)

Password

First time UMK users should use ecomm credentials, otherwise use your chosen password or reset your password.

Remember Me

**Sign In**

OR USE ONE THESE SERVICES

Passwordless Sign In

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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2. Enter the matric number for “**USERNAME**” and passport number for “**PASSWORD**”. Then click “**SIGN IN**”.

3. Click “**User Profile**” to create a new password.

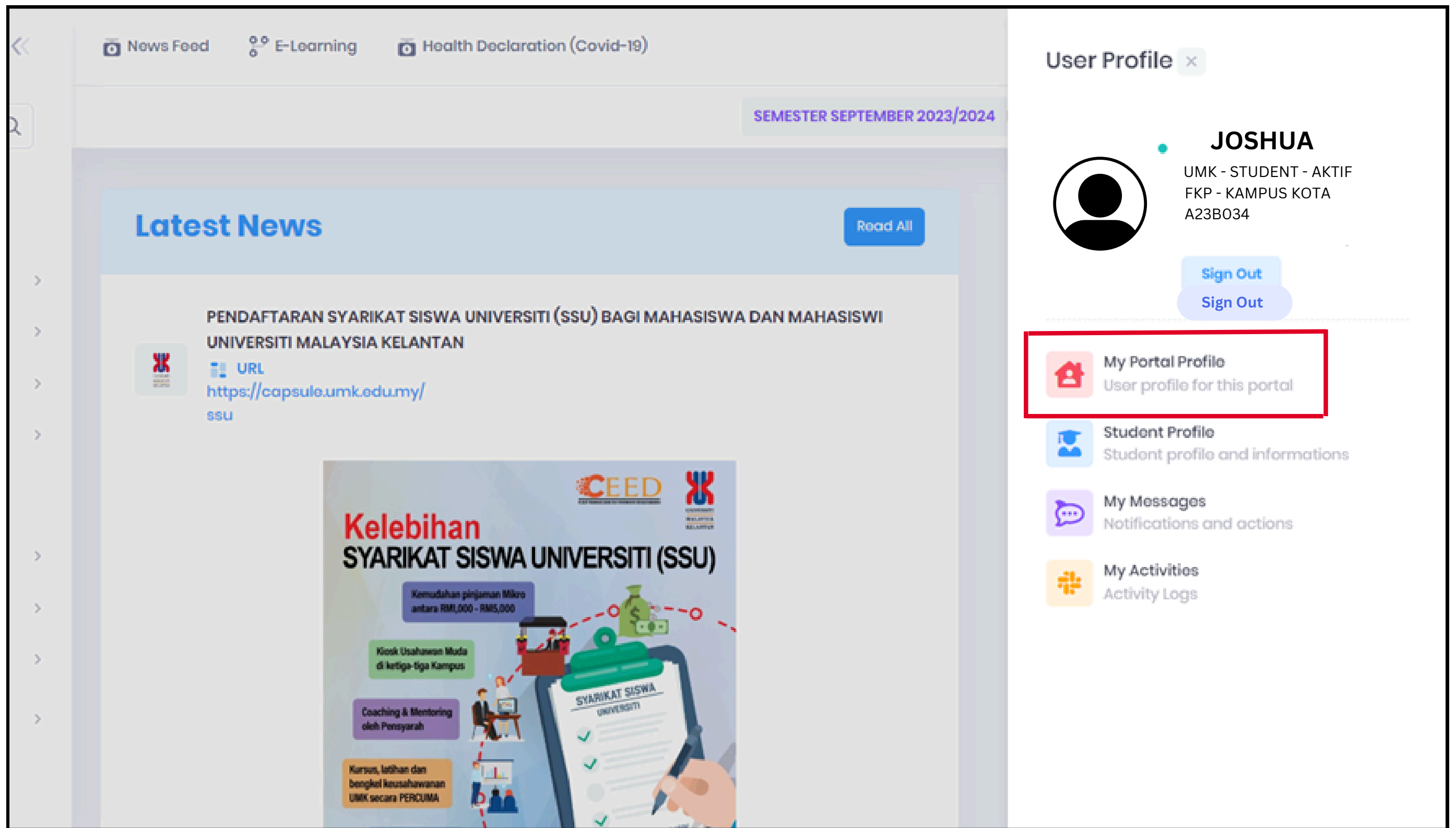
# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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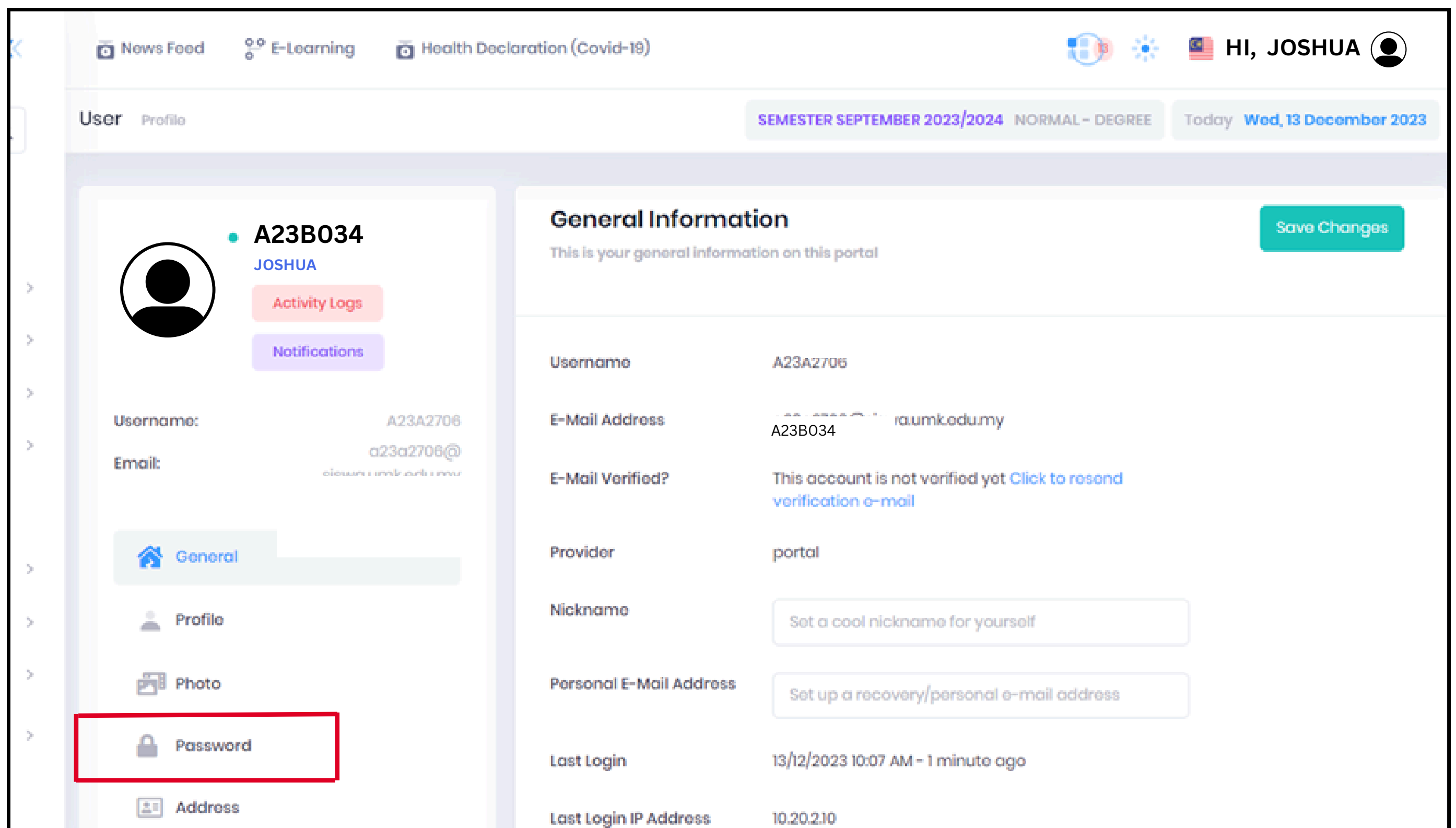


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4. Click “My Portal Profile”.



5. Click “Password”.



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6. Create a new password, then click **“Save Changes”**.

The screenshot shows the Capsule portal interface. At the top, there are navigation links for News Feed, E-Learning, and Health Declaration (Covid-19). The user is identified as HI, JOSHUA. The main content area is titled 'Update Your Password' and includes a 'Save Changes' button highlighted with a red box. The form contains three input fields: 'Enter Current Password', 'Enter New Password', and 'Confirm New Password'. The user profile on the left shows the username A23B034 JOSHUA and the email A23A2706.

7. Log in by using a new password

The screenshot shows the Capsule login page. The page features the Capsule logo at the top. Below the logo, there is a login form with two input fields: 'Your Matric No. / Staff ID / Username' containing 'A23B034' and 'Your Password' containing 'JoshUa@44'. A 'Sign In' button is located below the password field. The page also includes a 'Forgot Password / First Time Login?' link and a 'Remember Me' checkbox. A message states: 'First time UMK users should use ecomm credentials, otherwise use your chosen password or reset your password.' At the bottom, there is a 'Passwordless Sign In' button.

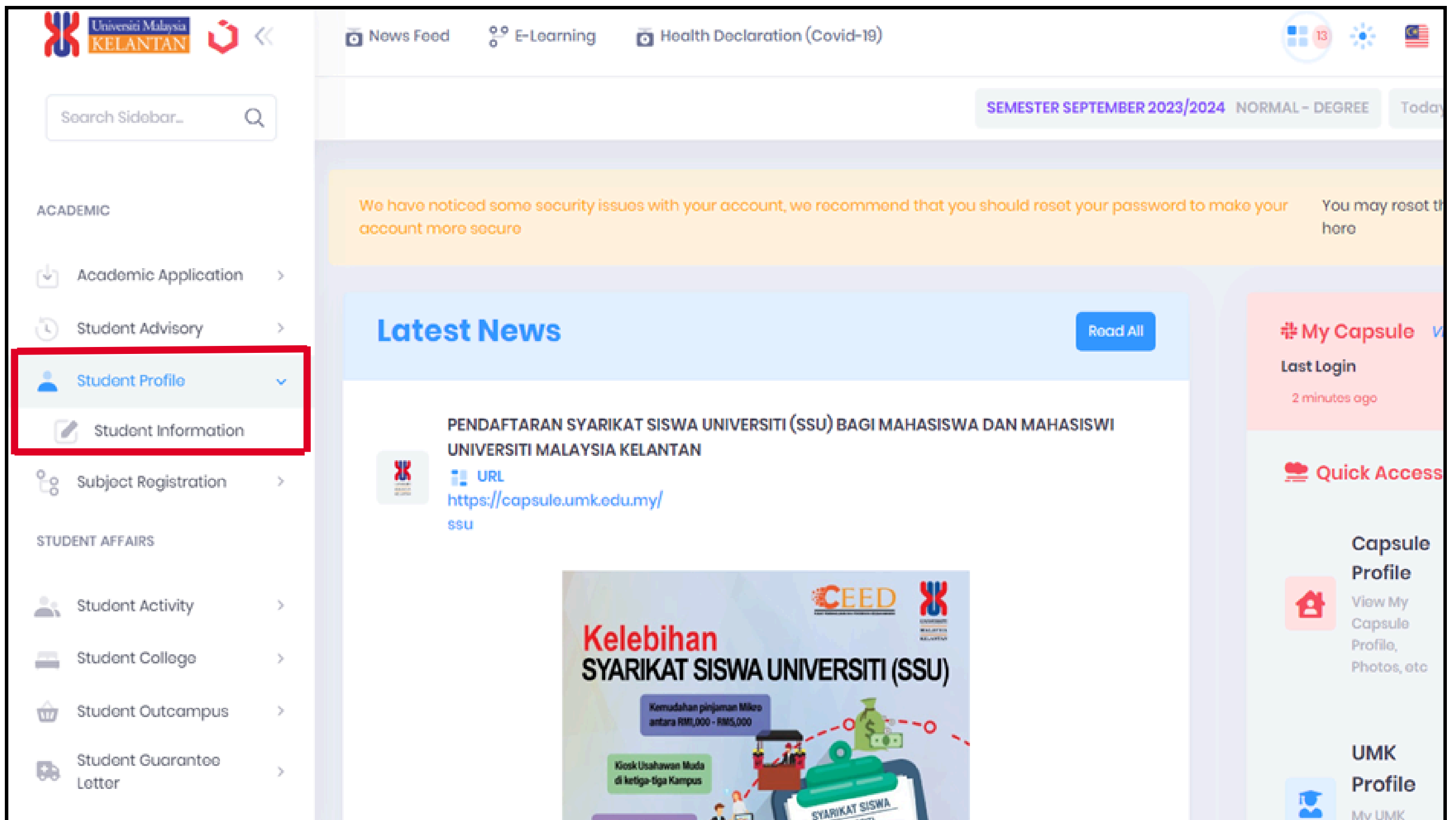
# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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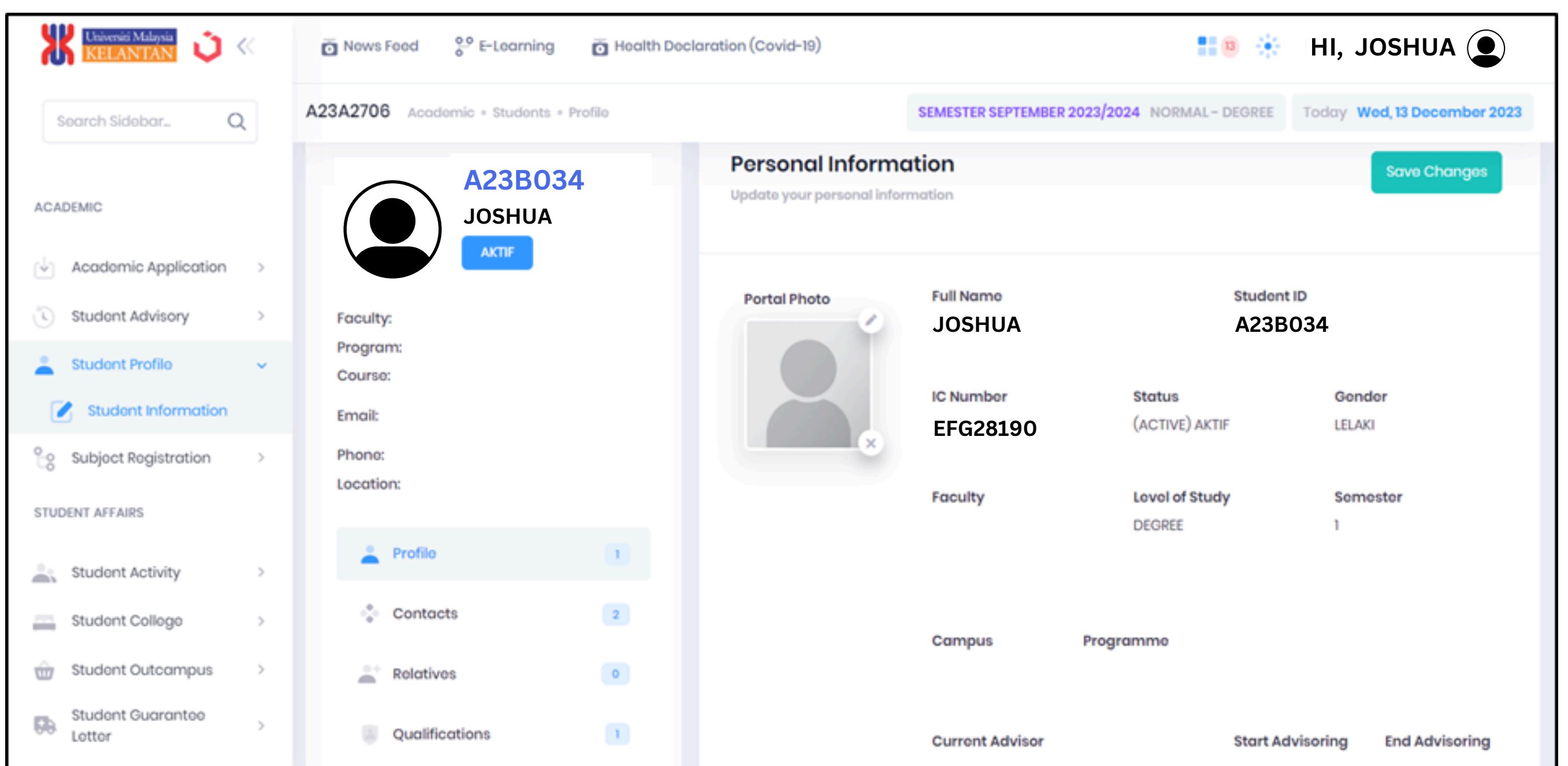


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8. Go to “Student Profile” – “Student Information”



9. Update your profile information. Download and upload documents if necessary.



# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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## APPENDIX 8 : GUIDELINES FOR UPLOADING STUDENT PHOTOS INTO THE CAPSULE SYSTEM

1

Please log in to the portal <http://capsule.umk.edu.my> to update student profile information.

---

2

Select the "**Student Profile**" button.

---

3

Choose the "**Student Information**" button.

---

4

Check your [siswa@umk.edu.my](mailto:siswa@umk.edu.my) email for verification purposes if required.

---

5

Select the edit menu in the photo section. Upload your photo as per the **Guidelines for Preparing Student Matric Card Photo**.

---

### • Guidelines for Preparing Student Matric Card Photo.

#### 1. Specifications for student matric card photo:

- Photo size – Passport photo size
- Photo format – JPG
- Photo size – Maximum 2.5 mb (If the photo size exceeds the specified requirements, you can refer to the example on how to 'Resize' the image below)
- Photo background - Blue

Note:

- i. Recent photo captured at the studio/photo shop is **MANDATORY** to achieve better photo quality.
- ii. The submitted photo must be 'CROPPED' beforehand, similar to a passport photo

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## 2. Student Appearance: -

### A) Male

- Wearing a collared shirt/ T-shirt (wearing a blazer is encouraged).
- Round-neck T-shirts are not allowed.
- Short and neat hair (not touching the shirt collar and not covering part of the face).
- Wearing hats, songkok, kopiah, turbans, and the like is not allowed.
- Wear earrings is not allowed.

### B) Female

- Wearing a baju kurung or appropriate attire (wearing a blazer is encouraged).
- Round-neck T-shirts are not allowed.
- Students wearing headscarves or not wearing headscarves are not allowed to cover part of the face/wear a veil.

## 3. Photos that are NOT accepted: -

- Patterned/ textured background and not blue.
- Face size is too small/ image size is too small (does not follow passport photo standards)
- Framed photo
- Photo with text/lines on the edges/blurry/not upright
- Obvious selfie photo

## 4. Important:-

- Photos that do not adhere to the standards of student appearance will **NOT** be accepted for the purpose of printing the student matric cards. All students **MUST** comply with the requirements for uploading photos as outlined in points one (1) to three (3) above.

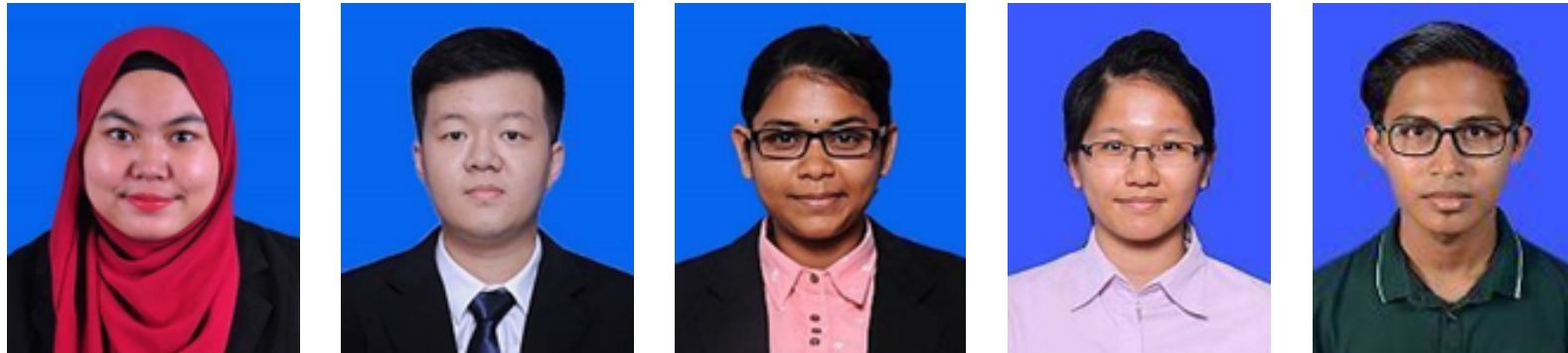
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A) Examples of photos that are **ACCEPTED**:



B) Examples of photos that are **NOT** accepted:

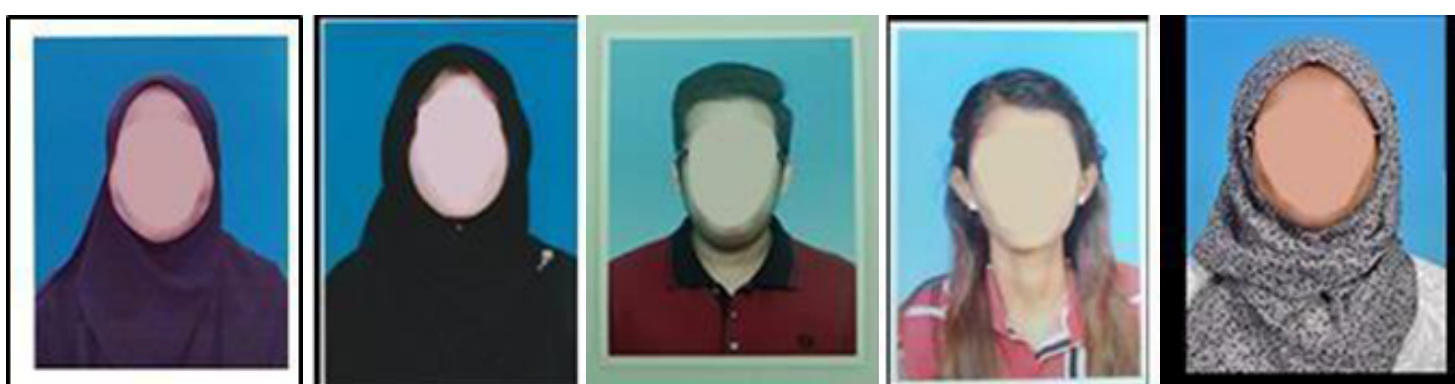
- The photo background is **NOT BLUE**



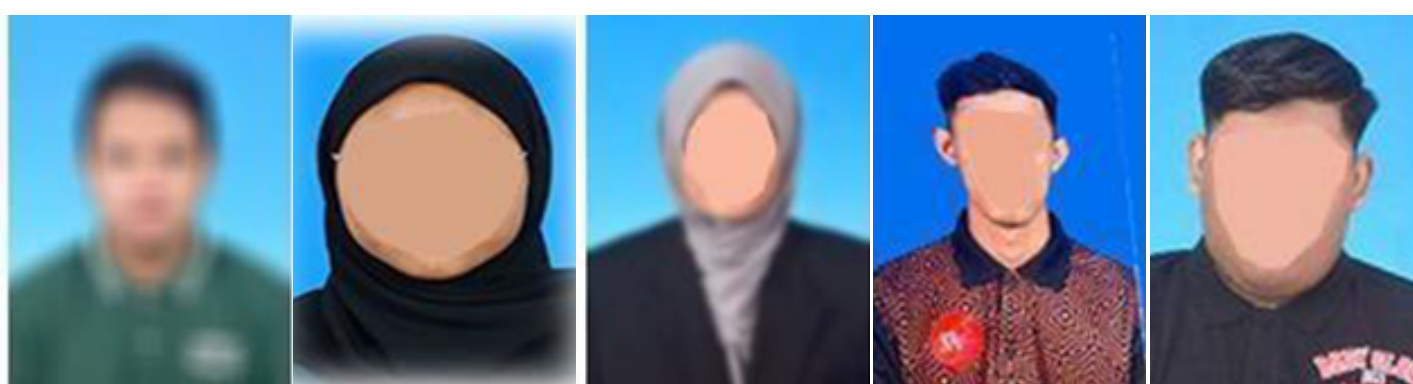
- Face size is **too small/ image size is too small** (does not follow passport photo standards).



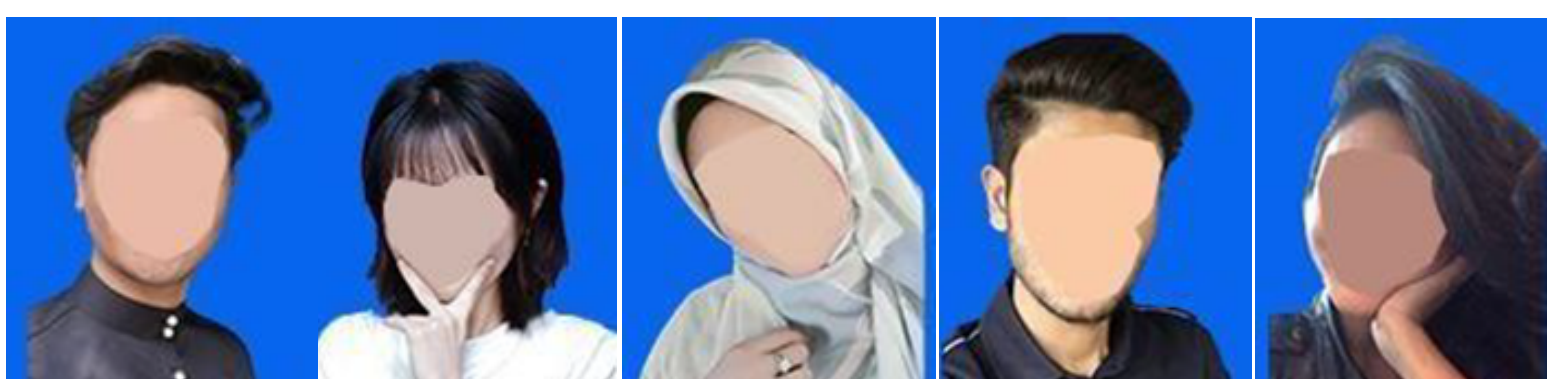
- **Framed** photo



- Photo with **text/lines on the edges/blurry/not upright**



- **Selfies** photo



# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

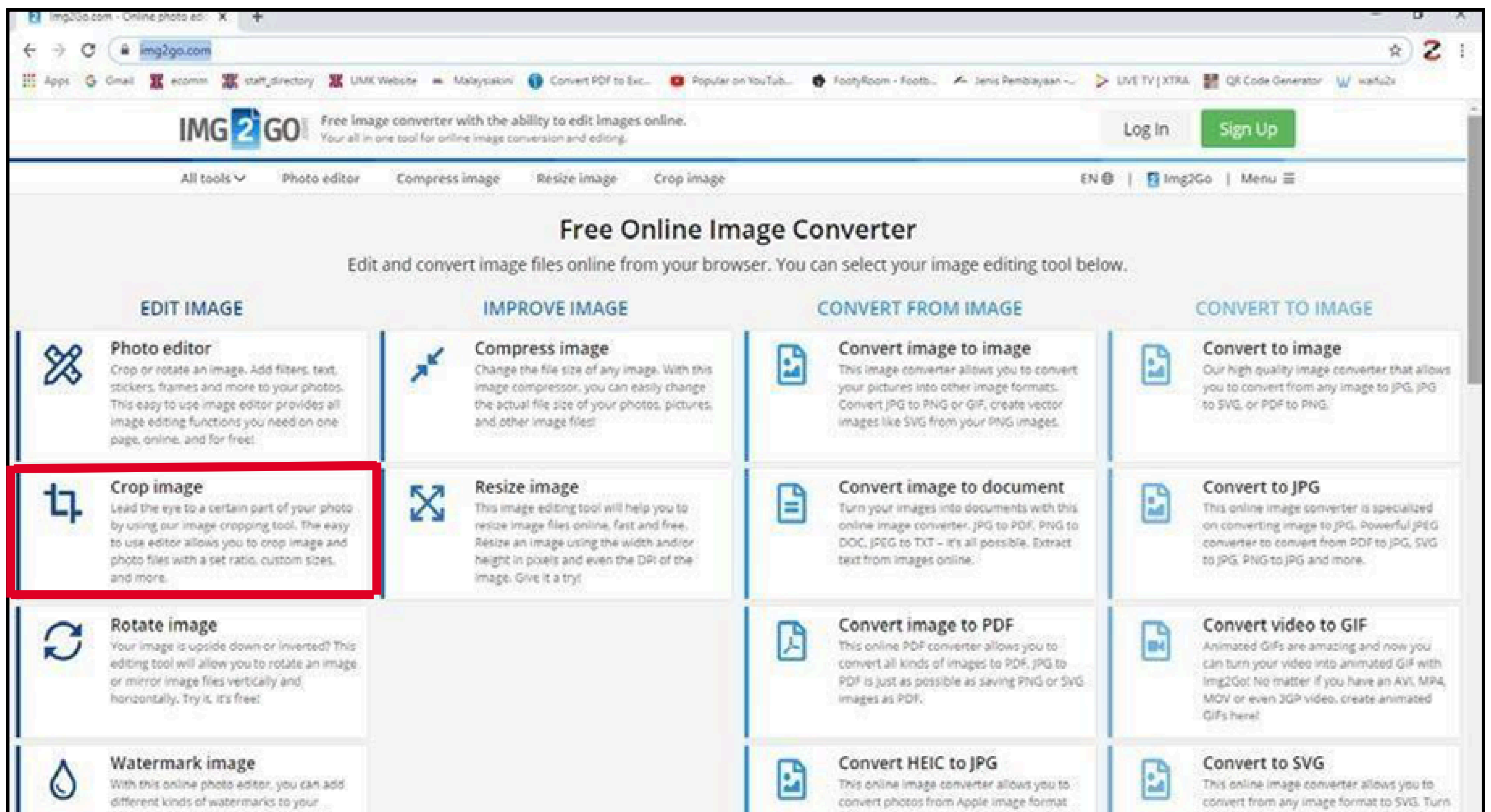
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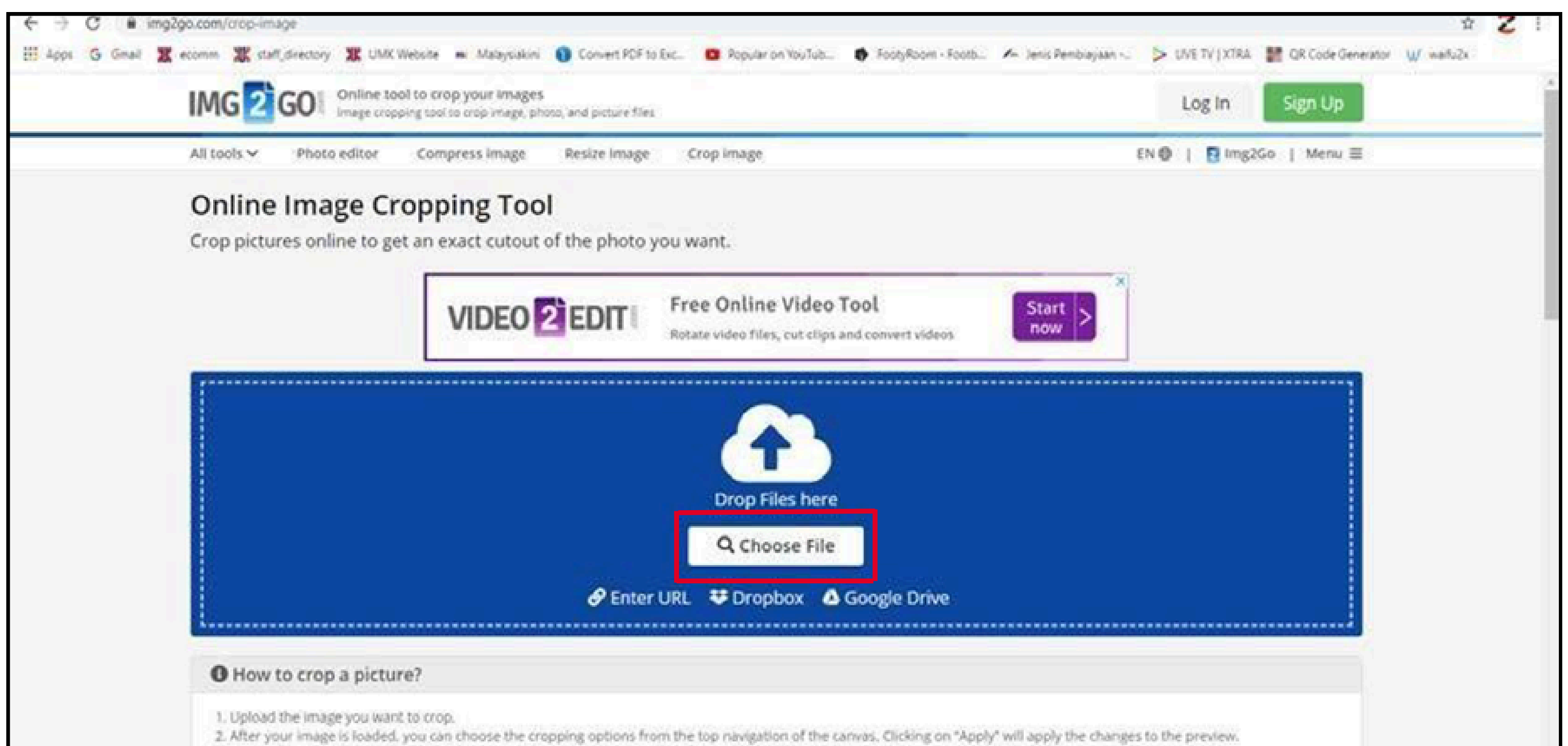
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## EXAMPLE OF HOW TO 'CROP' IMAGE: -

1. Go to <https://www.img2go.com/>
2. Click "Crop image"



3. Click "Choose File" button.



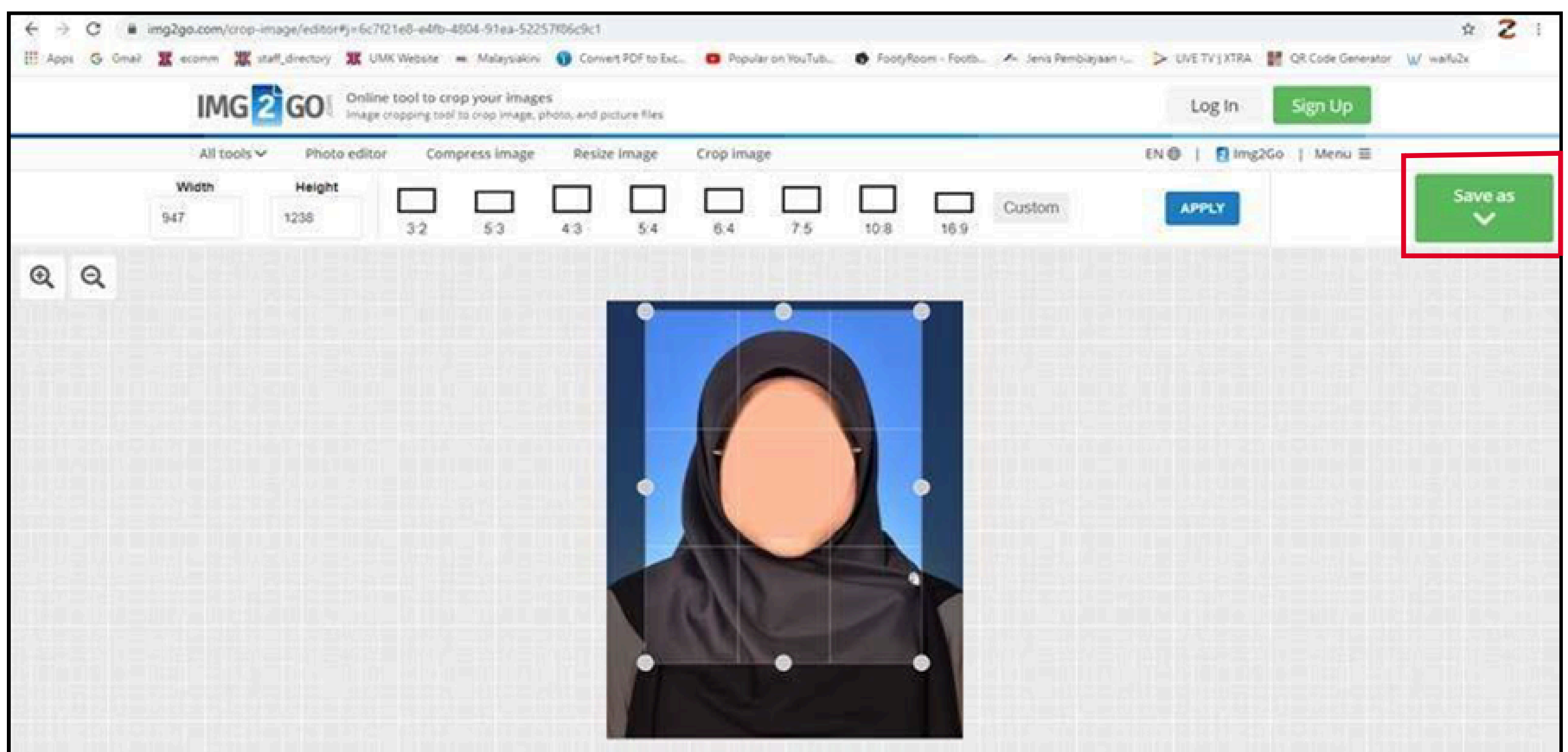
# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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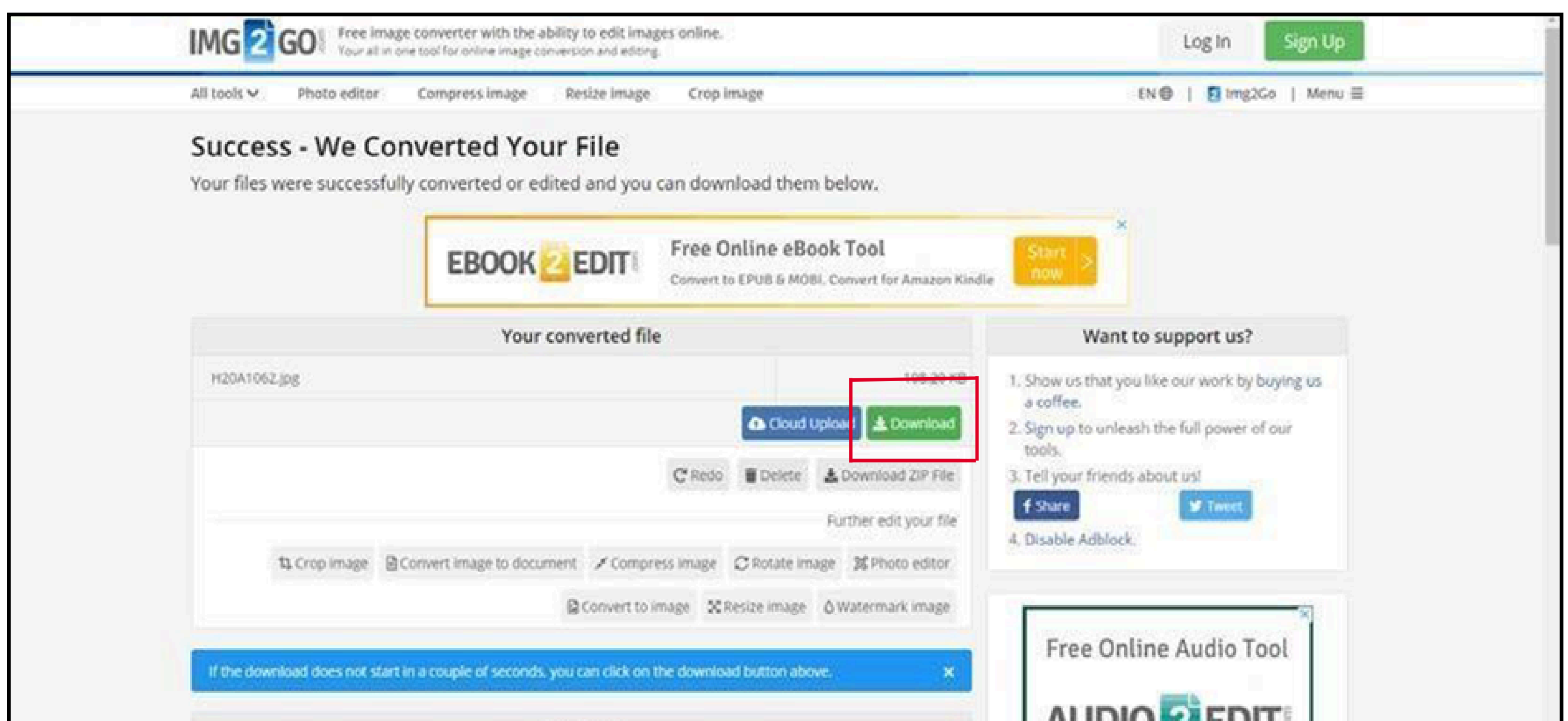


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4. Select the image saved on your computer and click the “**Open**” button.
5. Once the image has been uploaded, type in '**Width**': 689 and '**Height**': 900, and adjust the cursor to resize it like a passport-sized photo. Then, click “**Save as**”.



6. Click “**Target format**”: JPG and click “**SAVE**” button.
7. Click “**Download**” button and it is done.



# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

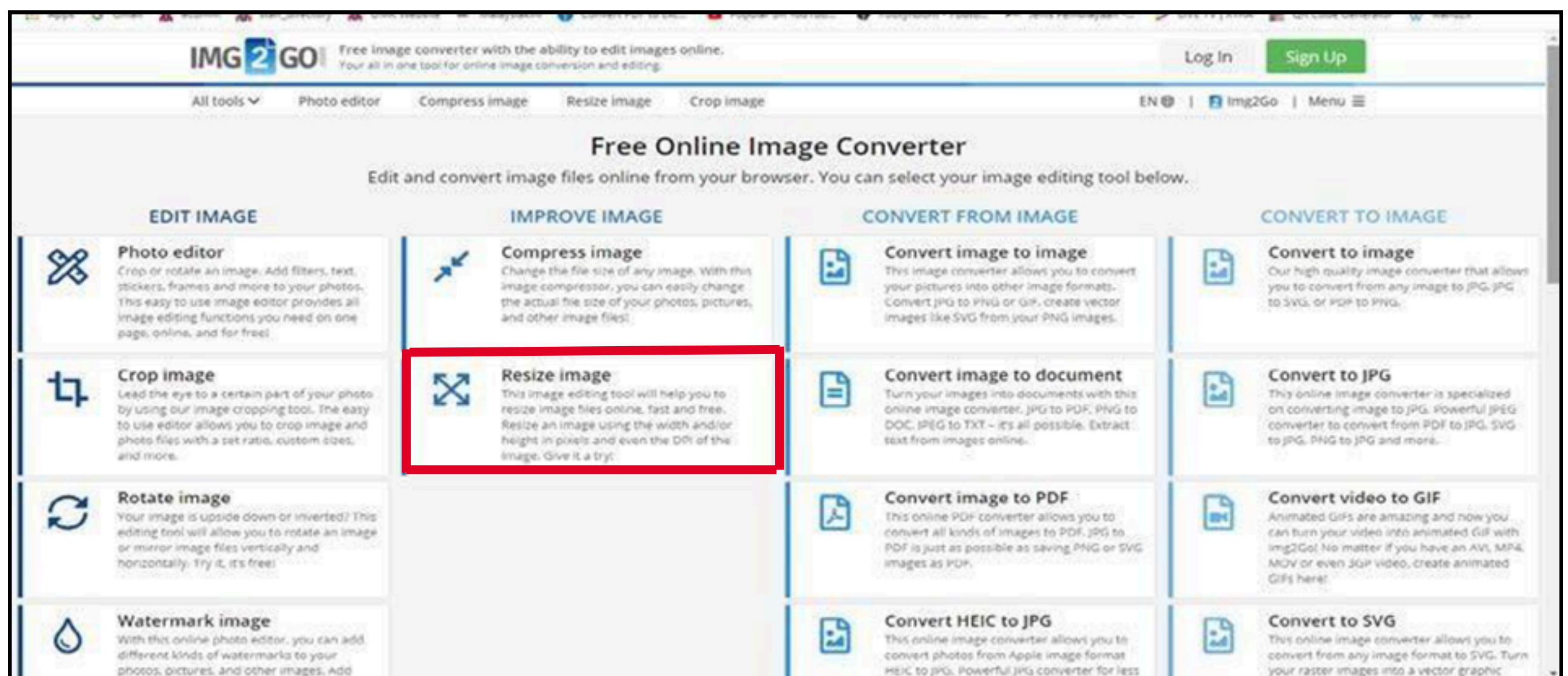
SEPTEMBER SEMESTER ACADEMIC SESSION 2025/2026



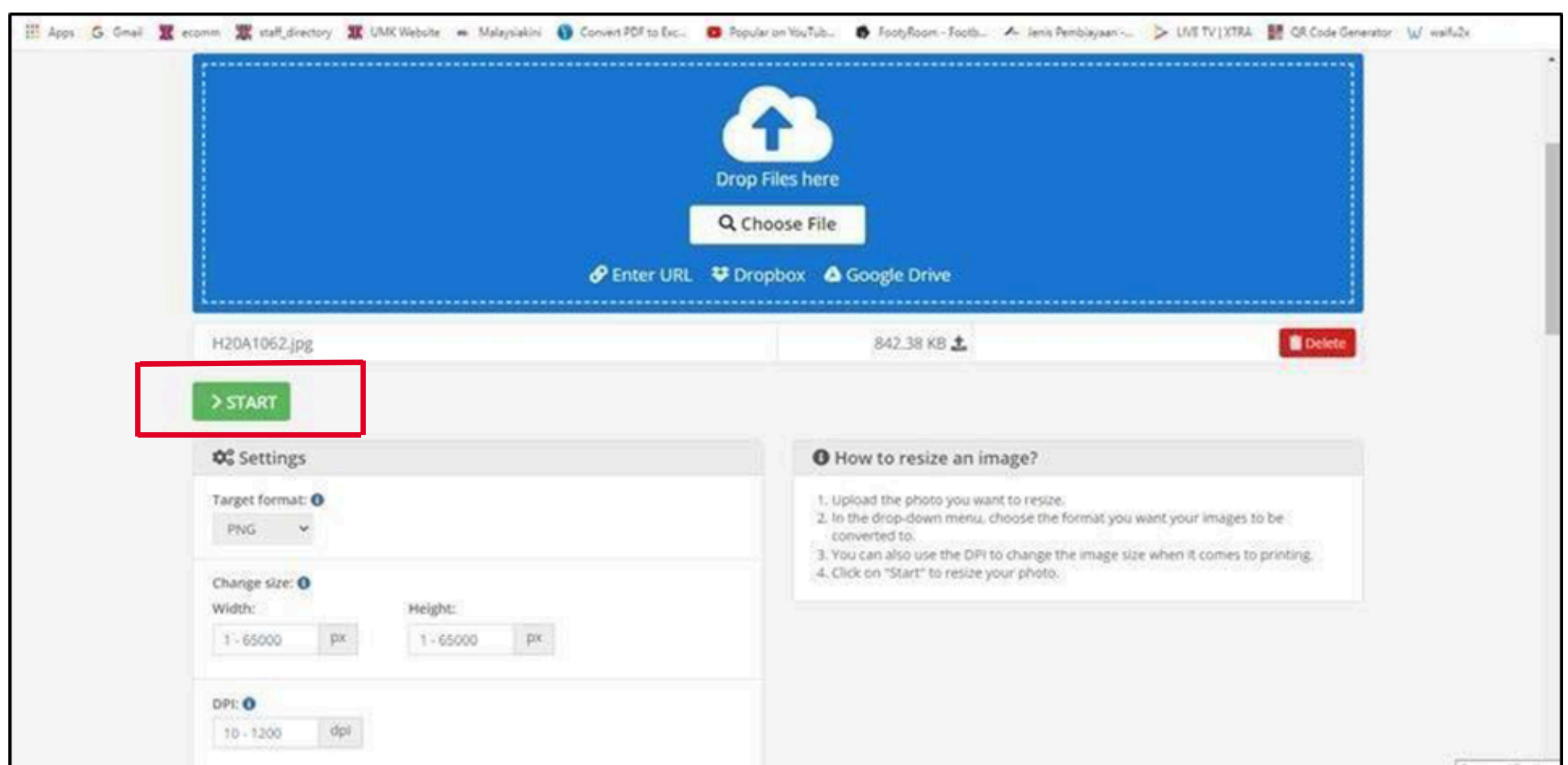
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## EXAMPLE OF HOW TO RESIZE IMAGE: -

1. Type <https://www.img2go.com/>.
2. Click “Resize image”.



3. Click “Choose File”.
4. Select the image saved on your computer and click the “Open” button.
5. Once the image has been uploaded, type in ‘Width’: 926 and ‘Height’: 1210. Then, click “START”.



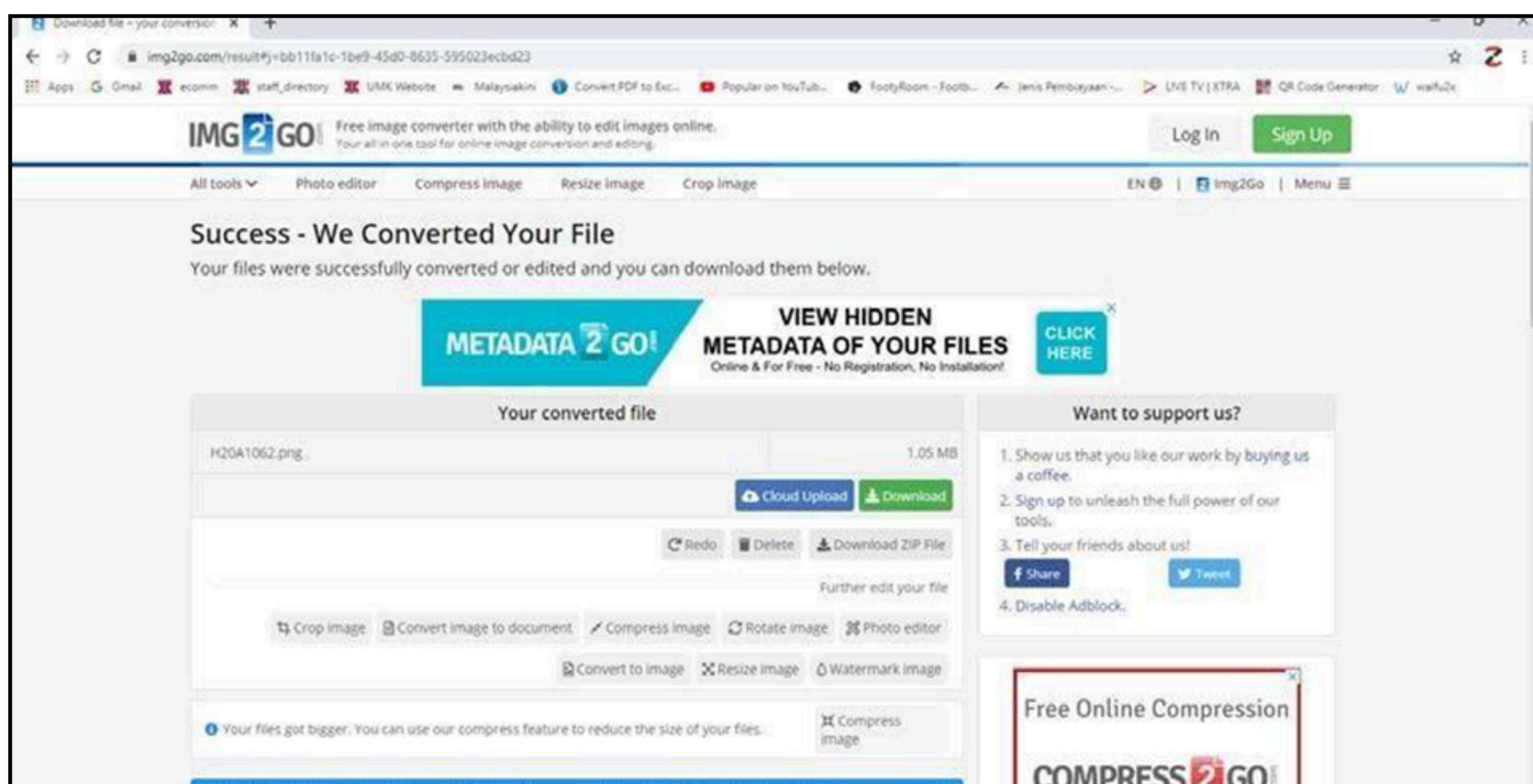
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6. Click “**Download**” button and it is done.



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## TEMPORARY STUDENT CARD

- Please print this Temporary Student Card and bring it during the physical arrival on **21th September 2025.**

 UNIVERSITI MALAYSIA KELANTAN	<div style="border: 1px solid black; padding: 10px; text-align: center;">Please paste your picture here</div>
NAMA :	.....
NO. MATRIK :	.....
PROGRAM :	.....
<b>KAD PELAJAR SEMENTARA</b>	

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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## APPENDIX 9 : GUIDELINES FOR IMPLEMENTING ONLINE TEACHING AND LEARNING (T&L-ODL) THROUGH THE LEARNING MANAGEMENT SYSTEM (LMS)

- UMK Online Teaching & Learning Platform: eCampus

1. Log in to UMK eCampus <https://youtu.be/iQaeIhAmXc>
2. Download the Application for Attendance Records (Sinimo@UMK)

**Android:** <https://play.google.com/store/apps/details?id=org.edu.umk.sinimo>

**IOS:** <https://apps.apple.com/my/app/sinimo-umk/id1535143610>

3. For any issues related to eCampus, ask us at:

**Telegram Helpdesk:** <https://t.me/joinchat/VxmWZVBkfemwdroU>



**E-CAMPUS (LEARNING MANAGEMENT SYSTEM – LMS) TUTORIAL**

## APPENDIX 10 : GUIDELINES FOR UMK WIFI ACCOUNT REGISTRATION

1

Students are required to **log in** to UMK WiFi.

2

Enter the **Matric Number** as the User ID.

3

Enter your **Passport** as the Password.

4

Click **OK** to connect to UMK WiFi.

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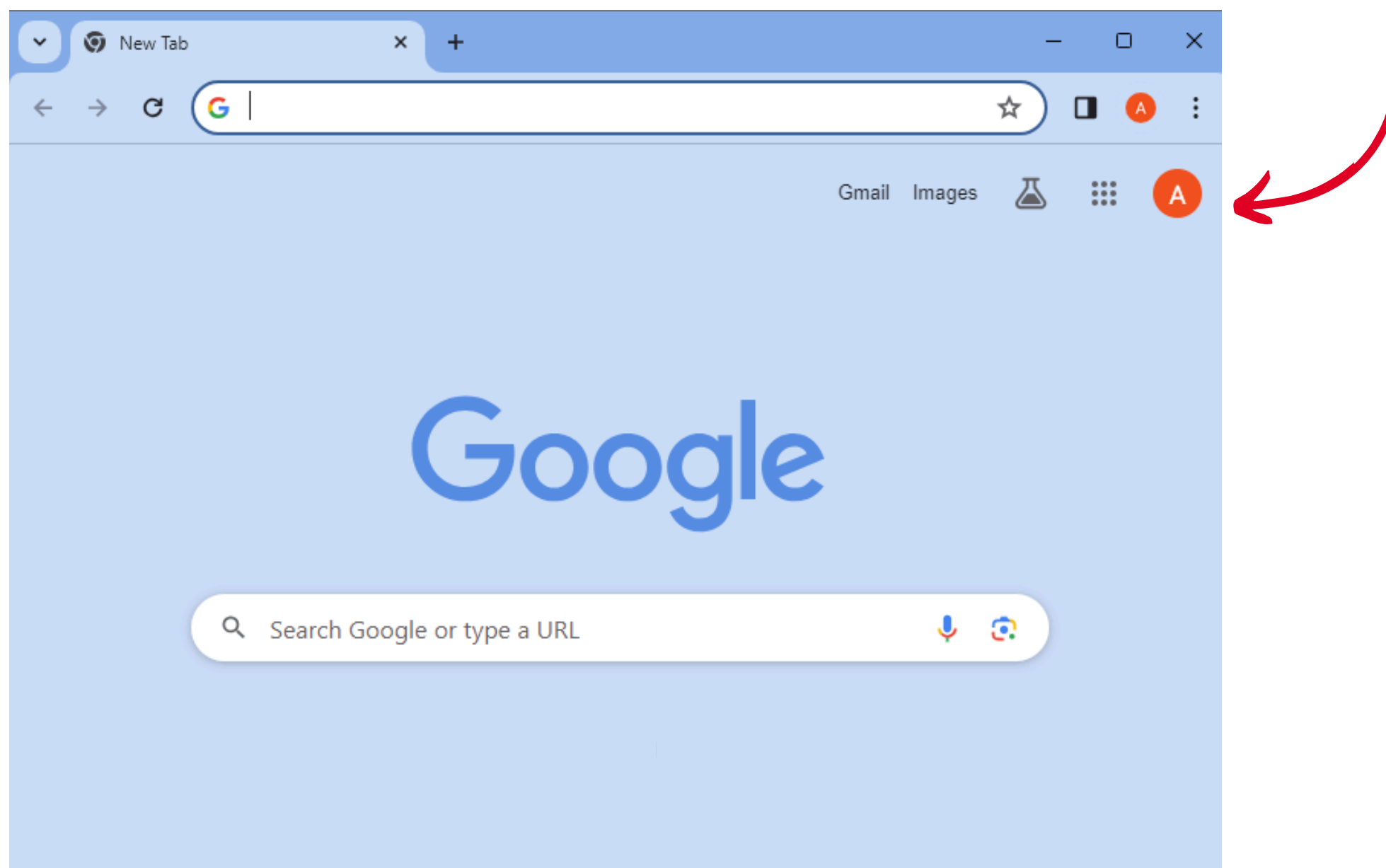
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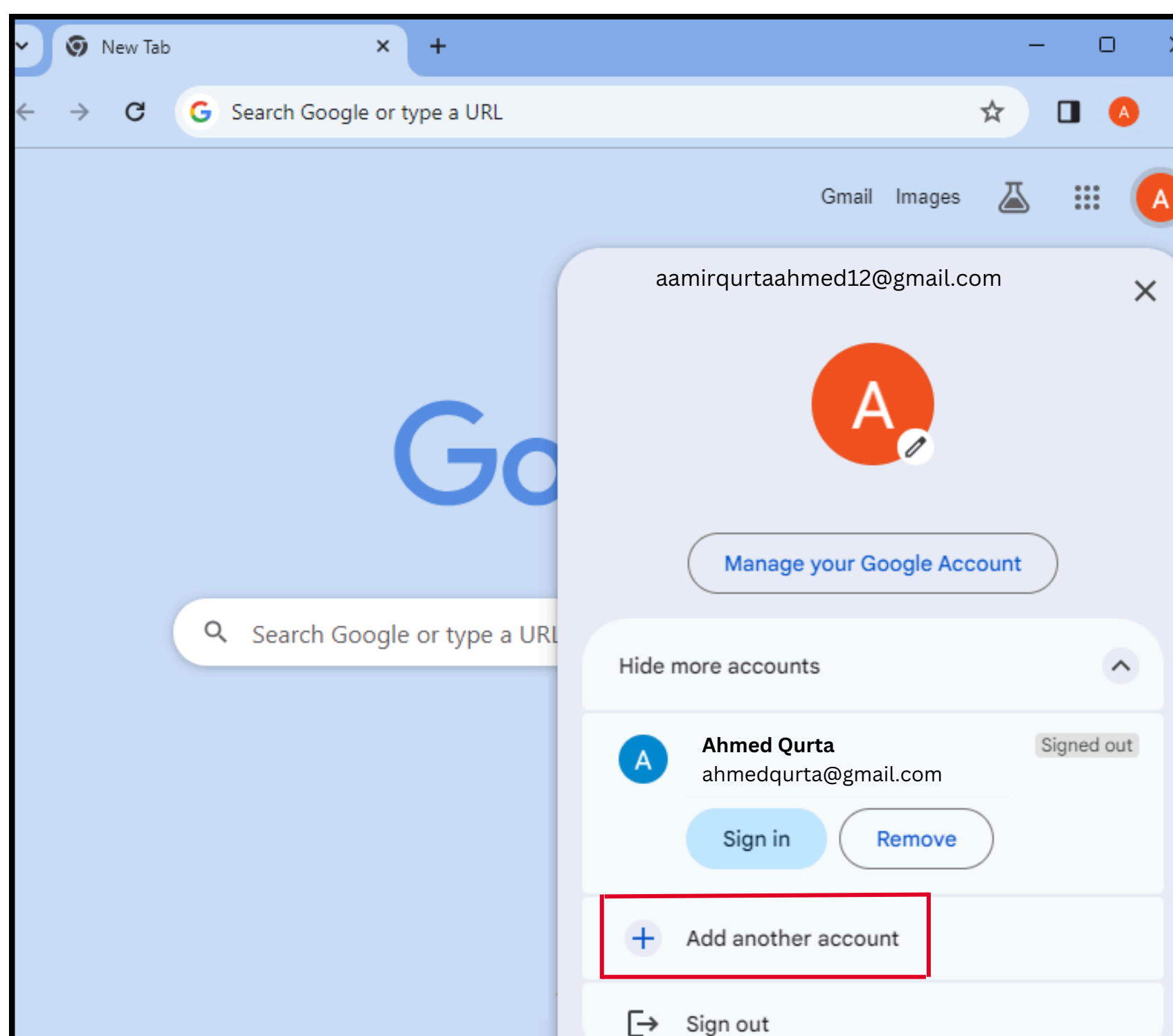
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## APPENDIX 11 : GUIDELINES ON HOW TO ACTIVATE STUDENT GMAIL ACCOUNT

1. Click on the browser (chrome) and click on **Google Account**.



2. Click on “**Add another account**”.



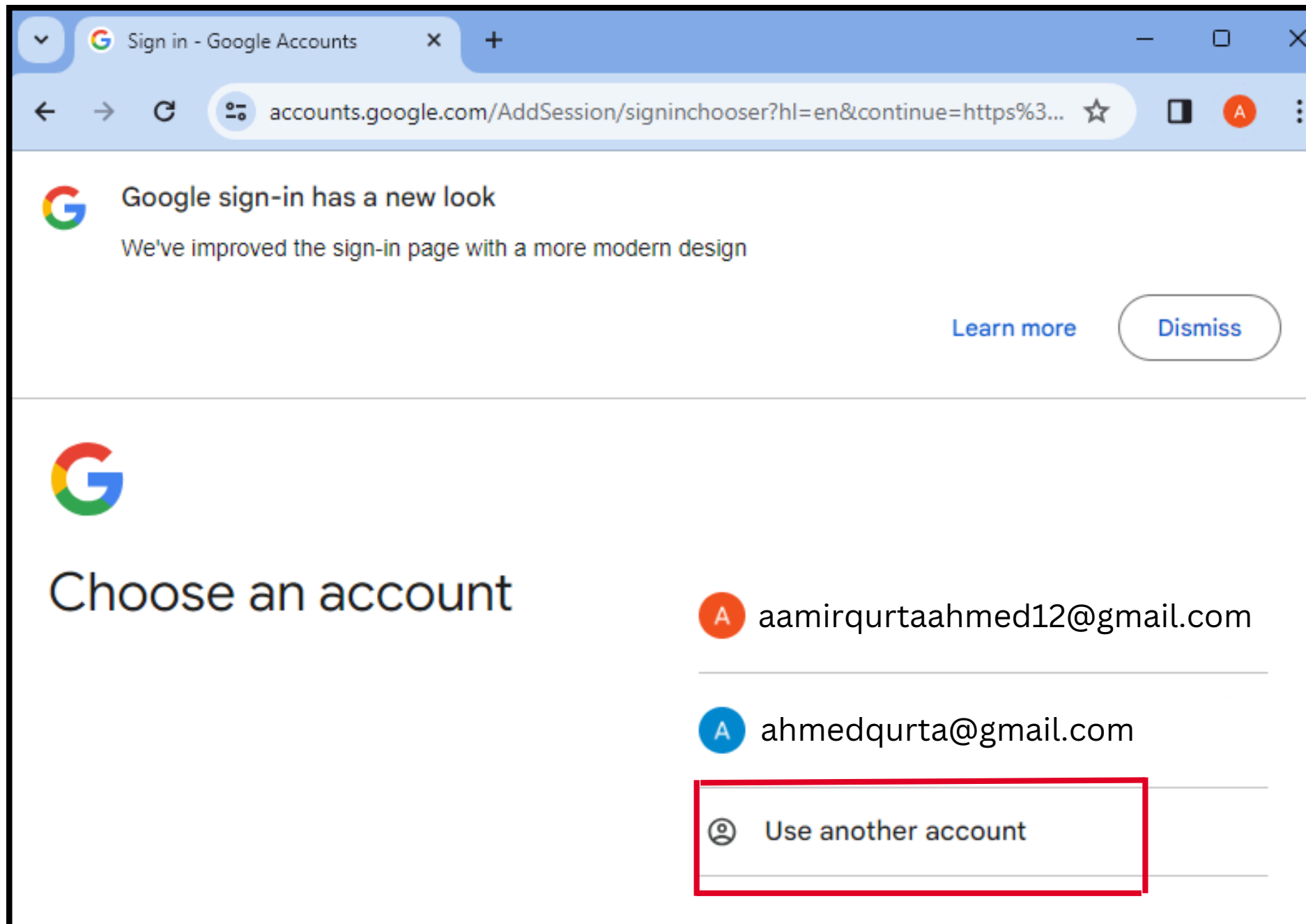
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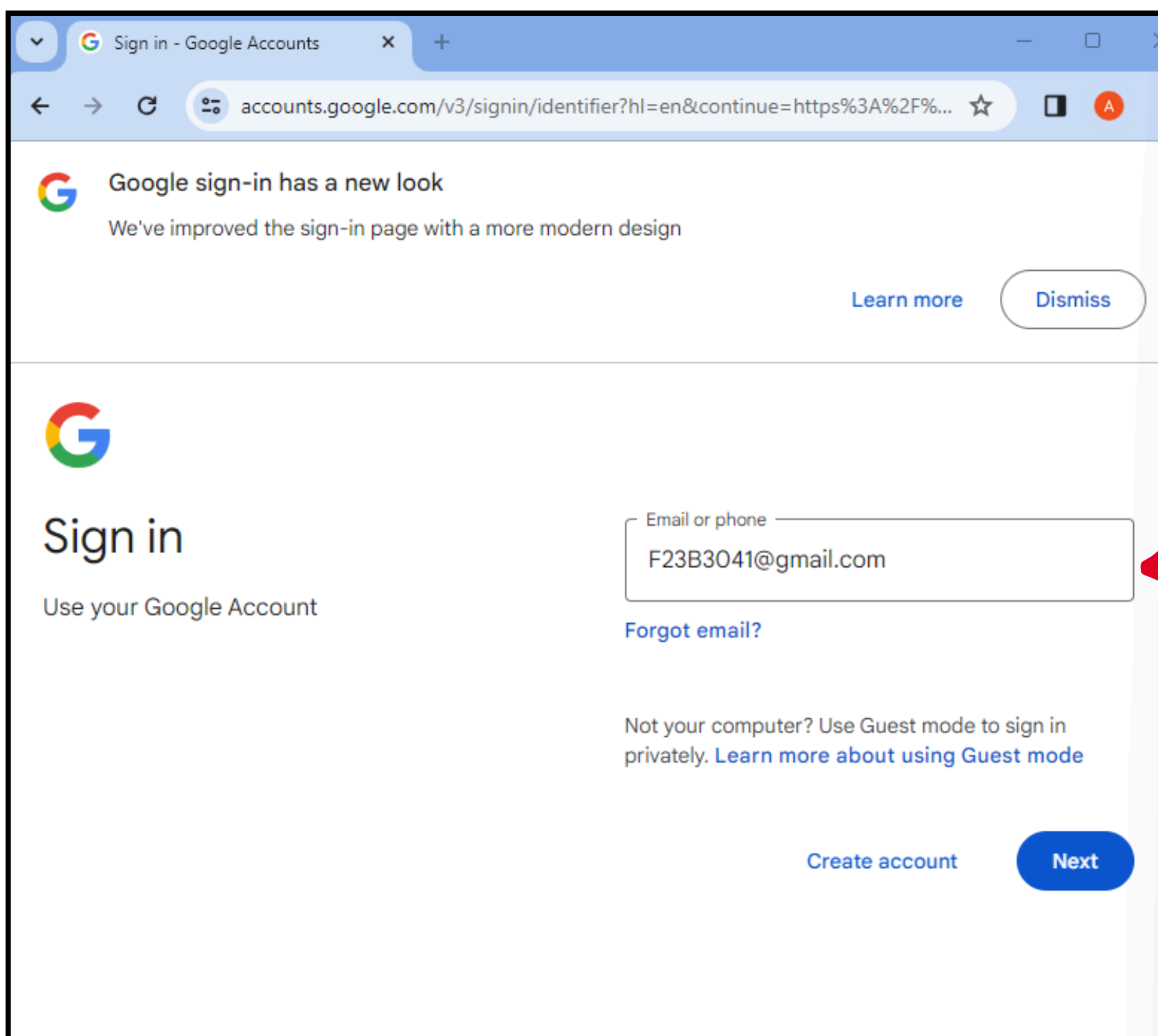


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3. Click “Use another account”.



4. Enter your **student email** then, click next.



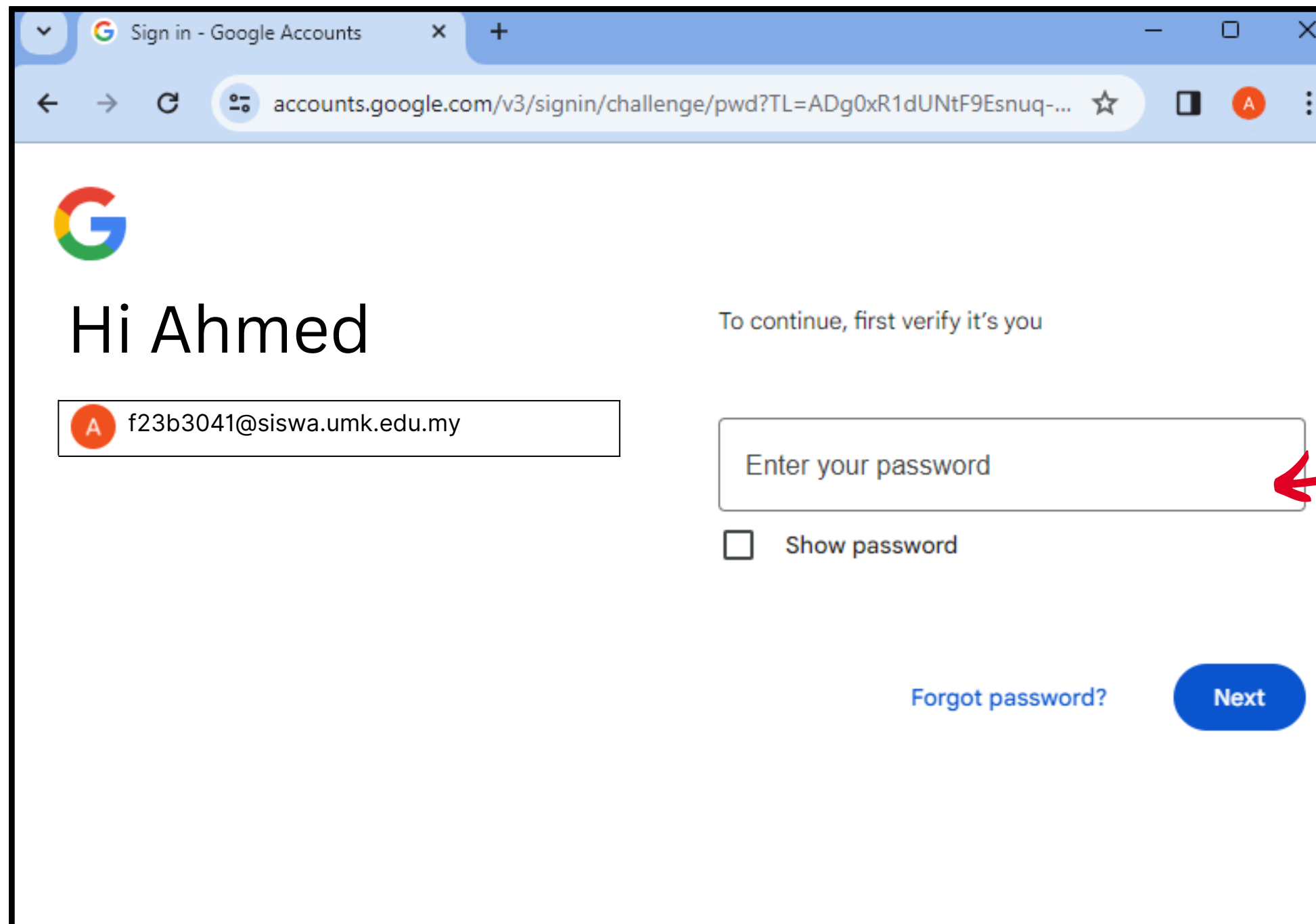
# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

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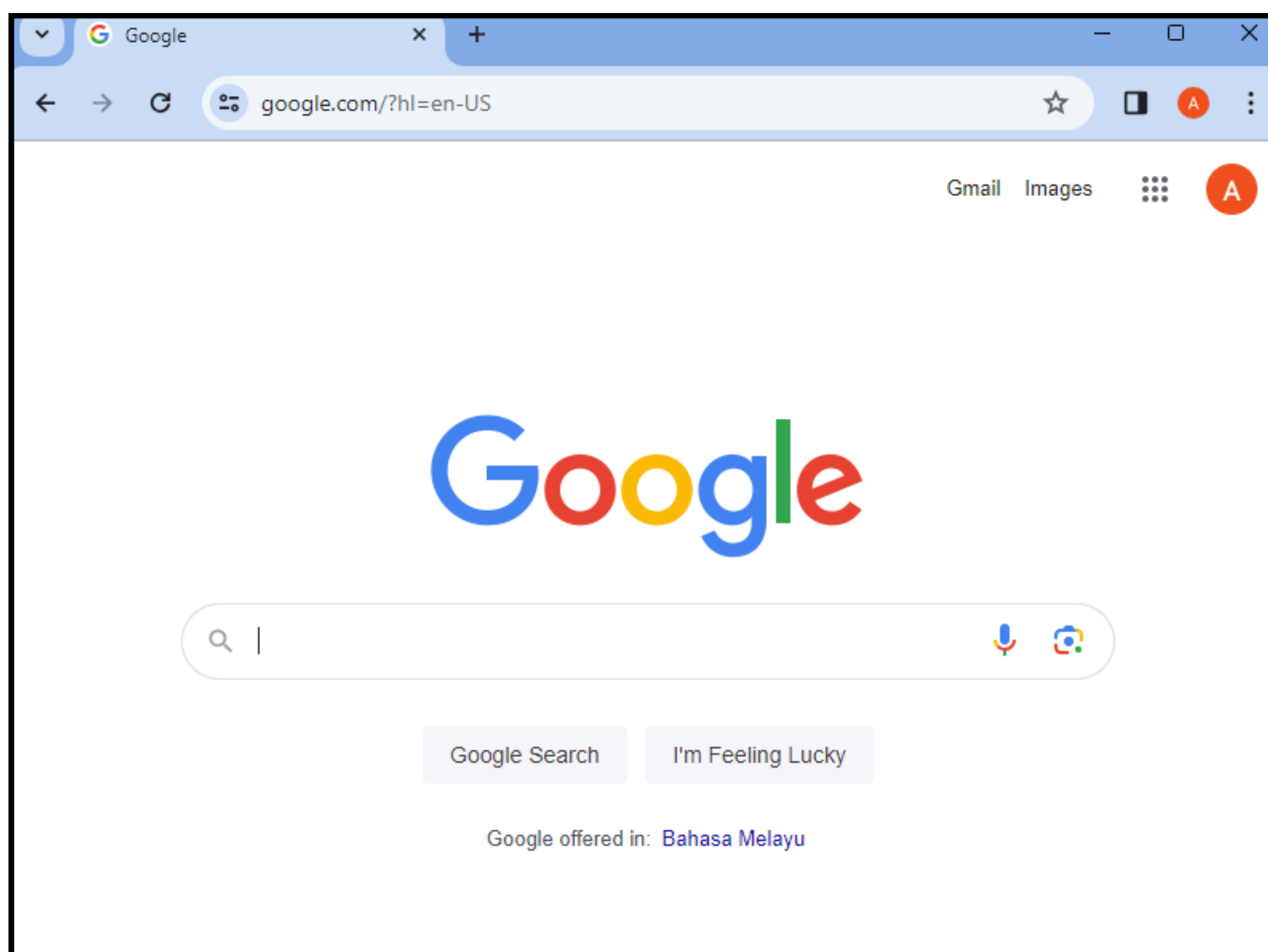


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5. Then enter your **passport number** as the password.



6. Then students will be direct to their UMK student Gmail account.



For any inquiries regarding to student email information, please feel free to contact us at [admission.intake@umk.edu.my](mailto:admission.intake@umk.edu.my).

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

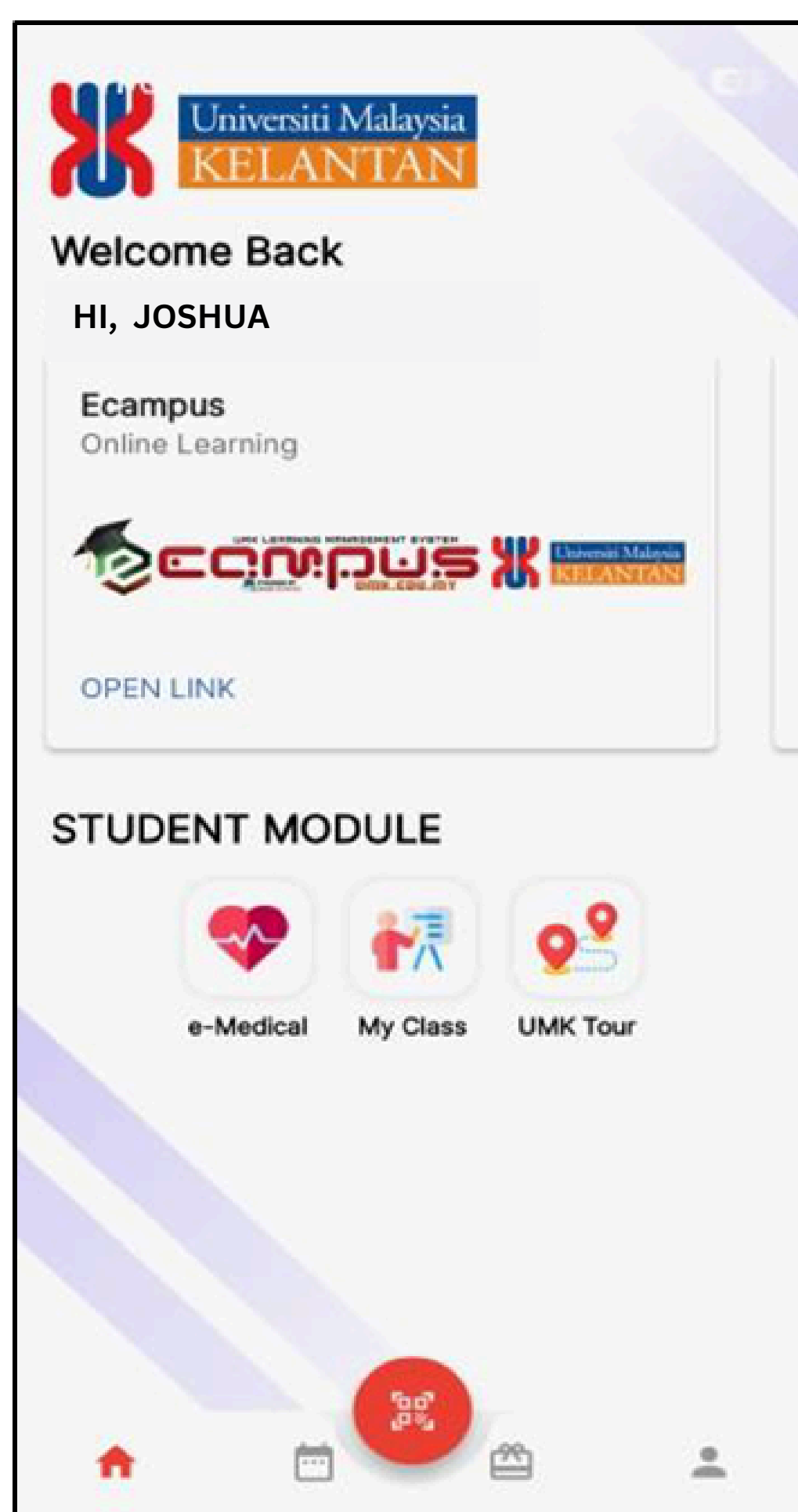
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## APPENDIX 12 : GUIDELINES FOR USING THE E-MEDICAL SYSTEM ON THE SINIMO APPLICATION FOR HEALTH EXAMINATION

1. Students are required to enter the SINIMO application and click on the e-Medical link.



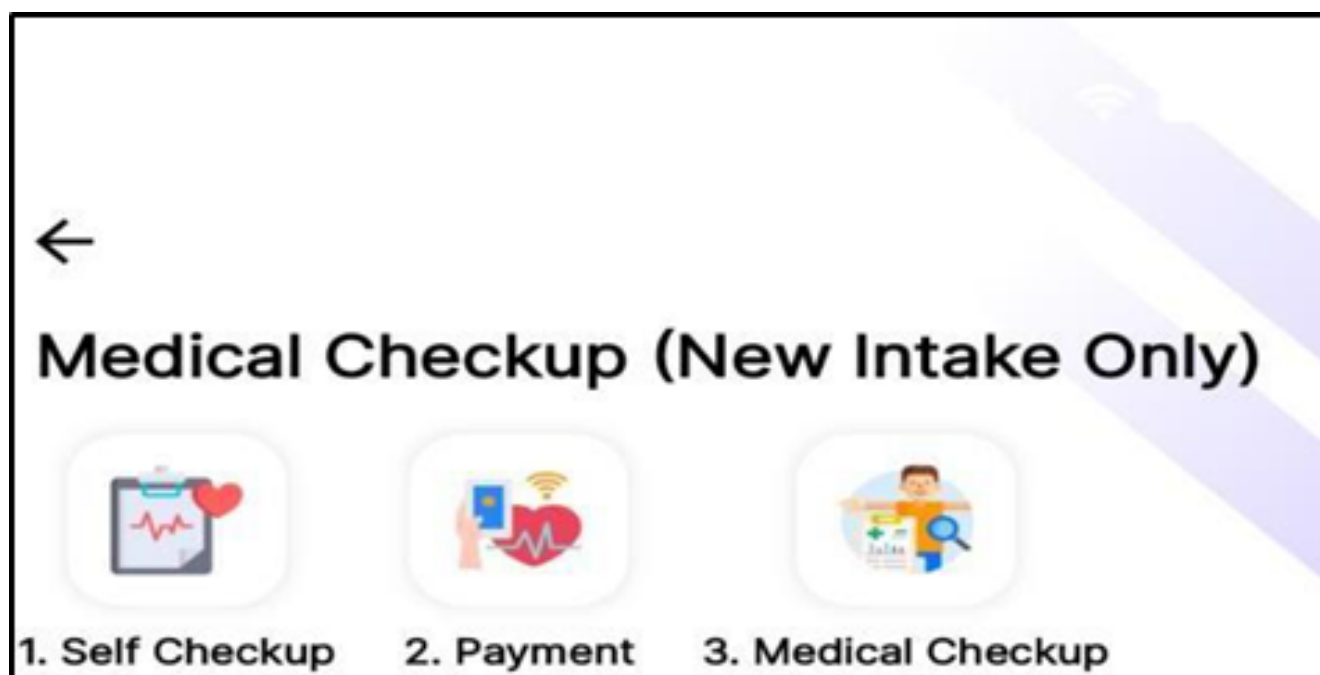
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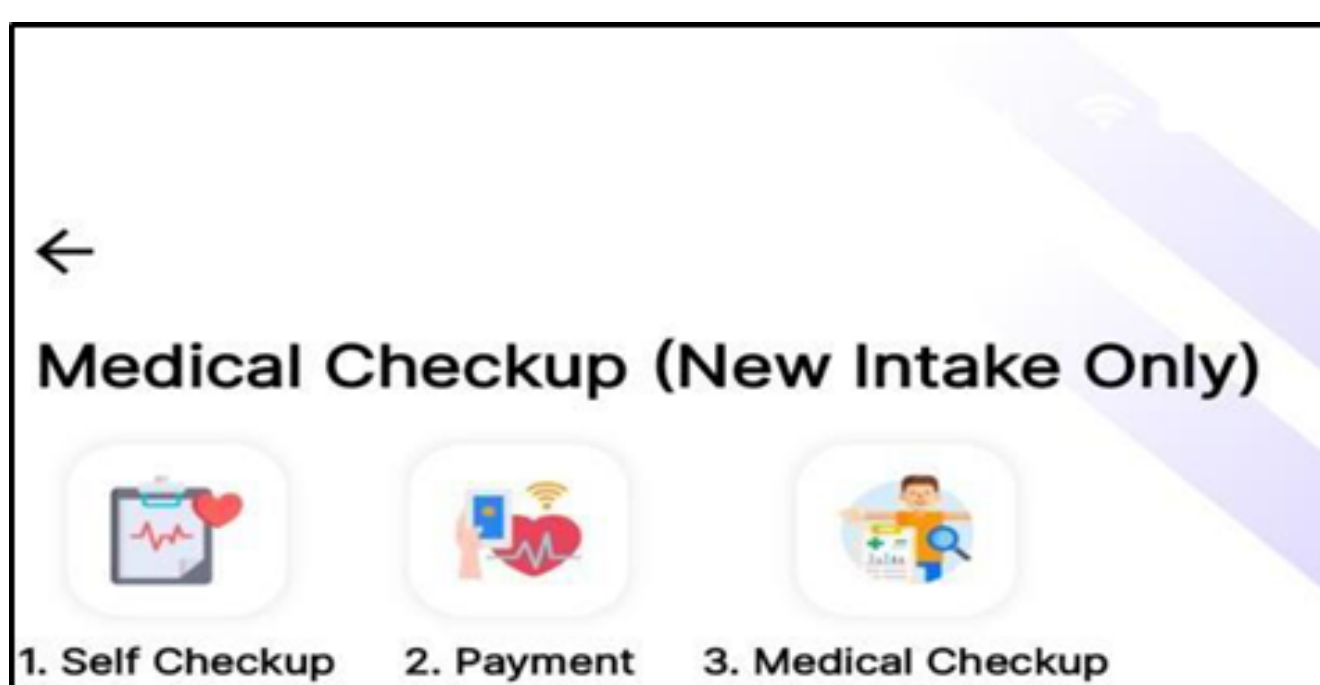
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2. On the e-Medical display, students are **REQUIRED** to complete health information on the Self Checkup link. Fill in all required information and click the **UPDATE** button



3: dd/mm/yyyy	4: dd/mm/yyyy
<b>Covid 19</b>	
1: dd/mm/yyyy	2: dd/mm/yyyy
3: dd/mm/yyyy	4: dd/mm/yyyy
<b>KEMASKINI</b>	

3. Return to the main e-Medical display and attach the proof of payment for the health examination fee by uploading the image of the receipt on the Payment link.



**Maybank**

**Favourite 3rd Party Transfer**

Status: **Successful**  
Reference number: **8359303959**  
Transaction date: **08 Sep 2020 10:36:07**

Amount: **RM212.00**

To Favourite 3rd Party Account : **562106621495**  
Account Holder Name : **YAYASAN HJURAH SELAN**  
Recipient Reference : **Exept**  
Other Transfer Details :

Note: This receipt is computer generated and no signature is required.

**Maybank2u**

Malayan Banking Berhad (Co. Reg. : 196091000142) | Maybank Islamic Berhad (Co. Reg. : 200761229411)

4. When your upload is successful, the receipt image will be **displayed** and your payment process is **complete**.

5. The next step is for the student to **present themselves** on the scheduled health examination day as determined by the University Health Centre (PKU) and bring along their **mobile phone and student matric card**.

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## INFORMATION OF THE RESPONSIBILITY CENTER, UNIVERSITI MALAYSIA KELANTAN

### UMK INTERNATIONAL OFFICE

- Email: [international@umk.edu.my](mailto:international@umk.edu.my)
- Website: <http://www.umk.edu.my/en/>
- Office Number : 09-779 7000

### CENTER OF ACADEMIC MANAGEMENT OFFICE

- Email: [admission.intake@umk.edu.my](mailto:admission.intake@umk.edu.my)
- Website: <https://hea.umk.edu.my/ppa>
- Office Number : 09-779 7612 / 7615 /7610

### CENTRE FOR ACADEMIC EXCELLENCE AND DEVELOPMENT

- eCampus Admin
  - En Ahmad Zaki Bin Amiruddin (09-7797597)
- ii) eCampus Admin
  - En Ahmad Hakimi Bin Mohd Yasim (09-7717000)

### BURSAR OFFICE

- UMK Kampus Kota : 09-7717111
- UMK Bachok : 09-7797657
- UMK Kampus Jeli : 09-9477289

### STUDENT AFFAIRS (Residential and Hostel Section)

- UMK City Kampus: 09 - 771 7043
- UMK Bachok : 09-779 7439
- UMK Kampus Jeli : 09-947 7399

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## INFORMATION ON THE PERSON IN CHARGE (PIC) FOR ONLINE TEACHING AND LEARNING

### FACULTY OF ENTREPRENEURSHIP AND BUSINESS

- Deputy Dean (Academic)
  - Dr. Wan Farha bt Wan Zulkifli (09 - 771 7127)
- Senior Assistant Registrar
  - Mr. Murhazlan bin Mohamed (09 - 771 7129)
- Assistant Administrative Officer
  - Mr. Muhammad Arif bin Che Hashim (09 - 771 7126)

### FACULTY OF HOSPITALITY, TOURISM AND WELLNESS

- Deputy Dean (Academic)
  - Dr. Ruzanifah bt. Kosnin (09 - 771 7160)
- Senior Assistant Registrar
  - Mrs. Noorafnie Edura bt. Ab. Manaf (09 - 771 7159)
- Assistant Administrative Officer
  - Mrs. Nor Syafawati bt Abd Rahman (09 - 771 7160)

### FACULTY OF DATA SCIENCE AND COMPUTERING

- Dean (Academic)
  - Ts. Dr. Hadhrami bin Ab Ghani (09 - 771 7179)
- Senior Assistant Registrar
  - Mrs. Norlifarizam bt Mohamad Siebi (09 - 771 7175)
- Assistant Administrative Officer
  - Mr. Muhammad Hakimi Bin Zuhairi (09 - 771 7179)

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## INFORMATION ON THE PERSON IN CHARGE (PIC) FOR ONLINE TEACHING AND LEARNING

### FACULTY OF ARCHITECTURE AND EKISTICS

- Deputy Dean (Academic)
  - Dr. Wan Saiful Nizam bin Wan Mohamad (09 - 779 7565)
- Senior Assistant Registrar
  - Mrs. Salmi Syazwani Ab Kadir (09 - 771 7564)
- Assistant Administrative Officer
  - Mrs. Norniasnida bt Che Ghazali (09 - 779 7590)

### FACULTY OF LANGUAGE STUDIES AND HUMAN DEVELOPMENT

- Dean (Academic)
  - Prof. Madya Dr. Kamarulzaman bin Abdul Ghani (09 - 779 7445)
- Senior Assistant Registrar
  - Mr. Muhamad Anuar bin Ismail (09 - 779 7446)
- Administrative Officer
  - Mrs. Siti Esah binti Mohamed (09 - 779 7440)

### FACULTY OF CREATIVE TECHNOLOGY AND HERITAGE

- Deputy Dean (Academic)
  - Dr. Muhamad Ezran Bin Zainal Abdullah (09 - 779 7556)
- Senior Assistant Registrar
  - Mrs. Nur Hazrati Binti Nawi (09 - 779 7559)
- Asistant Administrative Officer
  - Mrs. Sharifah Noor Lella Binti Ahmad (09 - 947 7448)

# HANDBOOK FOR NEW UNDERGRADUATE INTERNATIONAL STUDENT

SEPTEMBER SEMESTER ACADEMIC SESSION 2025/2026



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  - Mr. Faiz Nur Hakim bin Azmi (09 - 947 7341)
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