



REGISTRATION INFORMATION

MAKLUMAT PENDAFTARAN

1. REGISTRATION PROCESS

PROSES PENDAFTARAN

On your arrival, facilitators will receive and seat you at Lecture Theatre to wait for your turn to register. At lecture theatre, a "Registration Pass" with your que-number and Document Check-List will be distributed. You will later be invited accordingly to proceed to Registration Stations as follows;

Sejurus ketibaan anda, fasilitator akan menyambut dan mengiringi anda ke Dewan Kuliah untuk menunggu giliran mendaftar. Semasa di Dewan Kuliah "Pas Pendaftaran" yang mengandungi nombor giliran dan senarai-semak dokumen akan diedarkan. Anda kemudiannya akan diminta untuk bergerak ke stesen-stesen pendaftaran seperti berikut;

Station 1 – Registry:

Stesen 1 – Registri

1.1. Present your Registration-Pass at the counter;

Kemukakan "Pas Pendaftaran" anda di kaunter;

1.2. Please submit the following documents;

Sila serahkan dokumen- dokumen seperti berikut;

a. Certified copies of;

Salinan dokumen yang telah disahkan;

i. SPM / SPMV / O Level / STPM / UEC / Diploma / Foundation; or

SPM / SPMV / O Level / STPM / UEC / Diploma / Asasi; atau

ii. Other equivalent qualifications recognized by the Malaysian Government;

Lain-lain kelayakan setara yang diiktiraf oleh Kerajaan Malaysia

iii. Other supporting documents e.g IC, birth certificate and photo as stated in the related forms.

Lain-lain dokumen sokongan e.g kad pengenalan, sijil kelahiran dan gambar seperti yang dinyatakan dalam borang berkaitan.

b. Completed Health Declaration & Medical Examination form.

Borang deklarasi kesihatan & pemeriksaan kesihatan yang telah dipenuhi.

1.3. Your student ID number will then be generated.

Nombor ID pelajar anda akan dikeluarkan.

1.4. Proceed to adjacent Computer-Lab for student ID photo taking.

Bergerak ke makmal komputer berdekatan untuk mengambil gambar ID pelajar.

1.5. Proceed to Station 2.

Bergerak ke stesen 2.

Station 2 - Bursary:

Stesen 2 – Bendahari:

1.6. Present your "Registration Pass" at the counter.

Kemukakan "Pas Pendaftaran" anda di kaunter.

1.7. Pay your fees or submit bank payment slips (if any) for verification.

Bayar yuran anda atau serahkan slip pembayaran bank (jika ada) untuk pengesahan.

1.8. Proceed to Station 3.

Bergerak ke stesen 3.

Station 3 – Student Services:

Stesen 3 – Perkhidmatan Pelajar:

1.9. Present your Registration Pass at the counter.

Kemukakan "Pas Pendaftaran" anda di kaunter.

1.10. If you require accommodation, please submit the following documents;

Jika anda memerlukan penginapan, sila serahkan dokumen- dokumen seperti berikut;

a. Completed hostel application form.

Borang permohonan hostel yang telah dipenuhi.

b. Supporting documents stated in the hostel application form.

Dokumen-dokumen sokongan yang dinyatakan dalam borang permohonan hostel.

1.11. If you require financial support, proceed to Financial Assistance counter for advice and assistance on scholarship, sponsorship or study-loan.

Jika anda memerlukan sokongan kewangan, sila dapatkan nasihat dan bantuan mengenai biasiswa, penajaan atau pinjaman pelajaran di kaunter "Bantuan Kewangan".



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- 1.12. Collect your orientation T-shirt at the distribution counter.
Dapatkan T-Shirt orientasi anda daripada kaunter agehan.
- 1.13. You will receive Student Code of Conduct and details on your orientation program.
Anda akan menerima Kod Tatalaku Pelajar dan butiran mengenai program orientasi.

2. CONDUCT DURING REGISTRATION

TATALAKU SEMASA PENDAFTARAN

- 2.1. The university compound is a “non-smoking” area.
Kawasan kampus universiti adalah zon “LARANGAN MEROKOK”.
- 2.2. All registering students should be properly attired. Short pants and slippers are NOT allowed.
*Semua pelajar yang mendaftar masuk hendaklah memakai pakaian yang sesuai. Seluar pendek dan selipar **TIDAK** dibenarkan.*
- 2.3. Please queue at every counter.
Sila beratur di setiap kaunter.

3. ORIENTATION

ORIENTASI (SUAIKENAL)

3.1. Program Schedule (*Jadual Program*)

Orientation starts after registration ends (evening). The programme schedule is distributed during registration at Station 3. Please note that you are required to attend the orientation program in full.

Orientasi akan bermula selepas proses pendaftaran masuk selesai (petang). Jadual program diedarkan semasa pendaftaran di Stesen 3. Sila ambil perhatian bahawa anda dikehendaki menghadiri sesi suaikenal sepenuhnya.

3.2. What to Bring to Orientation (*Apa yang perlu disediakan untuk sesi suaikenal*)

Food and drinks will be provided to all participants during the four (4) day orientation. Local students (Sibu) are not required to stay in the hostel during orientation. Accommodation will be provided to outstation students but you must bring your own pillow, beddings (pillow case, blankets and bed-sheet), towel, toiletries and other personal necessities. You are also required to bring casual clothing, T-shirts, track-suit, sports-shoes, collared T-shirts and water bottles/containers for drinking.

Makanan akan disediakan kepada semua peserta sepanjang orientasi empat (4) hari tersebut. Pelajar tempatan (Sibu) tidak perlu tinggal di hostel sepanjang orientasi. Penempatan akan disediakan untuk pelajar dari luar daerah tetapi anda perlu membawa bantal, kelengkapan tempat tidur, (sarung bantal, selimut dan cadar) tuala, peralatan mandian dan keperluan peribadi yang lain. Anda juga dikehendaki membawa pakaian kasual, baju-T, seluar sukan, kasut sukan, baju-T berkolar dan botol/bekas air minuman.

3.3. Late Arrivals

Ketibaan Lewat

Orientation is designed to make your transition process organized and helpful. Students who come late will have difficulties with later tasks and assignments. If for some legitimate reason you do arrive late, please report to Academic Affairs & Registry Office as soon as possible and we will help you as best we can. The office is open from 8:00 a.m. to 5:00 p.m., Monday to Friday.

Sesi orientasi ini disediakan agar proses peralihan anda teratur dan membantu. Pelajar yang datang lewat akan mengalami kesulitan dengan tugas-tugas seterusnya. Sekiranya anda terpaksa datang lewat atas alasan yang sah, sila lapor diri ke Pejabat Hal Ehwal Akademik & Registri dengan sesegera mungkin dan kami akan membantu anda sebaik mungkin. Pejabat dibuka dari pukul 8:00 pagi hingga 5:00 petang, Isnin hingga Jumaat.

3.4. Contact Persons

Orang yang boleh dihubungi

For further enquiries, you may want to call the persons in charge as follows;

Untuk pertanyaan lanjut, anda boleh menghubungi pegawai yang bertanggungjawab seperti berikut;

Registration

Ambari Bin Osman

Academic Affairs & Registry

Tel. No.: 084-367342

Email: application@ucts.edu.my

Accommodation

Mr. David Ling Chai Kiong

Student Development & Services

Tel. No.: 084-367376

Email: david@ucts.edu.my