Guidelines to Submit Application (March 2016 Intake)

- Applicants are to complete and submit the online application. The closing date for Foundation Programme (March 2016 intake) is on 15th January 2016.
- The submitted online application is to be printed and submitted (via postal or own delivery) to the following address latest by 15th January 2016:
  
  Admission Unit, Registry  
  Universiti Teknologi PETRONAS  
  32610 Bandar Seri Iskandar  
  Perak Darul Ridzuan  
  (Attn: Encik Ahmad Zamdi Bin Ab. Hamid)

- Submission of the printed on-line application to be attached with the following documents (the hardcopy submission):
  - A copy of applicant’s and parents’ or guardian’s I/C (certified true copy);
  - A copy of parents’ or guardian’s salary slip or Borang J (certified true copy);
  - A copy of applicant’s birth certificate (certified true copy);
  - A copy of applicant’s trial SPM 2015 or SPM 2014, 2013 results (certified true copy);
  - A copy of applicant’s co-curricular certificates as stated in the on-line application form (certified true copy);
  - A copy of CIMB payment slip (RM30.00 – NON REFUNDABLE) – CIMB account no. 8004857910 as proof of payment for Processing Fee (certified true copy).
  (All the above documents can be certified by a Government Officer (Division 1)/Penghulu/Headmaster/Deputy Headmaster etc.)

- All the above documents are to be submitted to UTP using an A4 size envelope. At the left upper corner of the envelope, to be written the following information:

| i) Applicant’s name        | Example:  |
|                           | Mohd Kamil Bin Hassan |
| ii) I/C number            | 878787-11-1111       |
| iii) Latest qualification  | SPM                  |
| iv) Application type (i.e: Foundation) | Foundation Programme |

Important Dates:
- **CLOSING date for Online Application** is on 15th January 2016.
- **All related documents** should reach UTP latest by 15th January 2016.