REMINDER

1. If you have received PTPTN loan at Diploma or Sijil level and want to apply again for your higher level study, kindly submit BORANG PERMOHONAN PENANGGUHAN BAYARAN BALIK PEMBIAYAAN PENDIDIKAN to extend your loan until completion of your degree programme. The form must be submitted with the other supporting documents stated on it to the PTPTN office within six (6) months after your graduation date. Kindly download the form here. In the meantime, you can proceed to apply the loan.

2. If you have received PTPTN loan at any level of study and want to apply again for another programme at the same level from the same or different institution, kindly refer to the PTPTN branch to settle the outstanding before you can proceed to the new application.

3. If you have received PTPTN loan at any level but did not complete the study, yet want to apply for another programme from the same or different level of study and/or level of study, kindly refer to the PTPTN branch to settle the outstanding before you can proceed to the new application.

PTPTN Online Application – Manual for Existing Applicants

Step 1: Visit PTPTN website: www.ptptn.gov.my
Step 2: Click the PTPTN Online

Step 3: Login to your account

Click here to login. If you have problem to log in or resetting your password, kindly call PTPTN hotline for assistance.
Step 4: Click “PENDAFTARAN BARU” to register a new application

*The status for Diploma level should be “Tamat Pembiayaan”.

**SENARAI PENDAFTARAN**

<table>
<thead>
<tr>
<th>No.</th>
<th>Tarikh Daftar</th>
<th>Status</th>
<th>Sumber</th>
<th>Kod</th>
<th>Institusi</th>
<th>Kursus</th>
<th>Peringkat Pengajian</th>
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<td>UNIVERSITI UCSI</td>
<td>DIPLOMA IN MANAGEMENT</td>
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</table>

**Way forward**

*Click here*

Step 5: Register new application (refer to the details on BSN-PTPTN Pin slip)

**PENDAFTARAN BARU**

<table>
<thead>
<tr>
<th>No. KAD PENGENALAN:</th>
<th>S3110XXXXXXXX</th>
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</thead>
<tbody>
<tr>
<td>TARikh BAYaran (HHBBTT):</td>
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<tr>
<td>Masa BAYaran (JMMSS):</td>
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<tr>
<td>No PIN BSN:</td>
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</tr>
</tbody>
</table>

**Way forward**

*Click here*

Refer to **Tarikh Bayaran, Masa Bayaran & No. Pin PTPTN** stated on the BSN slip to fill in the boxes.

Step 6: Click the link to fill up the form

**SENARAI PENDAFTARAN**

<table>
<thead>
<tr>
<th>No.</th>
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<td>BELUM LENGPAP</td>
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</tr>
</tbody>
</table>

**Way forward**

*Click here*

Step 7: Fill up the online application form

Students MUST ensure that all of the information given is complete and accurate before confirm the submission. Any mistake that leads to the
Kindly copy the SSPN account number (Senarai No. Akaun SSPN) listed and paste in the box below (No. Akaun SSPN) for verification purpose.

Personal email only. Do not fill up UCSI University student email.

Click “SIMPAN & SETERUSNYA” every time you have completed each page.
Gaji kasar = basic monthly salary amount
Gaji bersih = monthly salary amount after deduction of EPF and SOCSO.

No. Cukai Pendapatan and No. Ahli KWSP are optional. Keep it blank if it is not applicable.

Including you, your sibling(s), and your guardian who is not working.

Click “SIMPAN & SETERUSNYA” every time you have completed each page.
JENIS IPT: IPTS
NAMA INSTITUSI: UNIVERSITI UCSI
MOD PENGAJIAN: SEPENUH MASA
TAHAP PENGAJIAN: DIPLOMA SEPENUH MASA / IJAZAH PERTAMA SEPENUH MASA
NAMA PROGRAM/KURSUS PTPTN: Kindly refer to your programme name
TEMPOH PENGAJIAN: Auto generated after programme name being selected

According to your semester intake, e.g. 01/09/2016
UCSI student ID Number
NAMA BANK: CIMB
NO AKAUN: 10 digits

Click “PILIH SUBJEK” to fill up the SPM/SPMV/O-Level results
For applicants in degree level (Ijazah Pertama), kindly select from the list to fill up your Pre-U results

Click “SIMPAN & SETERUSNYA” every time you have completed each page
After confirm, click “YA” to submit the online application.
(The application status will be announced after the application deadline).

Kindly confirm the completion year of your study.

Kindly verify the important details stated here.

Please ensure the information is accurate before proceeding to the confirmation.

You cannot edit/cancel/click new application when your status is “SEDANG DIPROSES”.
Step 6: Submit online application BEFORE the CLOSER DEADLINE. Any late submission will be processed after the next deadline. Please refer to the table below for further information about the application deadlines.

Applicant can apply AT MOST 30 DAYS before the commencement date of the class.
E.g. First day of class is starting on 6 May 2016, the applicants can do the PTPTN online application from 6 April 2016 and onwards until the upcoming deadline.

Kindly prepare the supporting documents once you have done the online application as it needs to submit to SAA office within seven (7) days of the PTPTN agreement’s date.


<table>
<thead>
<tr>
<th>Programme</th>
<th>Intake</th>
<th>Application Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Programme (Diploma &amp; Degree)</td>
<td>January</td>
<td>31 December</td>
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<td></td>
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<td>31 January</td>
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<td>Specific Programme</td>
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<td>August</td>
<td>31 July</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31 August</td>
</tr>
</tbody>
</table>

Notes:
All online applications submitted to PTPTN will be processed after the specified deadlines. Applicants will be notified via email within five (5) working days after the deadline. Please contact Student Affairs & Alumni administrators, Ms. Tan Huey Yen (tanhy@ucsiuniversity.edu.my) or Ms. Syazwani Binti Mohd Sabri (syazwani@ucsiuniversity.edu.my) if there is no notification regarding the application status after the stipulated timeframe.

For further assistance, kindly proceed to Student Affairs & Alumni at 3rd Floor, Block A, UCSI University Kuala Lumpur Campus (South Wing). Tel: 03-9101 8880.
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