Guidelines to Complete the PTPTN Agreement Documents

Step 1: Download the PTPTN agreement document from your email or PTPTN portal (www.ptptn.gov.my).
- Click the PTPTN Online
- Login to your account
- Click the link to go to your account
- Click “SURAT TAWARAN”

Step 2: Print TWO (2) copies of the agreement document

**IMPORTANT!**
- Kindly use 80 GSM A4 white paper and **BLACK** ink colour to print the documents.
- **Liquid paper** is strictly not allowed.
- Print **single-sided** for all documents.

Step 3: Verify the details stated on the document. Make correction (if any).
- Corrections are allowed only for the spelling of name, address, bank name, and bank account number.
- Correction on other information is not allowed. You need to make a new application if there is any.
- Please write using **CAPITAL LETTERS** and use **BLUE** or **BLACK** colour pen to fill up the document.
- Kindly draw a line across the wrong details, and put your initials at the right side of the correction. Please write the correct details beside it.
- Example:

  **NAMA PENERIMA BIAYA: ALI BIN ABU**

  **Ali**

  **ALI BIN AHMAD**

  Kindly make correction both on the Surat Tawaran Pembiayaan and on the **BORANG PERUBAHAN MAKLUMAT DOKUMEN TAWARAN PEMBIAYAAN PENDIDIKAN**. Every correction needs to be attached with a supporting document.

Step 4: Sign and write date on the agreement accordingly. Please click **here** to view the sample.
- List of other witnesses are:
  1) Principal / School Headmaster / Headmistress / Senior Assistant of Student Affair (Government Schools only)
  2) Professional and Management Group of Government Officers (formerly from Category A)
  3) Law Enforcement Officers
  4) Justice of Peace / Government State Secretariat Committees (State Executives)
  5) Village Penghulu / Village Headman (Penggowa) / Longhouse Head (Tuai Rumah) / Tribal Leader (Ketua Kaum) / Commissioned District

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6) Member of The State Assembly (Wakil Rakyat) - The official stamp MUST not represent any political party
7) Advocates and solicitors (Lawyers) - The official stamp MUST have the complete firm name and address
   * Signature and validation stamp from Commissioners of Oath (Pesuruhjaya Sumpah) is no longer acceptable.

**Step 5: Compile one (1) copy of the applicants’ support document according to the checklist given as below. Click here to view the sample.**
- Kindly arrange according to the order and write “Kegunaan Untuk PTPTN Sahaja” between two lines. List of documents required are:
  1) Details of Loan Application – can be printed from PTPTN portal by clicking “CETAK MAKLUMAT” link
  2) Malaysian Identity Card (IC) copy
  3) SPM Certificate copy – SPM slip copy only valid for two (2) years from the examination date
  4) Offer letter from UCSI
  5) CIMB bank account details – Any form of document that specify account holder name and the bank account number
  6) Pre-U result transcript (e.g. STPM, Diploma, Foundation, A-Levels, etc)
  7) Guardian’s income statement (e.g. Payslip, Kad Pesara, Welfare Card). If guardian does not have a formal income statement, kindly download and fill up the **BORANG PENGESAHAN PENDAPATAN** here
     - Certificate of Death (if the parents are deceased) or Statutory Declaration (if the parents cannot be traced)
     - Confirmation Letter from the Welfare Department if the applicant or guardians are receiving financial assistance from the agency
  8) For applicants who apply or submit the documents in second semester onwards only:
     - Acknowledgement Letter from UCSI University – the letter will be provided by the university upon request to Student Affairs & Alumni (SAA) administrator
     - Previous semester’s results – applicants may print out the “self-print transcript” from the IIS

**Step 6: Submit the documents to the PTPTN officers / SAA administrator**
- Submission date will be announced via website and e-blast to student email only.
- Applicants should always be alert about the announcement to avoid any difficulties in handing the documents to the PTPTN officers or SAA administrator.

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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