PTPTN Online Application – Manual for New Applicants

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

Step 3: Register your account (refer to BSN-PTPTN pin slip)

REMINDER
Please prepare below items before you proceed:
1. SSPN-i account number. (Kindly open the account in Maybank)
2. CIMB saving account number
3. BSN-PTPTN pin slip

Refer to Tarikh Bayaran, Masa Bayaran & No. Pin PTPTN stated on the BSN slip
Step 4: Click the link to fill up the form

Step 5: Fill up the online application form (Students MUST ensure that all the information given is complete and accurate before confirm the submission. Any mistake that lead to the application being rejected by PTPTN will be the students’ sole responsibility)

Kindly copy the SSPN account number (Senarai No. Akaun SSPN) listed and paste in the box below (No. Akaun SSPN) for verification purpose

Click “SIMPAN & SETERUSNYA” every time you have completed each page
Kindly refer to the latest 3 months’ salary slips. If the guardians do not have salary slip, kindly specify approximate monthly income.

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.
Refer to the commencement date of class in the UCSI University offer letter.

Your student ID Number.

NAMA BANK: CIMB

NO AKAUN: Kindly provide 10 digits CIMB bank account number.

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.
After confirm, click “YA” to submit the online application. (The application will be processed after the application deadline).

Kindly confirm the completion year of your study.

Kindly verify the important details stated here.

Please ensure that all the information given is accurate before proceeding to the confirmation.

You cannot edit/cancel/click new application when your status is “SEDANG DIPORSES”.

After confirm, click “YA” to submit the online application. (The application will be processed after the application deadline).
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.

<table>
<thead>
<tr>
<th>Online Application submission dates</th>
<th>Deadlines</th>
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<tbody>
<tr>
<td>1 January – 28 February</td>
<td>28 February</td>
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<tr>
<td>1 March – 30 May</td>
<td>30 May</td>
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<td>1 June – 30 July</td>
<td>30 July</td>
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<td>1 August – 30 November</td>
<td>30 November</td>
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**Notes:**
All online applications submitted to PTPTN will be processed after the specified deadline. Applicants will be notified via email and SMS within ten (10) working days after the deadline. Please contact Student Affairs & Alumni administrators, Ms. Tan Huey Yen ([tany@ucsiuniversity.edu.my](mailto:tany@ucsiuniversity.edu.my)) or Ms. Syazwani Binti Mohd Sabri ([syazwani@ucsiuniversity.edu.my](mailto: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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