

**STUDENT'S SOP
FOR BEM e-BULK
REGISTRATION**

UCSI BEM e-bulk Submission Checklist



**Link of BEM application website
(Link will be different for each programme)**

1

Copy of Identity Card/ Passport - all pages

2

Passport Size Photograph (jpeg format)

3

UCSI Finance Department Receipt

4

Degree Completion Letter and Academic Transcript

5

Fill up Google Form and BEM Website Link

6

Registration Procedure : UCSI BEM e-bulk

1

GOOGLE FORM

- 1) Student need to make payment RM50 at Finance office.
- 2) Request Transcript & Completion Letter at Registrar Office.

Fill up the Google form
(LINK will be provided by faculty)

Student need to enter personal details include uploading :

- 1) Finance Receipt
- 2) Transcript and Completion Letter
(**rename the file with your IC Number**)

SUBMIT

2

BEM WEBSITE

BEM Link stated in the last page of the Google form
(Link will be different for each programme)

Student will be directed to the BEM submission page.

Student need to enter personal details include uploading :

- 1) Copy of Identification Card / Passport
- 2) Passport Size Photograph

SUBMIT

****Note to student :**
Please make sure you fill up **BOTH BEM Website** & the **Google Form** – Incomplete document/applications will not be processed. Please complete all information requested on the application.

- Copy of Identity Card/ Passport (all pages)

for Malaysian & PR



OR

for non-Malaysian



**Cross with remarks:
"FOR BEM USE
ONLY"**

- UCSI Finance Department Receipt

UCSI University OFFICIAL RECEIPT RETAIN THIS COPY FOR YOUR RECORDS

29 June 2020

Number: R768487
Date: 29 June 2020
Payment Amount: RM50.00
Student ID Number: [REDACTED]
Reference Number: ATM001382

From: [REDACTED]

Description	Statement	Tracking #	Amount (RM)
Registration Fee (Local)		Misc Fees	50.00
Total (RM):			50.00

Payment Method: Credit Card

PAID

Barimata A/p Neelakarandan (12368)
Issued By

This is computer generated and no signature is required.
Payments are not refundable

UCSI University
No. 1, Jalan Menara Gading, UCSI Heights, Taman Connaught, 56000 Kuala Lumpur.
Tel: +603 9101 8880 Fax: +603 9100 3585 (Finance Office)
Email: finance@ucsigroup.com.my Website: www.ucsiuniversity.edu.my
UCSI Education Sdn. Bhd. (185479-U)

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RM50 for registration fee.

Get the receipt to submit together with your application.

- Degree Completion Letter and Academic Transcript



Ref: RO/14928/CML/1001437032/20181219

Private & Confidential

19 December 2018

TO WHOM IT MAY CONCERN

Student's Name : [REDACTED]
Student's ID No. : [REDACTED]
Student's IC / Passport No. : [REDACTED]
Country of Origin : Malaysia
Programme : BEng (Hons) Chemical Engineering
Intake : 2014-05

This is to certify that [REDACTED] was a full-time student of UCSI University, enrolled in the BEng (Hons) Chemical Engineering programme.

[REDACTED] has successfully completed the programme and the UCSI University Senate endorsed the completion of the programme on the 21 November 2018.

Student is expected to be conferred the BEng (Hons) Chemical Engineering award at the August 2019 Convocation.

English is the medium of instruction and assessment used in the delivery of programmes in UCSI University

Thank you.

Yours sincerely,

J. Norani
 Director, Registrar's Office

cc. Registrar


UCSI Education Sdn. Bhd. (10047914)
 Website: www.ucsiuniversity.edu.my

Kuala Lumpur Campus
 No. 1, Jalan Menara Gading, UCSI Heights
 56000 Kuala Lumpur
 Tel: +603-9101 8880
 Fax: +603-9102 3606

Terengganu Campus
 Bukit Khat, PT 11065, Mukim Rasilu
 21600 Marang, Terengganu
 Tel: +609-628 1880
 Fax: +609-628 1885

Sarawak Campus
 Lot 2864 (P/L 1319), Block 7 MTLD, Ithamus
 Tanjung Seberang Peding Point, Sejingkat
 93450 Kuching, Sarawak
 Tel: +6082-596 965 Fax: +6082-596 975

AND



ACADEMIC TRANSCRIPT

Student ID
 Full Name
 IC / Passport No.
 Campus
 Intake
 Programme
 Programme Status

[REDACTED]

MQA COMPULSORY COURSES

Code	Course Description	Weightage	Grade	Mark	Remark
2014-05					
WJB302	Tamadun Islam & Tamadun Asia	3	A	81	
2015-01					
WJB301	Hubungan Etnik	3	B	70	

COURSES TAKEN

Code	Course Description	Weightage	Grade	GP	Remark
2013-09					
EE101	Calculus & Analytical Geometry 2	3	A+	4.00	
EP101	Foundation Of Chemistry I	4	A+	4.00	
				Grade Point Average : 4.00	
2014-01					
ECA100	Extracurricular Learning Experience 1	1	P	0.00	NA
EE107	Mathematical Methods For Engineers 1	3	A+	4.00	
EE109	Physics For Scientists And Engineers I	4	A+	4.00	
EM101	Engineering Graphics & Design	3	A+	4.00	
EP103	Foundation Of Chemistry II	4	A+	4.00	
LL101	University Life	3	A+	4.00	
				Grade Point Average : 4.00	
2014-05					
EE108	Technical Communication	3	A+	4.00	
EM201	Fluid Mechanics	4	A+	4.00	
EP104	Elements Of Material Science	4	A+	4.00	
EP204	Introduction To Material And Energy Balances	3	A+	4.00	
				Grade Point Average : 4.00	
2014-09					
EE203	Mathematical Methods For Engineers 2	3	A	3.75	

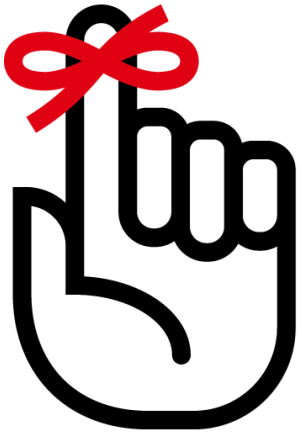
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[REDACTED]

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KUALA LUMPUR CAMPUS NO. 1, JALAN MENARA GADING, UCSI HEIGHTS, (DAMAN CONNAUGHT) CHEPAD, 56000 KUALA LUMPUR, MALAYSIA. TEL: (603) 9101 8880 FAX: (603) 9102 3614 (0900)
 KUALA TERENGGANU CAMPUS BUKIT KHAT, PT 11065, MUKIM RASILU, 21600 MARANG, TERENGGANU, MALAYSIA. TEL: (09) 628 1880 FAX: (09) 628 1885 (0900-11)
 KUCHING CAMPUS LOT 2864, BLOCK 7B, KUCHING CENTRAL LAND DISTRICT, JALAN TAN JUDAH, 93330 KUCHING, SARAWAK, MALAYSIA. TEL: (8082) 493 253 FAX: (8082) 455 015 (0900-0900)

REMINDER



Faculty will open for E-bulk application in June , September and December each year.

E-bulk registration system is for *students who have completed studies* but have *not yet received the degree scroll*.

Please **do not register** yourself via *MyBEM online registration system* if you have decided to register via *e-bulk registration system*.

**Any enquiries on registration procedure,
please contact:**

Ms. NORFARAHMIZA BT OTHMAN

Course Admin

Norfarahmiza@ucsiuniversity.edu.my