



**REGISTRATION INSTRUCTIONS CIRCULAR**  
**PROFESSIONAL**  
**JUN 2025 - DECEMBER 2025**  
**UNIVERSITI POLY-TECH MALAYSIA**

**REGISTRATION INFORMATION:**

No.	Academic Activities / Registration	Date	Action
1.	<b>Course Pre-Registration (CPR)</b> must be completed online via CMS <b>Note:</b> Processing fee of RM30 will be imposed to student who fail to do CPR <b>after the stipulated period. Student who fail to do CPR will not auto-registered.</b>	<b>23 MAY – 6 JUNE 2025</b>	<b>Compulsory</b> for all students
2.	The current students' registration will be <b>auto-registered*</b> . Please check your auto-registration status by <b>20 JUNE 2025</b> using Campus Management System (CMS). If you're successful to be registered, you will see the followings in CMS:  Session : 0625 Semester : New Semester Active : Y  Please refer to <a href="http://epay.kptm.edu.my">epay.kptm.edu.my</a> for payment of registration/service fee. Payment must be made through <a href="http://epay.kptm.edu.my">epay.kptm.edu.my</a> . Only KUPTM/UPTM emails can be recognized by the system. Students are advised to make all payments including to those with outstanding fees latest by <b>13 JUNE 2025</b> to ensure smooth auto-registration.		
3.	<b>Commencement of class</b>	<b>23 JUNE 2025</b>	Class Timetable can be access through CMS
4.	Students who fail to register <b>TWO (2) WEEKS</b> from the commencement of class will be <b>terminated</b> from their study.	<b>7 JULY 2025</b>	Students have the right to appeal for continuation of study within three (3) days upon notification received.
5.	<b>Course(s) Add / Drop</b>	<b>23 JUNE - 18 JULY 2025</b>	Processing fee of RM30 will be imposed for course add-drop after the stipulated period.
6.	<b>Course Verification (CV)</b> via CMS	<b>21 - 25 JULY 2025</b>	<b>Compulsory</b> for all students. Processing fee of RM30 will be imposed for course verification after the stipulated period.

**\*Please note that students with below status will not be automatically enrolled in a new semester:**  
 ○ **Student account blocked by Finance Department**

**NOTE:** Date and Deadline are subject to change. Students are required to check from website <http://www.uptm.edu.my> for latest information.

If you have any enquiries with the followings please email:

Finance – [bursar@uptm.edu.my](mailto:bursar@uptm.edu.my)  
 Hostel – [atif@uptm.edu.my](mailto:atif@uptm.edu.my)  
 Registration – [registration@uptm.edu.my](mailto:registration@uptm.edu.my)