

## PPA ACADEMIC SERVICES

### ONLINE SERVICES


- DOCUMENT VERIFICATION** (sponsorship, examination result slip, graduation document)
  - Send complete document to PPA e-mail
  - Verified document will be returned by e-mail within three (3) working days
- DEFERMENT/ WITHDRAWAL OF STUDY**
  - Go to PPA Portal > Download > Form
  - Fill up the form and e-mail to faculty administrator
- COURSE REGISTRATION WITH PENALTY**
  - Go to PPA Portal > Download > Form
  - Fill up the form, attach proof of payment and e-mail to [upkp@ump.edu.my](mailto:upkp@ump.edu.my)
- E-CONFIRMATION LETTER**
  - Log in UMP E-Community (Student)
  - Menu: e-Confirmation Letter
  - New Application > Submit
- E-COMPLETION LETTER**
  - Log in UMP E-Community (Student)
  - Menu: e-Completion Letter
  - Download and print
- REPLACEMENT OF STUDENT CARD**
  - Go to portal PPA > click Menu > *Student ID Card Replacement* and follow the instructions given
  - Make an appointment to collect the card through the link given in the e-mail

### APPOINTMENTS

CONTACT PPA TO MAKE AN APPOINTMENT FOR THE DATE AND TIME FOR THE FOLLOWING SERVICES:


- Collection of student ID card
- Collection of graduation document is only Available at the **PPA, Gambang Campus** (Kindly e-mail your application to [uppk@ump.edu.my](mailto:uppk@ump.edu.my))
- Consultation and special cases

CONTACT US:

 **PPA Gambang : 09-431 5064**  
**PPA Pekan : 09-431 5061**

 [ppa@ump.edu.my](mailto:ppa@ump.edu.my)

 [ppa\\_ump](#)

 Pusat Pengurusan Akademik, UMP

 <https://ppa.ump.edu.my>

## PERKHIDMATAN AKADEMIK PPA

### PERKHIDMATAN DALAM TALIAN


- PENGESAHAN DOKUMEN** (penajaan, slip keputusan peperiksaan dan dokumen graduan)
  - Hantar dokumen lengkap ke e-mel PPA
  - Dokumen yang disahkan akan di e-melkan semula dalam tempoh tiga (3) hari bekerja
- TANGGUH/ BERHENTI PENGAJIAN**
  - Layari portal PPA > *Muat turun* > Borang
  - Lengkapkan borang dan e-melkan kepada pentadbir fakulti
- PENDAFTARAN KURSUS DENGAN BERDENDA**
  - Layari portal PPA > *Muat turun* > Borang
  - Lengkapkan borang, sertakan bukti pembayaran dan e-melkan kepada [upkp@ump.edu.my](mailto:upkp@ump.edu.my)
- SURAT PENGESAHAN PELAJAR**
  - Log in UMP E-Community (Pelajar)
  - Menu: *e-Confirmation Letter*
  - New Application > Submit
- SURAT PENGESAHAN TAMAT PENGAJIAN**
  - Log in UMP E-Community (Pelajar)
  - Menu: *e-Completion Letter*
  - Muat turun dan cetak surat
- PENGANTIAN KAD PELAJAR**
  - Layari portal PPA > klik Menu > *Student ID Card Replacement* dan ikuti arahan yang diberi
  - Buat janji temu bagi pengambilan kad pelajar melalui pautan yang diberi di dalam e-mel.

### JANJI TEMU

HUBUNGI PPA UNTUK TARIKH DAN MASA JANJI TEMU BAGI URUSAN BERIKUT:

- Pengambilan kad pelajar
- Pengambilan dokumen graduan hanya di **PPA, Kampus Gambang** (Silalah e-melkan dahulu permohonan anda kepada [uppk@ump.edu.my](mailto:uppk@ump.edu.my))
- Konsultasi dan kes-kes khas

HUBUNGI KAMI:

 **PPA Gambang : 09-431 5064**  
**PPA Pekan : 09-431 5061**

 [ppa@ump.edu.my](mailto:ppa@ump.edu.my)

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