



**Guide for New Applicant**

1. Please register as an applicant to apply for a programme at PUTRA Business School  
 To apply online please login to  
<http://pbsportal.upm.edu.my/pbsportalV2/StudenRegistrationProcess.aspx>

**PUTRA Business School**  
 Nurturing Human Leaders

**APPLICANT REGISTRATION PROCESS**

<b>First Name</b>	<input type="text"/>	*	<b>Last Name</b>	<input type="text"/>	*
<b>Nationality</b>	-- Select --	*	<b>IC No./Passport No.</b>	<input type="text"/>	*
<b>User Name</b>	<input type="text"/>	*	<b>Password</b>	<input type="password"/>	*
			<b>Confirm Password</b>	<input type="password"/>	*

The Applicant has to choose Email to be verified

<b>Verification Method</b>	-- Select --	*	<b>Verification Code</b>	<input type="text"/>	*
<b>Email Address</b>	<input type="text"/>	*			
<b>Mobile Phone Number</b>	<input type="text"/>	*			

**Submit**

Note: If you have sign-up previously, please [Click here](#) and use your existing username/password to login to the system and submit your application for admission.  
 If you have any problem, please email to [system@putrabs.edu.my](mailto:system@putrabs.edu.my)

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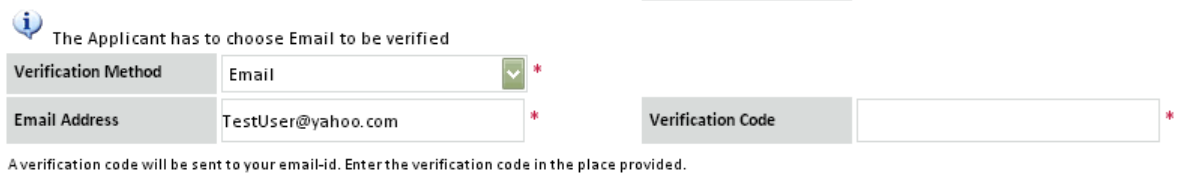
Figure 1: Login page

2. Please fill in the details required. Required fields are marked with red asterisk.

<b>First Name</b>	Test	*	<b>Last Name</b>	User	*
<b>Nationality</b>	Malaysian	*	<b>IC No./Passport No.</b>	771122104321	*
<b>User Name</b>	TestUser	*	<b>Password</b>	●●●●●●●●	*
			<b>Confirm Password</b>	●●●●●●●●	*

Figure 2: Details required

3. Before continue with the verification steps, please open a new tab or window and login to your email account. Please choose 'email' as the verification method. (Currently we are only allowing verification via email but other methods will be added in the future).



The Applicant has to choose Email to be verified

Verification Method	Email	*
Email Address	TestUser@yahoo.com	*
Verification Code		*

A verification code will be sent to your email-id. Enter the verification code in the place provided.

Figure 3: Email as the verification method

4. Key in your email address, and click on the verification box. You should see a notification on the top page if the code has been sent out to your email (see Figure 4).



## APPLICANT REGISTRATION PROCESS

Email sent successfully. Please check your email !

First Name	Test	Last Name	User
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Figure 4: Notification that email has been sent out

5. In your email account, you should receive email from [system@putrabs.edu.my](mailto:system@putrabs.edu.my) title 'VERIFICATION CODE FROM PUTRA BUSINESS SCHOOL' Please check the Spam Box if you did not receive the email.



Figure 5: Verification code message

- Copy the code and paste on the verification code column. Enter your phone number and click button Submit

The screenshot shows a verification form with three input fields and a submit button. The 'Email Address' field contains 'testuser@yahoo.com'. The 'Verification Code' field contains '7D39'. The 'Mobile Phone Number' field contains '+{(012)-(345)-(6789\_\_\_\_\_)}'. A red 'Submit' button is located below the fields. A message above the fields states: 'A verification code will be sent to your email-id. Enter the verification code in the place provided.'

Figure 6: Inserting verification code and phone number

- To login to Applicant Portal please go to <http://pbsportal.upm.edu.my/pbsportalV2/StudentPortalLoginPage.aspx>  
Please login using the username and password you have created

The screenshot shows the 'Applicant Portal Login Page'. It features a 'LOGIN' button in the top right corner. Below it are two input fields: 'User Name' with the value 'TestUser' and 'Password' with masked characters. There are links for 'Reset Password?' and 'Forgot Password?'. At the bottom are two buttons: 'Enter' and 'Cancel'.

Figure 7: Login page

- Continue by selecting the programme you want to apply  
To learn more about the programme being offered please visit PBS website <http://putrabusinessschool.edu.my>

The screenshot shows the 'APPLICATION FOR ADMISSION' page for PUTRA Business School. The school's logo and tagline 'Nurturing Human Leaders' are at the top left. The top right shows 'Login As: TestUser | Back To Portal | Log Out'. The main form has the following fields:

- Name: Test User
- Date: 30-Oct-2013
- IC / Passport No.: 771122104321
- Programme: A dropdown menu with the following options: -- Select --, MASTER OF BUSINESS ADMINISTRATION, MASTER OF MANAGEMENT(IT), MASTER OF SCIENCE, DOCTOR OF PHILOSOPHY, MASTER OF BUSINESS ADMINISTRATION (EXCHANGE STUDENT), MASTER OF BUSINESS ADMINISTRATION (NON-GRADUATING), MASTER OF SCIENCE (NON-GRADUATING), DOCTOR OF PHILOSOPHY (NON-GRADUATING), and -- Select --.

A note at the bottom left says: 'If you have any queries kindly mail us at system@putrabs.edu.my'.

Figure 8: Choosing the programme

- Then select Field of Study, Trimester/Semester and Programme session.

**APPLICATION FOR ADMISSION**

Name	Test User	Date	30-Oct-2013
IC / Passport No.	771122104321	Programme	MASTER OF BUSINESS ADMINISTRATI
Structure Type	WITHOUT THESIS	Field of Study	GENERAL MANAGEMENT

Registration Programme for Trimester / Semester					
Select	Semester / Trimester based on the selected programme	Local Student		International Student	
		Date Closed	Status	Date Closed	Status
<input checked="" type="radio"/>	PUTRA SECOND TRIMESTER 2013/2014	30-Nov-2013	OPEN	30-Nov-2013	OPEN

Programme Session  Full Time  Part Time \*

*i* International Applicants can only register for the Full Time session.

**Submit** **Cancel**

If you have any queries kindly mail us at [system@putrabs.edu.my](mailto:system@putrabs.edu.my)

Figure 9: Field of Study, Trimester/Semester

- There are 9 sections that you need to complete in this application form. You do not need to follow the sequence, but please remember to click button “Save & Continue” every time you have completed a section

**APPLICATION FOR ADMISSION**

Profile	Educational	<b>Working</b>	Next of Kin / Guardian	Financial	Proposal/Essay	TOEFL/IELTS	Certification	Survey
I	II	<b>III</b>	IV	V	VI	VII	VIII	IX

Figure 10: 9 sections to be completed in the application form

- If you missed any required fields then a notification will appear at the top page. For example, if an applicant forgot to upload his photo, a reminder will appear at the top of the page when he clicked ‘Save & Continue’ button (see Figure 11).

**APPLICATION FOR ADMISSION**

<b>Profile</b>	Educational	Working	Next of Kin / Guardian	Financial	Proposal/Essay
<b>I</b>	II	III	IV	V	VI

Please Upload Photo !

Registration Programme for Trimester/Semester
Upload Picture

Figure 11: A reminder if any required fields are missed

12. If you are ready to submit the online form, please go to Survey section and click button Submit

Profile Educational Working Next of Kin / Guardian Financial Proposal/Essay TOEFL/IELTS Certification Survey

I II III IV V VI VII VIII IX

**APPLICATION FOR ADMISSION**

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1. Why do you choose PUTRA ?

It's reputation     It's curriculum     The location is convenient  
 Others

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2. How did you know about the programme?

Newspaper     Internet     UPM Web-Site  
 Brochure/Leaflet     TV/Radio     Friend/Family  
 Social Media     Education Fairs     Ex-UPM Student

Others:

Link:

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3. How would you prefer that the programme is relayed to future students? Please rank 1,2,3,only

Newspaper     Brochure/Leaflet     Social Media  
 Blogs     TV/Radio     Education Fairs  
 Internet     Link     UPM Student

Other Method:

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4. Why do you choose this programme? Please rank 1,2,3 only

Cost     Reputation     Convenient

Others:

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5. Which newspaper would you prefer that the programme is advertised? Please rank 1,2,3 only

Berita Harian     Utusan Malaysia     The Star  
 New Strait Times     Sin Chew Daily

Other Newspaper:

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6. Which event would you suggest that putra participates to promote its programme? Please rank 1 to 5

Karnival Pendidikan MARA     Facon Education Fair     Job Street MCTF  
 GTI Media Postgradualive     Education & Further Studies Fair     Job Street Post Graduate Education Fair  
 Conferences

Others:

Back
Save
View PDF File
Submit

Figure 12: To submit the application

*Thank you for your interest in PUTRA Business School*