



SCHOOL OF LANGUAGES, LITERACIES AND TRANSLATION  
UNIVERSITI SAINS MALAYSIA

M.A.(Translation for Professionals)

Registration for LHP 458 & 459 Courses SOP

A. REGISTRATION FORMS REQUIRED – PLEASE ENSURE YOU HAVE COMPLETED TWO FORMS	
<b>FORM 1 :</b> <b>IPS / HEP-05 - REGISTRATION FORM FOR PRE-REQUISITE COURSE (PAYMENT)</b>	<b>FORM 2:</b> <b>SoLLaT ADD form (GROUP ALLOCATION)</b>
<p>1. <u>IPS / HEP-05 - REGISTRATION FORM FOR PRE-REQUISITE COURSE</u></p> <p><a href="http://ips.usm.my/images/downloadIPS/candidature/HEP_05_Pre_requisite_Course_Form.pdf">http://ips.usm.my/images/downloadIPS/candidature/HEP_05_Pre_requisite_Course_Form.pdf</a></p> <ul style="list-style-type: none"> <li>❖ This is to be submitted to IPS for payment</li> <li>❖ Please make sure that all information are accurate               <ol style="list-style-type: none"> <li>1. Course code - LHP 458 or LHP 459</li> <li>2. Type - E</li> <li>3. Units - 2</li> </ol> </li> </ul>	<p>1. FILL UP THE <u>SoLLaT ADD form</u>. It is a fillable form, so please type on it. This form is available from:</p> <p>Ms.Geetha (<a href="mailto:geetha@usm.my">geetha@usm.my</a>) or            Dr. Parames (<a href="mailto:parames@usm.my">parames@usm.my</a>) or            Dr. Mozhgan (<a href="mailto:mozhgan@usm.my">mozhgan@usm.my</a>).</p>

- ❖ Signed the form and date it.
- ❖ Mail to A.P.Dr. Manjet Kaur - [manjeet@usm.my](mailto:manjeet@usm.my) for endorsement.
- ❖ Submit the form when you make payment to the bursary.

2. ePayment Procedure

**Make a payment via link as below:**

<https://epayment.usm.my/main/Invoice.aspx?lang=en&str=/1JdmXd9QD9aHKz%2bfMqRUcU9rWqRbY/ftL8BeKPIfThKofV4zC6NnmwsKk2PhmCwmcdMx6S6Qp9CFAEkfC8/nQ==>

**Invoice No : PTPS212**

Prerequisite course fee – Malaysian students *RM130*  
 International students  
*RM 320/USD80*

3. Submit **BOTH payment receipt and forms** to (nrSyuhaida @ usm.my) in Data Record Unit /Unit Data Record.
4. Keep all documents/receipt and check your records for updates.



Pusat Pengajian Bahasa, Literasi dan Terjemahan, Universiti Sains Malaysia  
 School of Languages, Literacies, and Translation, Universiti Sains Malaysia

**TAMBAH  
ADD**

**Borang Penambahan Kursus Bahasa**  
 Add Language Course Form

No. Kad Pengenalan / No. Pasport: <small>Identity Card No. / Passport No.:</small>	Nama: <small>Name:</small>
_____	_____

No. Matrik: \_\_\_\_\_ Sidang Akademik: 20\_\_\_\_/20\_\_\_\_ Tahun Pengajian: \_\_\_\_\_  
Matric No.: Academic Session: Year:

P. Pengajian: \_\_\_\_\_ Pengkhususan: \_\_\_\_\_  
School: Major:

No. Telefon: \_\_\_\_\_ Alamat E-mel: \_\_\_\_\_  
Mobile No.: Email address:

2. Please make sure that all information are accurate.
3. Mail the form for endorsement and group allocation to Ms.Geetha ([geetha@usm.my](mailto:geetha@usm.my))
4. Check your records for updates.

**PLEASE MAKE SURE THAT YOU HAVE COMPLETED BOTH FORMS ACCURATELY AND SUBMIT TO THE RELEVANT PARTIES.**