



Students
Bachelor of Business Administration (International Business)
Bachelor of Education (TESL)
Bachelor of Information Technology (Computer Science)
Centre for Educational Extension (PKP)
Universiti Kebangsaan Malaysia.

Dear Students,

**APPLICATION TO SIT FOR EXAMINATION FOR
SEMESTER I OF THE 2011-2012 ACADEMIC SESSION**

With reference to the matter above, the final examination for Semester I of the 2011-2012 Academic Session will commence on the 3rd to the 20th of January 2012. You are required to verify your application to sit for examination via <http://www.ukm.my/smpe> from 7th to 13th of November 2011.

You are required to verify whether the information in the online application form is correct by clicking the 'Verify' button. If there are any **mistakes** of subjects registered please click the 'Amendment' button and **print-out** the screen. Write down the course/courses involved and get the **lecturer's verification**. The form should be sent to the Centre for Educational Extension (PKP) counter latest by **14th November 2011**.

Failing which, subjects listed for the current semester will be automatically confirmed as correct. If you fail to sit for the examination on the courses listed, you will be given an 'E' grade. You will also be imposed a fine of RM50.00 for neglecting the verification process.

The final examination timetable will be displayed on the Entrance Card and Examination Timetable (KMJP) which will be distributed at PKP's counter beginning 5th December 2011. You are advised to settle any outstanding tuition fees. If you encounter any problems to settle the outstanding balance, please discuss the matter with the Finance Unit of PKP.

Yours sincerely,

ASMADI HAZIM

Assistant Registrar (Examination and Convocation Unit)
for Director

cc Head Department of Academic and Quality Management
Assistant Registrar (Program Management)