

PTPTN ONLINE APPLICATION GUIDELINES

***Only available via online application*

PROGRAMMES	DEADLINES FOR ONLINE APPLICATION				
	From 1 Feb to 28 Feb	From 1 Mar to 30 Mar	From 1 Apr to 30 Apr	From 1 Aug to 30 Aug	From 1 Sept to 30 Sept
ALL DIPLOMA PROGRAMMES	-	√	√	√	√
ALL ARU PROGRAMMES	√	√	-	√	√
ALL UOL PROGRAMMES	-	-	-	√	√

A. PROCEDURES FOR ONLINE APPLICATION

STEP 1

ITEMS	REMARKS
CIMB Personal Savings Account	to open at any CIMB branch
SSPN Account	advisable to open at any Maybank branch @ RM20.00 or open online via PTPTN website
PTPTN Pin Number	to purchase at any Bank Simpanan Nasional, (BSN) branch @ RM5.00 or purchase online via PTPTN website : https://www.ptptn.gov.my/elmas-pin-purchase-web/#/register

STEP 2

Login to website → <https://www.ptptn.gov.my/perkhidmatan-menu/perkhidmatan-pinjaman-menu>

Or via this website for student who purchased PTPTN Pin Number from BSN → <https://www.ptptn.gov.my/gateway/>

Follow the instructions provided. Each section must be completed accordingly with correct information required.

IMPORTANT INFORMATION

Section: Butiran Penjaga

Salary information (for both categories, Kasar and Bersih) is to be provided for PARENT/ GUARDIAN whose work type falls under Self Employed (Bekerja Sendiri) / Government Servant (Kakitangan Kerajaan) / Private Sector Worker (Kakitangan Swasta).

A gentle reminder, minor error or false information provided may result in rejection of application.

***Gaji Kasar → Gross / Basic Salary (before deduction of EPF/SOCSSO/TAX)*

***Gaji Bersih → Net Salary (after deduction of EPF/SOCSSO/TAX)*

PARENT/GUARDIAN whose work type falls under TIDAK BEKERJA / PESARA (RETIREE), you may leave both salary categories as zero (0).

Section: Butiran Penjaga Kedua

JUMLAH TANGGUNGAN (Number of dependent) - please key in the "Jumlah Tanggungan (Jumlah anak-anak yang masih dibawah tanggungan penjaga termasuklah pasangan penjaga)".

Siblings still studying in college can be considered as dependent as well. **DO NOT KEY IN ZERO "0"** as number of dependent. It MUST have figures.

Section: Butiran Kursus

Jenis IPT

→ **IPTS**

Nama Institusi

→ **KOLEJ ANTARABANGSA IMPERIUM**

No. Matrik

→ IIC Student ID Number (e.g. **C20XXXXX**)

Tarikh Mula Pengajian

→ Refer to your closest **Intake** in the above schedule

(e.g.: Diploma student joined January 2020 intake – need to select 01/04/2020 from drop list option in PTPTN online application).

STEP 3

Each completed sections must be saved (**SIMPAN**) and proceed (**SETERUSNYA**) to key in details for the next section. Under the **PENGESAHAN PERMOHONAN** section, please check the validity of your SSPN account number. Click the “**KELUAR**” button once done. It is advisable to submit the online application **at least one (1) week before the closing date** to avoid potential website congestion.

STEP 4

After 6-7 working days from the closing date, please log on to <http://www.ptptn.gov.my/gateway/> to **check if your application has been approved or rejected**. You are required to **check your personal email** once application is approved as PTPTN will send the softcopy of PTPTN Agreement (Surat Tawaran Pinjaman Pendidikan) for your further action.

STEP 5

If online application has been approved, please prepare the documents below:

1. PTPTN Agreement (Surat Tawaran Pinjaman Pendidikan) (print 2 copies)
2. 2 Setem Hasil (RM10 x 2 pieces to be purchased at any Post Office)
3. IIC Offer Letter (to be collected at Registry Department)

All **completed agreements** are to be submitted at Registry Department (Level 1) in **1 (one) weeks' time after agreement received from PTPTN**. **Incomplete submission of the documents will not be processed by PTPTN**. PTPTN agreement is **valid for 14 days from the date of PTPTN agreement**.

IMPORTANT NOTES

- ❑ Student must have remaining period of study with at least 1 year (3 semesters) in IIC before applying the loan.
- ❑ PTPTN loan payments are made twice (2) a year (except for UOL Programmes).
 - For some semesters, receiver's loan disbursement may directly be credited to college's account, should he/she have an outstanding amount with the college. However, this is solely on Bursar's instruction and approval.
- ❑ **Student must obtain at least GPA 2.00/4.00 and above for every semester to receive second and subsequent payment.**
 - It is students' responsibility to check their CIMB accounts should they have queries about the disbursed amount.

B. CHANGE OF MAJOR/PROGRAMME

Student need to reapply the PTPTN loan for the new major/programme changed. Please consult with Registry Department for more details and to get the documents needed to be submitted at PTPTN Office.

C. DEFER PAYMENT FOR PREVIOUS PTPTN LOAN

For new applicants (Degree courses) with previous PTPTN loan (e.g.; from Diploma), you are required to **submit complete documents to any PTPTN Office nearby**. Below are the documents to be prepared:

1. 'Borang Permohonan Penangguhan Bayaran Balik' – To be downloaded from PTPTN website
2. Confirmation letter which states the expected time to complete the programme – To request from Registry
3. Offer Letter of the new programme (Degree courses) from IIC

D. IF YOU NEED MORE INFORMATION ABOUT PTPTN LOAN

1. IIC Website: <https://imperium.edu.my/scholarships-bursaries/>
2. PTPTN Call Center: 03-2193 3000
PTPTN Website: <https://www.ptptn.gov.my/permohonan-pinjaman-side>
3. Ms. Sarah Lo (Registry IIC)
Tel: 03-2788 2120
Email: sarah.lo@imperium.edu.my
(You may email your PTPTN “Login ID and password” to the email above for checking purpose/further advice before submitting your online application).