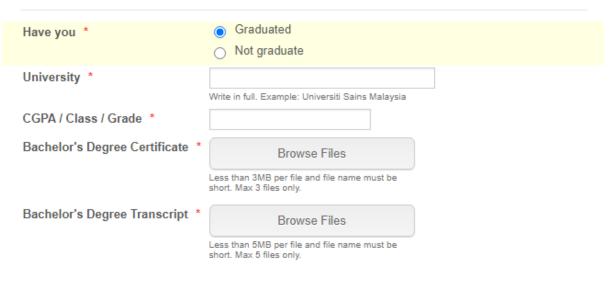MANUAL FOR GRA-ASSIST APPLICATION FORM

1. Go to IPS USM official website (https://ips.usm.my/) to retrieve the application form link.
2. Fill in the form.
   a) Enter your official USM main supervisor's name and email ONLY.

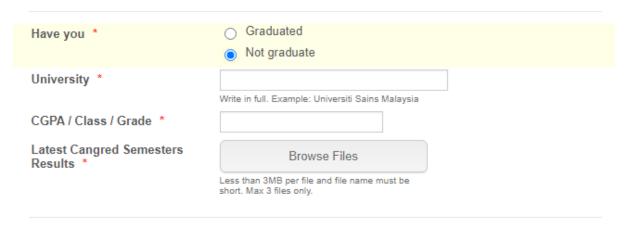| Main Supervisor's Name *	
Main Supervisor's Email *	
	example@usm.my

   b) In the **Bachelor Degree** section of **(ii) Applicant's Academic Background**,
      i. If you have graduated from Bachelor Degree, please fill in your academic scroll and transcripts (pages that shown your latest CGPA/grade/class).

Bachelor Degree

Have you *	● Graduated
	○ Not graduate
University *	
	Write in full. Example: Universiti Sains Malaysia
CGPA / Class / Grade *	
Bachelor's Degree Certificate *	Browse Files
	Less than 3MB per file and file name must be short. Max 3 files only.
Bachelor's Degree Transcript *	Browse Files
	Less than 5MB per file and file name must be short. Max 5 files only.

      ii. If you are still undergoing your Bachelor, please fill in your latest Cangred Semesters Result.

Bachelor Degree

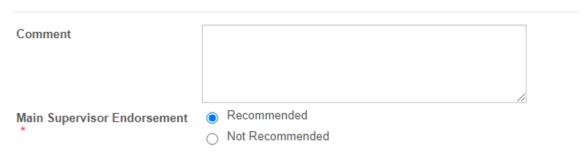| Have you *	○ Graduated
	● Not graduate
University *	
	Write in full. Example: Universiti Sains Malaysia
CGPA / Class / Grade *	
Latest Cangred Semesters Results *	Browse Files
	Less than 3MB per file and file name must be short. Max 3 files only.

3. Once the **Submit** button is clicked, your main supervisor will receive an automatic email (based on the input you have entered in **2(a)**) regarding your application and they will need to do their part in the application. *NOTE:* It is advisable for your supervisor to check the email in Junk/Spam Email as it may have gone to those folders.
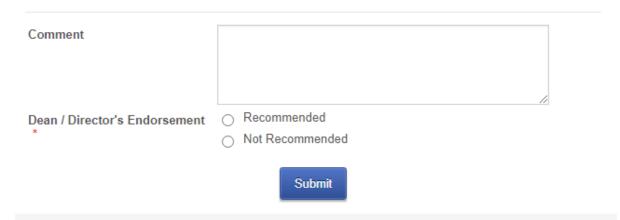
B. Main Supervisor Endorsement

To be completed by main supervisor.

Comment

Main Supervisor Endorsement
*
- ● Recommended
- ○ Not Recommended

4. After your main supervisor have submitted the application, your dean/HOD of your school will receive an automatic email and they will also need to do their part in order to complete your application. *NOTE:* It is advisable for the dean/HOD to check the email in Junk/Spam Email as it may have gone to those folders.

C. Dean / Director's Endorsement

Comment

Dean / Director's Endorsement
*
- ○ Recommended
- ○ Not Recommended

Submit

5. Once your dean/HOD have submitted their part, only then IPS will process your application for further action.