



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

EMAIL US: BENDAHARI-UKP@UTM.MY

WELCOME Students

Student Financial Guides

- Rules: **UTM Rules (Student Financial)**. It is available through the MyUTM Portal.
- Payment Step by Step guides: Once you have obtained your UTMID, students may make **payment via MyUTM Portal or UTMSmart Apps**.
- Prospective students, please refer to your offer letter on payment guides.





UTM
UNIVERSITI TEKNOLOGI MALAYSIA



All
about your
student account.

did you
know?

email us:
bendahari-ukp@utm.my

01

We **do not** accept cash.
Please make online payment
through MyUTM portal or
UTMSmart App.



02

Prohibited payment methods :
CDM / ATM transfer / Bank
Transfer / over bank counter.



03

The official receipt will be emailed
to the **registered email address**
after payment is successful &
reconciled to your student account.

Do not attempt next payment to
avoid overpayment / duplicate
payment.



04

MyProspect portal is for **new or
prospective student only**.
Student who has UTMID need to pay
at MyUTM portal / UTMSmart App.

Do not attempt another payment to
avoid overpayment / duplicate
payment, if your bank account / card
has been charged.



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05

Flywire - typically takes **3 working days for a payment to be updated** by UTM from date of Flywire "Delivered" payment status.

Do not attempt another payment to avoid overpayment / duplicate payment, if your bank account / card has been charged.

flywire

06

Barred Status will be applied to a sponsored student for non sponsored charges.

Always check your student account.



07

The University reserves the right to impose **barred status and restrictions** on sponsored students if the Sponsor fails to make payment for **more than two (2) semesters**.



08

Deferment or Withdrawal from University:
Students are advised to **read and understand the terms & conditions on charge** as stipulated in UTM Rules (Student Financial).



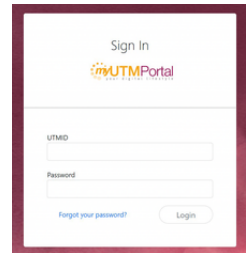
PAY @ MYUTM PORTAL

Step By Step Guide For Student

1

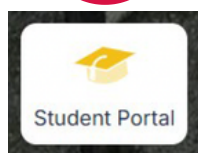
LOGIN MYUTM

Login MyUTM portal (my.utm.my) using your UTMID and password. Forgot your UTMID and password? --> Click the Forgot your password? link

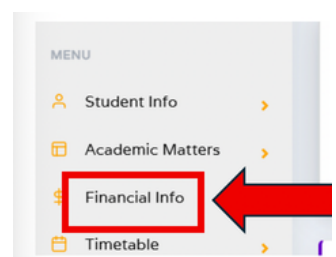


2

TO STUDENT ACCOUNT



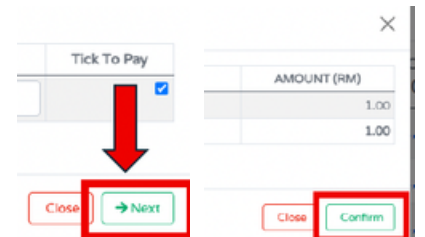
Click "Student Portal".
You'll see your student info page, click "Financial Info".



3

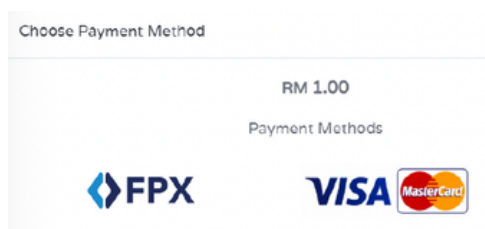
PAY NOW

- Click DETAILS in the Pay Now column
- TICK all fees OR fee that you choose to pay. You also may edit the preferred amount to pay.
- Click NEXT and CONFIRM



4

CHOOSE PAYMENT METHOD



- Available payment methods:
- FPX - local bank online banking
 - Debit/Credit Card (Master Card / Visa)
 - Flywire

5

FOLLOW ALL BANKING PROCESS

- Proceed and follow all banking process
- ENSURE status of payment is SUCCESSFUL and it's RETURN BACK to MyUTM portal

6

PAYMENT UPDATE

- Student Account will be updated in less than 30 minutes for FPX and 12 to 24 hour for Debit/Credit Card.
- Flywire payment update is within 3 working days after payment received from Flywire.
- DO NOT attempt another payment if your bank account / card has been charged to avoid overpayment.

7

FINISH

***Barred Status is auto-release if full payment is made**

- Official Receipt will be email to your email address (step 5 above)
- Copy of Official Receipt is downloadable at Payment History column



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Jabatan Bendahari

PAY @ UTMSMART APPS

STEP BY STEP GUIDE FOR STUDENT



Download and Login UTMSmart Apps

- > Download in Google Play Store (Android) or App Store (iOS).
- > Login using UTMID and password.



Go to "Financial Status" icon

- > Go to "Financial Status" icon
- > Choose semester.
- > Click on Outstanding Details.



Make Payment

- > Select all fees OR select a certain fees to pay. You may edit the amount of fee to pay also.
- > Choose FPX or Credit Card (Master / Visa) or Flywire.
- > Ensure status of the payment is Successful and it's RETURN BACK to UTMSmart Apps



Payment Update

- > Student Account will be update less than 30 minutes (FPX and Debit/Credit Card).*
- > Flywire payment update is within 3 working days after payment received from Flywire.

*Barred status is auto release if full payment is made



Finish!

- > Official Receipt will be email to your email address.
- > Copy of Official Receipt is downloadable at Payment Status.

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PAY WITH FLYWIRE

Step By Step Guide For Student

Paying from overseas made easy!

Options include:



Bank Transfer

Login MyUTM or UTMSmart Apps

- > Login MyUTM portal or UTMSmart Apps.
- > Click Pay Now (MyUTM) or Outstanding Detail (UTMSmart Apps).
- > Select and/or edit fees to pay.
- > Choose Flywire icon to make payment.

1

Input All Informations Needed

- > Proceed and follows all payment process and input all information required.
- > Enter/check the amount you wish to pay in Ringgit Malaysia (RM).

2

Choose Payment Methods

- > Bank Transfer OR Debit/Credit Card as your payment options.
- > Flywire will automatically display the total amount in your local currency for the available payment options based on the country you select to pay from.

3

More Info on Bank Transfer or Debit/Credit Card

> **Bank Transfer** – Please make arrangements with your bank (in person, online, or over the phone) and send your funds to Flywire in your chosen currency. For online internet banking, log in with your credentials to the selected online method and complete your payment to Flywire.

> **Debit/Credit Card** will allow you to make an online payment in your home currency. Unlike traditional international credit card payments, Flywire handles the foreign exchange so you will know the exact amount that will be deducted from your account before you make your payment. Please note that debit/credit card payments are not available in every country.

> Flywire will then convert your currency and pay to UTM.

<https://www.youtube.com/watch?v=5RkrGZ1qn68>

Payment Status and Update

> Once payment process complete, you will receive a link in your email by Flywire that allows you to track your payment and access your payment instructions. The status of your payment will be updated once your funds have been received by Flywire and delivered to UTM.

> Payment update into your student account is within 3 working days after UTM received payment from Flywire.

4

e-Pengeluaran Pendidikan KWSP



1

Log masuk ke i-akaun ahli KWSP.

Pelajar atau Individu (Waris/Penjaga) log masuk ke i-akaun ahli KWSP (hanya boleh dimohon selepas pelajar sah menjadi pelajar UTM).

2

Pilih menu Pengeluaran.

Klik menu Pengeluaran > Klik "Pemohonan Baharu" > Pilih Jenis Pengeluaran : "Pendidikan" > Pilih Institusi : "**Universiti Teknologi Malaysia**"

3

Lengkapkan maklumat yang diminta.

Lengkapkan maklumat yang diperlukan oleh KWSP bagi setiap proses pengeluaran pendidikan.

4

Sah dan Hantar.

Setelah semua maklumat selesai dilengkapkan, mohon sahkan dan hantar.

5

Pengesahan, Bayaran & Kemaskini.

Pengesahan pengeluaran oleh UTM adalah dalam masa 7 hari (tidak termasuk tarikh bayaran oleh KWSP). Kemaskini bayaran di akaun pelajar adalah dalam masa 14 hari bekerja dari tarikh bayaran diterima dari pihak KWSP.

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