



NOTIS MAKLUMAN PEMBUKAAN SEMULA EASY UNDERGRADUATE FILE SYSTEM (EzUFileS)

Semua Pelajar **sesi kemasukan 2024/2025 DIWAJIBKAN** memuat naik **semula** dokumen peribadi dan akademik melalui Sistem EzUFileS bermula **21 Julai 2025 sehingga 31 Oktober 2025**.

Kegagalan memuat naik dokumen di EzUFileS dalam tempoh yang ditetapkan akan mengakibatkan Urusan Pendaftaran Semester 1 Sesi 2025/2026 terjejas.

Kerjasama semua pelajar dalam memastikan pematuhan tarikh yang ditetapkan amat dihargai.

Sebarang pertanyaan lanjut boleh menghubungi kami di/ Any further inquiries, please contact us at:



082-581166



adminbpps@unimas.my

www.bpps.unimas.my



UNDERGRADUATE
STUDIES DIVISION



NOTICE OF REOPENING OF EASY UNDERGRADUATE FILE SYSTEM (EzUFileS)

All students of the 2024/2025 intake are **REQUIRED** to **re-upload** their personal and academic documents through the EzUFileS System from **21 July 2025 until 31 October 2025**.

Failure to upload the documents in EzUFileS within the specified period will affect the Semester 1 Registration Process for the 2025/2026 session.

Your cooperation in adhering to the given deadline is greatly appreciated.

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LANGKAH 1 STEP

Layari laman sesawang seperti pautan di bawah dan **log in menggunakan UNIMAS ID/** Visit the website via the link below and **log in using your UNIMAS ID.**



<https://myfiles.unimas.my/ezufiles>



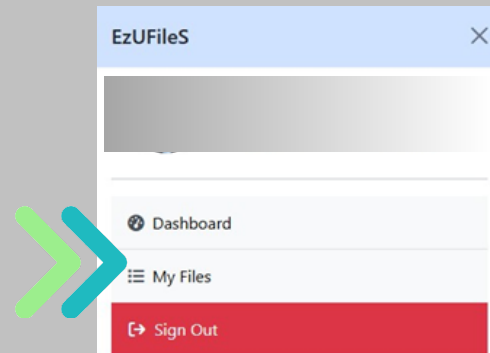
PANDUAN MUAT NAIK DOKUMEN PERIBADI PELAJAR GUIDE TO UPLOAD STUDENT PERSONAL DOCUMENTS

LANGKAH 2 STEP

Klik pada ikon tersebut untuk membuka side menu/ **Click on the icon** to open the side menu

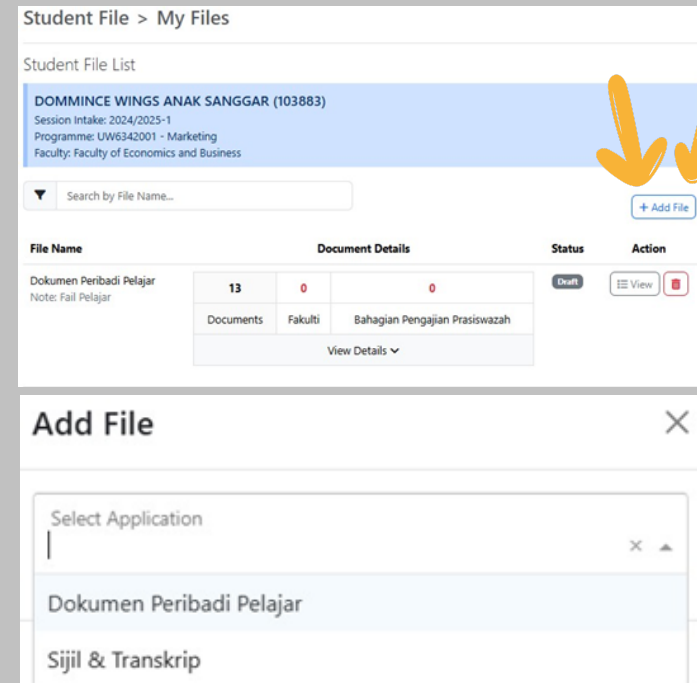


LANGKAH 3 STEP



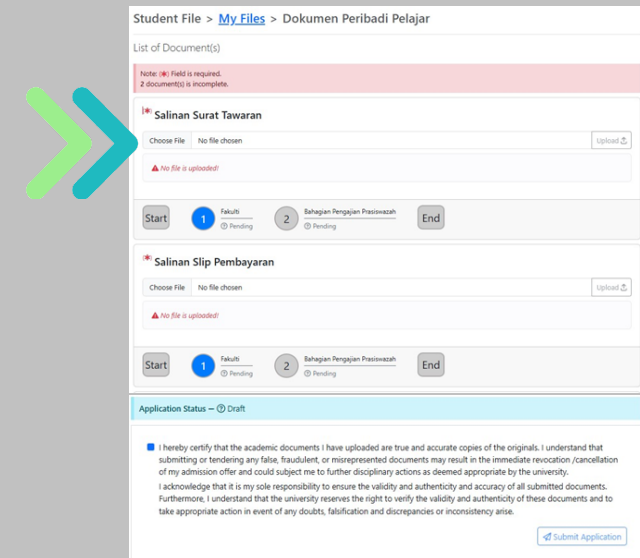
Klik **My Files** untuk membuka paparan pelajar/ **Click on My Files** to open the student view

LANGKAH 4 STEP



1. **Klik Add Application** untuk menambah permohonan dan pilih borang./Click on Add Application to add a request and select the form.
2. Status:
 - **Draft** – Masih dalam simpanan pelajar/ Still saved in the student's files.
 - **Submitted** – Dihantar bagi pengesahan Fakulti dan BPPs/Sent for verification by the Faculty and BPPs.
3. **Klik View** untuk melengkapkan fail dokumen. Click on View to complete the document file

LANGKAH 5 STEP



1. **Klik Choose File** untuk tambah fail dan klik **Upload** untuk muat naik dokumen/ Click Choose File to add file and then click Upload to upload the document.
2. **Klik ikon trash** sekiranya perlu menukar dokumen yang dimuatnaik/ **Click icon trash** if you need to replace the uploaded document.
3. Setelah melengkapkan dokumen, **klik (✓) untuk persetujuan dan klik butang Submit Application** untuk menghantar permohonan kepada Fakulti untuk pengesahan/ After completing the documents, **click on the approval section and then click the "Submit Application" button** to send your application to the Faculty for verification

Sekiranya fakulti **retract** dokumen, pelajar perlu buang dan muat naik semula dokumen berkenaan./If the faculty retracts the document, students must delete and re-upload the respective document.

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Sistem DIBUKA



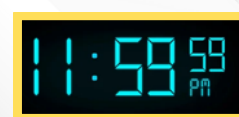
21 Julai 2025



Sistem DITUTUP



31 Oktober 2025



DOKUMEN Yang Perlu DIMUATNAIK

1. Salinan Surat Tawaran
2. Salinan Slip Pembayaran
3. Salinan Kad Pengenalan
4. Salinan Sijil Kelahiran Surat Beranak
5. Salinan Sijil SPM
6. Salinan Sijil-Sijil Akademik
7. Salinan Slip Keputusan MUET
8. Borang Perakuan Kebenaran Bius dan Pembedahan

PERHATIAN:

Pastikan nama fail yang dimuat naik dalam format PDF.

Contoh:

kad pengenalan.pdf



kad pengenalan.jpg



kad pengenalan.jpg.pdf



Perhatian:

1. Semua salinan dokumen perlu disahkan oleh sama ada Pengetua, Guru Besar Sekolah (Sekolah Kerajaan Sahaja), Penghulu, Penggawa, Tuai Rumah, Ketua Kaum atau Mukim Bertauliah, Pegawai Kerajaan Kumpulan Pengurusan dan Profesional, Pengamal Undang-Undang, Pesuruhjaya Sumpah, Jaksa Pendamai atau Ahli Mesyuarat Kerajaan Negeri (Ahli Exco) sebelum dimuat naik ke dalam sistem.
2. Kegagalan memuat naik dokumen di EzUFileS dalam tempoh yang ditetapkan akan mengakibatkan Urusan Pendaftaran Semester 1 Sesi 2025/2026 terjejas.

OPEN



21st July 2025



CLOSED



31st October 2025



DOCUMENT To Be **UPLOADED**

1. Copy of Offer Letter
2. Copy of Payment Slip
3. Copy of Identity Card
4. Copy of Birth Certificate
5. Copy of SPM Certificate
6. Copies of Academic Certificates
7. Copy of MUET Result Slip
8. Authorisation For Anaesthesia And Surgical Procedure

Attention:

Please ensure that the uploaded file is in PDF format.

Example:

Identity card.pdf



Identity card.jpg



Identity card.jpg.pdf



Attention:

1. All copies of documents must be certified by either the Principal, Headmaster of a Government School, Village Head, Community Leader, Longhouse Chief, Accredited Mukim Leader, Government Officer from the Management and Professional Group, Legal Practitioner, Commissioner for Oaths, Justice of the Peace, or a Member of the State Executive Council (Exco Member) before being uploaded into the system
2. Failure to upload documents to EzUFileS within the specified period will affect the Semester 1, 2025/2026 session.