

## 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
PTPTN Pin Number	to purchase at any Bank Simpanan Nasional, (BSN) branch @ RM5.00 or online purchase via PTPTN website : <a href="https://www.ptptn.gov.my/elmas-pin-purchase-web/#/register">https://www.ptptn.gov.my/elmas-pin-purchase-web/#/register</a>

#### 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.

#### 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 & must be single sided)
2. 2 pieces of Setem Hasil RM10 each to be purchased at any Post Office (sample Setem Hasil as below).



3. HELP CAT Offer Letter (to be collected at Registry Department)

## **IMPORTANT NOTES**

- **All completed agreements are to be submitted at Registry Department (Level 6) 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.**
- Student must have remaining period of study with at least 1 year (3 semesters) in HELP CAT 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 HELP CAT

## **D. IF YOU NEED MORE INFORMATION ABOUT PTPTN LOAN**

1. HELP CAT Website: <https://college.help.edu.my/admissions/scholarships-and-bursaries/>
2. PTPTN Call Center: 03-2193 3000  
PTPTN Website: <https://www.ptptn.gov.my/permohonan-pinjaman-side>
3. Ms. Nur Hanisah (Registry HELP CAT)  
Tel: 03-2788 2119  
Email: [hanisah@helpcat.edu.my](mailto:hanisah@helpcat.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).