

GUIDELINES FOR INTERNATIONAL UNDERGRADUATE STUDENTS

HELLO,

Here is the guideline for international undergraduate students reference.

ADMISSION OFFER REQUIREMENTS

- The admission offer is based on the following rules:
- Approval from the University International Undergraduates Admission Committee and University Senate.
- The University has the right to carry out any drugs screening test, at any time for the duration of the studies at this University. If the result is positive for drugs, whether during the examination, registration or study periods, the student automatically will be dismissed from the University.
- All the information given in the application form is true
- During the study period, student should:
 - i) Abide by the rules of
 - a) Malaysian law;
 - b) Universities and University Colleges Act (AUKU), Statute of the University, and Rules and Regulations of the University;
 - c) The decision from the Academic Management Centre, University Senate, and Faculties.
 - ii) Uphold the image of the University;
 - iii) Respect the University's officers and lecturers;
 - iv) Abide by the rules of Malaysian and University Traffic Laws;
 - v) Get involved in any academic, cultural, sporting, social work and other university activities;
 - vi) Settle all the necessary fees charged by the university;
 - vii) Abide by the Rules of the University's Student Discipline and Dress Codes.

**The University has the right to reserve the offer and dismiss the student if found guilty or not abiding by the rules and regulations.*

- For the purpose of the registration, please refer on the date stated in the offer letter and notifies your acceptance by filling in the reply form.
- If you accept this offer and later reject the study offer registration, your fees will be refund based on certain considerations by the Financial Rules, which will be amended from time to time.

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ACCEPTANCE OF THE OFFER

- If you agree to accept this offer, please take the following action:

DOCUMENTATION:

- Please send the reply form (Form A – Acceptance of offer as an undergraduate student) to Academic Management Division (Student Admission & Records Unit) as notice of acceptance.
- Settled all the necessary fees.
- Prepare four (4) recent colour photographs (for immigration purposes) which must be submitted during registration at UniMAP Campus (excluding photographs that need to be attached on application form).
- Please ensure that all your information and documents are complete (please bring a copy of full academic transcript (certified true copies), letter of scholarship/study loan (if any), payment slip (if payment has been made), offer letter and a copy of your passport (together with the used pages) and submit during the registration day at UniMAP Campus.

REGISTRATION

- Registration will be conducted online. If there is any change of the registration procedure, students will be informed from time to time about the current situation and the date students need to register with UniMAP.

PAYMENT/TUITION FEES

- All payments should be settled IN FULL before or during the registration day. Please refer to the Appendix 1 and Appendix 3 (Tuition Fee & Accommodation Fee Schedule).

CHANGE OF STUDY PROGRAMME

- Students are NOT ALLOWED to change programmed of study as it involves distribution of resources that have been planned at the beginning of each academic session. However, an appeal to change programme can be considered for certain cases, and must be justified with strong reasons for the change.
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PRE-ARRIVAL

- International students have to apply for their Visa Approval Letter (VAL) through Education Malaysia Global Services (EMGS). It is advisable that the students apply the VAL at a minimum of TWO (2) MONTHS before the registration date.
- Kindly visit <https://educationmalaysia.gov.my/> for VAL application.
- Once your application has been completed and obtained an eVAL. Please apply for the Single-Entry-Visa (SEV) at the Malaysia Representative Office as stated in the eVAL.
- However, countries without the Malaysia Representative Office can obtain Visa on Arrival for Student (VOAS) at VOA counter which is located at the Arrival Hall Airport/ Malaysia Entry Point.

Important Notes: DO NOT Purchase your flight ticket until you have obtained the VAL. The Immigration Law of Malaysia DO NOT ALLOW foreigners entering Malaysia on a special pass to apply for student pass.

UPON ARRIVAL

- International students must present the printed eVAL, SEV (if required) and Offer Letter to the Immigration Officer. The special pass will be endorsed by the Immigration Department of Malaysia in 30 days. Within the 30 days, you are required to complete the following steps to obtain a Student Pass.

- a) Report to Student Visa and Pass Counter, Admission & Record Unit (AMD).
- b) Medical check-up Form-[click here](#)
- c) Submit required documents.

POST ARRIVAL

- Within SEVEN (7) working days after arrival and registration, you need to go to Student Visa and Pass Counter, Admission & Record Unit (AMD) to submit required documents.
- Medical Check-Up - Student must undergo a medical check-up at the University Health Centre. Students must bring along the complete Medical Examination Form during the medical check-up.

Medical Check-Up Form-[click here](#)

- Student Pass Sticker Application - Student must submit their application three (3) weeks before the Entry Stamp Expiry Date.
- For assistance regarding student pass matters, kindly contact Mr. Amirul Amar Bin Mazri / Mr. Syuwari Bin Shaari through email amirulamar@unimap.edu.my / syuwari@unimap.edu.my or WhatsApp Number +60 19-4499021.

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VARIATION

- Students who have changed programme will need to apply Variation application immediately right after their change of program has been approved from the AMD Office.

Form-[click here](#)

RENEWAL OF STUDENT PASS

- Students must submit renewal of student pass three (3) months before the visa expiry date. Student must apply attendance report from the faculty and submit together with the visa renewal documents.
- Student will responsible to any form of action/charge taken by the Immigration Authority for the delay of submission application to the AMD Office.

Form-[click here](#)

RENEWAL OF IKAD AND INSURANCE

- Student who have obtained 2/3 years of student pass must renew iKAD and insurance every year. Students must submit renewal of iKAD and insurance application three (3) months before the iKAD and insurance expiry date.
- Failing to do so will result in the cancellation of your student pass from the Immigration Authority.

Form-[click here](#)

PASSPORT ENDORSEMENT

- Students who have renewed their passport are required to transfer their student pass sticker from their old passport to their new passport immediately.

Form-[click here](#)

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SHORTEN OF STUDENT PASS AND RETURN TO HOME COUNTRY

- Student who have completed their study (GD), defer (PD), withdraw (RN) must shorten their student pass and return to their home country. You not allowed stay in Malaysia with the valid student pass, as your status is not Active (AC) in the AMIS system.
- Student must be responsible to any form of action/charge taken by the Immigration Authority for the misuse of their student pass.

Form-[click here](#)

PERSONAL BOND REFUND

- Students who have complete their study (GD), defer (PD), withdraw (RN) may apply for a personal bond refund. Students can apply in person or through an appointed representative (UniMAP staff/student).

Form-[click here](#)

-ATTENTION-

Important Notes:

- AMD Office will only accept completed documents for all application.
- Kindly contact Mr. Amirul Amar Bin Mazri / Mr. Syuwari Bin Shaari through email amirulamar@unimap.edu.my / syuwari@unimap.edu.my or WhatsApp Number +60 19-4499021.