GUIDELINES FOR INTERNATIONAL STUDENTS

1 September 2013

Undergraduate Admissions

Step 1:
- Log on to www.unikl.edu.my and choose International Online Application
- Choose New Application
- Complete all required information
- Choose your program
- Upload all documents via online (please use jpg or PDF files only)
- Submit complete information with relevant documents before closing date via online application

Step 2:

Complete the form and attach the following documents:

A. Apply from country of origin (New student)
   1. Non refundable processing fee of RM100.00, payable to “Universiti Teknikal Mara Sdn. Bhd.” CIMB Bank account no. 14081204891058. Swift Code : CIBBMYKL
   2. Academic certificates: High School Certificate / ‘O’ Level Certificate or A’ Level Certificate or Certificate / Diploma - certificates with transcript / result slip of every semester. (Note: If academic records are in language other than English, an approved translated version must be provided). **All certificates must be attested by the Ministry of Higher Education/Education, Ministry of Foreign Affairs and Malaysian Embassy/Consulate.**
   3. Copies of Passport (4 copies), all pages including blank pages. (Please make 2 pages in full A4 size). The passport validity must be more than **2 years** from the registration day.
   4. Color Photograph – 8 pcs.(3.5 cm X 5.0 cm – passport size) with **blue background** and name written on reverse.
   5. TOEFL or IELTS Certificate – min score 500/5.5
   6. No Objection Certificate (NOC)- only applicable for Sub Sahara Countries (Please use UniKL format) - FORM ATTACHED
   7. Eligibility Letter – only for Nigerian passport holder
   8. Declaration Letter – if applicable - discrepancy of name on passport & academic transcripts; to be issued by home country Ministry of Education OR by home country Embassy/Consulate.

B. Applying in Malaysia (those who have a student visa -Transfer student)
   All above documents and request for the following documents from recent college/university:

   1.Release Letter with Attendance report
2. Academic Transcript or Certificate of Completion (certified true copies)
3. Student Pass cancellation

Please be reminded that:

If student pass is **NOT yet EXPIRED**:
- The previous student pass need to be shortened or cancelled and after which a SPECIAL PASS from the previous university or college will be obtained.

If student pass is EXPIRED:
- Student pass cancelation letter from previous university/college with the verification from the Immigration Department.

**Step 3:**

Submit all documents by **courier** to: (you have to submit the above documents after completing the online application, the application only will be processed after receiving the completed documents):

**Marketing Department**
Universiti Kuala Lumpur
Level 3, 1016 Jalan Sultan Ismail
50250 Kuala Lumpur, Malaysia
Tel: +603 2175 4000
Fax: +603 2175 4001

**Step 4:**

Upon receiving the application via online with the application fee and complete documents, UniKL will issue an Offer Letter, if the student fulfilled the admission requirements and/or pass the interview session. The type of offer letter is:

i. **FULL OFFER** is for students who fulfill the academic qualifications and have valid English Proficiency Certificate either TOEFL with a minimum score of **500** and/or IELTS with a minimum band of **5.5**.

Students, who are unable to sit for the TOEFL/IELTS test or have not achieved the required standard in either test, will be required to sit for the English Placement Test (EPT) (only applicable those who are in Malaysia). Those who pass the EPT with score 5.5 shall apply for the diploma/degree program offered by the university, while those who have not achieved the required standard are advised to undergo a English Program at British Council or private college.

**Step 5:**

International Office will email you the Letter of Offer and the Acceptance Form. To accept the offer, please send the following form and fees to the International Office immediately:

1. Acceptance Form
2. Visa Application Fees:
# VISA PROCESSING FEE (NEW APPLICATION)

<table>
<thead>
<tr>
<th>NO</th>
<th>FEES/PROGRAM</th>
<th>FULL OFFER &amp; CONDITIONAL OFFER LETTER - MYR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>1</td>
<td>Visa application</td>
<td>1000.00</td>
</tr>
<tr>
<td>2</td>
<td>Insurance (1 year)</td>
<td>500.00</td>
</tr>
<tr>
<td>3</td>
<td>Medical Health Report</td>
<td>250.00</td>
</tr>
<tr>
<td>4</td>
<td>Student Pass</td>
<td>60.00</td>
</tr>
<tr>
<td>5</td>
<td>Multiple Entry Visa *</td>
<td>0 – 50.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>RM1810 – RM1860.00</strong></td>
</tr>
</tbody>
</table>

*Please refer to the country visa rate OR visit the EMGS web at [http://www.educationmalaysia.gov.my/one-stop-application/](http://www.educationmalaysia.gov.my/one-stop-application/)

For the payment details, please refer as following:

1. Those who are in Malaysia, please prepare a bank draft payable to: **EMGS ESCROW ACCOUNT 1**

2. Those who are NOT in Malaysia, please pay via Telegraphic Transfer to UniKL as per table below.

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>DETAILS – ALL COUNTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary’s Bank</td>
<td>CIMB Bank Berhad</td>
</tr>
<tr>
<td>Banker’s Address</td>
<td>KUALA LUMPUR MAIN BRANCH, NO. 11, JALAN RAJA LAUT, 50350 KUALA LUMPUR</td>
</tr>
<tr>
<td>Swift Code</td>
<td>CIBBMYKL</td>
</tr>
<tr>
<td>Beneficiary Bank Account No.</td>
<td>1408-1204891-05-8</td>
</tr>
<tr>
<td>Beneficiary Name</td>
<td>UNIVERSITI TEKNIKAL MARA SDN BHD</td>
</tr>
<tr>
<td>Beneficiary’s Address</td>
<td>1016, JALAN SULTAN ISMAIL 50250 KUALA LUMPUR MALAYSIA</td>
</tr>
<tr>
<td>Beneficiary’s Telephone No.</td>
<td>+60321754000</td>
</tr>
<tr>
<td>Beneficiary’s Fax No.</td>
<td>+60321754446</td>
</tr>
</tbody>
</table>

* Please email a payment slip/receipt to ismadiyusoff@unikl.edu.my and rafidahm@unikl.edu.my for reference.

**Step 6:**

When the student accepts the offer and pay the visa processing fees (or prepare the bank draft) to UniKL and the university receives the required fees, i.e have been credited into UniKL bank Account via telegraphic Transfer or bank Draft, International Office will apply for the Visa Approval Letter (VAL) from the Immigration Department of Malaysia via EMGS.

**Step 7:** The process for the VAL will take approximately 2-3 months and the students will be notified accordingly via email or call. Once the VAL has been approved, students are required to pay for the registration and tuition fees. UniKL International Office will courier the Original Visa Approval Letter.
(VAL) and the Original offer Letter to the student after the payment has been credited into UniKL bank Account via telegraphic Transfer.

**Step 8:**

Upon receiving the Visa Approval Letter, student are required to go to the nearest Malaysian Embassy or High Commission to obtain an entry visa before entering Malaysia.

It is advisable that you obtain your Visa Approval Letter before entering to study in Malaysia to avoid any issues or problems.

**Pre-Arrival Procedure**

**Step 1:**

International students need to provide their itinerary information to UniKL International Office (INTERNATIONAL OFFICE) by completing the **Airport Pick up Form** at least 5 days before departure. The information required are as follows:

i. Date & time of Departure
ii. Date & time of Arrival (Malaysia Time)
iii. Flight name and number
iv. Airport – KLIA or LCCT

Please email the form to rafidahm@unikl.edu.my for further action and confirmation from the office.

Student also may contact the international staff at +6032175 4000.

Students are advised to bring along the original passport with at least 2 year validity and the Original Visa Approval Letter, Valid Entry Visa and the Offer Letter. Students will be required to complete the Malaysia Disembarkation Card which will be distributed by the airline crew on the plane or at the airport.

Students also are advised to carry about RM1000 – RM1500 in cash for early expenses in Malaysia. Please be reminded that UniKL will not be held responsible for any consequences if the above instructions are not complied with. Priority for airport pickup is for registered students. Accompanying persons need to arrange for their own transportation.

**Step 2:**

A UniKL representative will await students arriving at the Immigration Counter, Kuala Lumpur International Airport (KLIA). The UniKL representative will hold a printed paper with the student’s name and flight details. The student will be guided to the Immigrations Counter for clearance. The student needs to be ready with the following documents:

- Passport.
- Original Copy of Visa Approval Letter (VAL)
- Valid Entry Visa.

The Immigration Officer will not release students without the presence of a UniKL representative to identify and acknowledge the student.
Step 1:
The student must report to the UniKL International Office, located at the 3rd floor, and will be given the following forms:

i. Insurance Form
ii. Medical Health Report Form

Students need to submit the passport and VISA Processing Fee (if any) to the International Office/Campus Representative Officer according to the schedule given them. The INTERNATIONAL OFFICE will provide students a certified true copy of their passport for safekeeping pending the Student Pass endorsement with the Malaysian Immigrations Department. Students may refer to the notice board at the UniKL International Office located on the 3rd floor, UniKL, Kuala Lumpur for collection of their passports.

Important note:
- Students MUST submit their passport for Student Pass extension / renewal three (3) months before their Student Pass expires. Failure to do so will incur a penalty of RM300.00 per case and the other penalties by the immigration department.
- Students are responsible to ensure that their Student Pass and Entry Visa are VALID before leaving the country.

Step 2:
All students must undergo a Medical Health Report/Check up at the panel clinic within 7 days upon arrival in Malaysia which will be determined by the Education Malaysia Global Services (EMGS). The report/result will be released within 3-4 days and they must be in good health. If a student is not in good health and has been advised by the doctor not to register, he/she is required to return to home country immediately.

Step 3:
The registration at the respective campus will be arranged by the UniKL International Office after the students have completed the registration and pass the medical health screening.

Step 6:
After the registration at the campus or institute, all students need to attend the Induction & Orientation Program at the respective campus.

Step 7:
Classes will commence on the following week after the orientation week.

For further information please contact us;
International Student Services
Universiti Kuala Lumpur
Level 3, 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur
Contact : 0321754000 Fax : 0321754446
Email : ismadiyusoff@unikl.edu.my

Note: All information is correct at the time of printing and subject to change without prior notice.