

**MASTER (COURSEWORK/COURSEWORK AND RESEARCH)  
- REGISTRATION AND CANDIDATURE**

1. Candidates are to take note of the following:-
  - (1) This offer is valid only for the semester specified in the offer letter. You are not allowed to postpone registration to the next semester. If you fail to register within the given period, this offer will lapse.
  - (2) Maximum period of study shall be 8 semesters.
  - (3) Rules and Regulations governing the degree;
    - (a) A candidate shall not register concurrently for any programme of study that will lead to the award of any degree in this University or any other University or Institution.
    - (b) Kindly note that you are required to attend and pass the English Language course by the University or obtain a score of 550 paper-based total, a score of 213 for computer-based total or a score of 80 for internet-based total for the Test of English as a Foreign Language (TOEFL) or a band of 6 in the International English Language Testing System (IELTS), **before being conferred the degree.**
    - (b) International candidates is required to attend at a satisfactory level a Bahasa Malaysia course that is conducted by the University before being conferred the Degree unless he possesses at least a pass in Bahasa Melayu or Bahasa Malaysia at the level of Sijil Pelajaran Malaysia or Level III in the Sijil Kecekapan Bahasa Malaysia or Level III in the Sijil Intensif Bahasa Malaysia of the University or a Bahasa Malaysia course recognised by the University.
  - (4) The fees for the programme as at <http://www.ips.um.edu.my>. The University has the right to vary the prescribed fees and other payments without prior notice to the candidate.
2. For registration purposes, please:-
  - (1) Pay your fees as follows:-
    - (i) Credit card; or
    - (ii) Internet banking - CIMB Clicks (refer to Appendix 1)
    - (iii) Bill presentment – Bank Islam (refer to Appendix 2)

Other methods of payment **are not allowed.**
  - (2) Complete the PD1A and PD2A forms. Get the doctor's confirmation on your health examination in the PD1A form and your chest x-ray film from the clinic or hospital.
  - (3) Bring along your original certificates and degree scroll for registration purposes. You are not allowed to register for the programme offered if you do not bring along your original certificates and degree scroll; and
  - (4) Bring along all the documents listed in the Registration Check List.
3. This offer of admission does not come with a Student Pass which is a government requirement for all foreign students. To facilitate the application of the Student Pass, a candidate is required to submit the documents as stated in **UM-PT01-PK02-GP001**. Candidates are reminded that a holder of a Student Pass is not permitted any form of paid employment in Malaysia unless he or she has obtained the required Work Permit.

4. The following documents are attached for your actions:
  - (1) Tentative Programme – Welcoming Session For New Postgraduate Candidate
  - (2) Registration Checklist
  - (3) PD1A and PD2A Form (Report of Health Examination)
  - (4) Student Card Application Form
  - (5) Flow Chart : Registration for new postgraduate students
  - (6) Registration Schedule
  - (7) Academic Calendar Semester I, 2010/2011 Academic Session
  - (8) Procedures for Applying Student Pass and Payment of Malaysia Bond
5. Please obtain an entry visa from the nearest Malaysian Embassy/Consulate. We will process your student pass on your arrival in Malaysia.
6. You are highly reminded to bring along this Appendix A(III) for registration purposes.
7. Kindly note that notwithstanding the terms and conditions of the programme of studies and candidature as stipulated in this offer letter, The University of Malaya has the right to amend or vary the said terms and conditions and you shall be subjected to all the terms and conditions as may be determined for your programme of studies including any amendments or variations as may be decided by The University from time to time.

**PAYMENT OF FEES THROUGH INTERNET BANKING FOR EXISTING POSTGRADUATE CANDIDATES**

Payment of fees can be done through *internet banking*. Please use the following guide which is provided by Bank to pay fees through *Internet Banking*.

A. Bank Commerce International Merchant (CIMB)	
1.	Log on to <a href="http://www.cimbclicks.com.my">http://www.cimbclicks.com.my</a>
2.	Click "Login".
3.	Key in "User ID" and 'Password'.
4.	Click "Submit".
5.	Then click " <b>PAY BILLS</b> ". (Do not click at " Transfer Fund" or at any other option).
6.	Please select the account to pay from by selecting "Payment From".
7.	Choose "Universiti Malaya-Postgraduate" under 'Payment To'.
8.	Key in "NRIC No." or "Passport No" for (International candidate).
9.	Key in the "Amount" to pay.
10.	Click "Submit".
11.	Key in "Student Matric Number" (New candidates can ignore this instruction and proceed to the next step).
12.	Click "Submit".
13.	Make sure the information and amount are correct before clicking the "confirm" button.
14.	Print receipt for reference.
	<b>For enquiries, please contact:</b> <b>CIMB call centre 1 300 880 900 (Local)</b> <b>603-22956100 (International)</b> <b>e-mail: <a href="mailto:cimbclicks@cimb.com">cimbclicks@cimb.com</a></b>

Assistant Registrar  
Admissions Section  
Institute of Graduate Studies  
22 February 2010

## APPENDIX 2

[illegible]

**WELCOMING SESSION FOR NEW POSTGRADUATE CANDIDATE  
TENTATIVE PROGRAMME  
2 JULY 2010 (FRIDAY)  
DEWAN TUNKU CANSELOR**

8.30 a.m.	Corporate Video Presentation
8.45 a.m.	Arrival of Students & Guests
9.00 a.m.	Doa Recital
9.05 a.m.	Welcoming speech by Professor Datuk Dr. Ghauth Jasmon Vice Chancellor, University of Malaya Dialogue Session with the Vice Chancellor
10.30 a.m.	Refreshments
11.00 a.m.	Registration Briefing by:  (1) Dean, Institute of Postgraduate Studies (2) Financial Controller (3) Chief Librarian
3.00 p.m.	Programme Briefing at the Faculty

**Senarai Semak Pendaftaran**  
*Registration Checklist*

**Sila gunakan senarai semak berikut untuk memastikan supaya dokumen pendaftaran tuan/puan lengkap semasa pendaftaran di Institut Pengajian Siswazah.**

*Please use the following checklist to ensure that all documents are complete during registration in the Institute of Postgraduate Studies.*

**Hanya calon yang membawa dokumen yang lengkap sahaja dibenarkan untuk mendaftar.**

*Only candidates with complete documents are allowed to register.*

- |  |                          |
|--|--------------------------|
| 1. <b>Surat tawaran asal</b><br><i>Original letter of offer</i>  | <input type="checkbox"/> |
| 2. <b>Sijil-sijil Asal</b><br><i>Original Certificates</i>   |                          |
| (a) <b>Ijazah Sarjana</b><br><i>Master Degree</i>  | <input type="checkbox"/> |
| (b) <b>Transkrip Ijazah Sarjana</b><br><i>Master Degree Transcript</i>   | <input type="checkbox"/> |
| (c) <b>Ijazah Sarjana Muda</b><br><i>Bachelor Degree</i>   | <input type="checkbox"/> |
| (d) <b>Transkrip Ijazah Sarjana Muda</b><br><i>Bachelor Degree Transcript</i>  | <input type="checkbox"/> |
| (e) <b>Sijil SPM/MCE (untuk calon Malaysia sahaja) - kelulusan Bahasa Malaysia</b><br><i>SPM/MCE Certificate (for Malaysians only) - Bahasa Malaysia grades</i>                  | <input type="checkbox"/> |
| (f) <b>Keputusan TOEFL/IELTS (untuk calon antarabangsa)</b><br><i>TOEFL/IELTS results (for International candidates only)</i>  | <input type="checkbox"/> |
| (g) <b>Lain-lain sijil (sekiranya berkenaan)</b><br><i>Other certificates (if applicable)</i>  | <input type="checkbox"/> |
| <hr/>  |                          |
| <hr/>  |                          |
| <hr/>  |                          |
| <hr/>  |                          |
| 3. <b>Sekeping gambar berwarna ukuran paspot, yang terkini dan berlatarbelakang warna biru</b><br><i>A copy of the latest passport size photograph with blue background</i>      | <input type="checkbox"/> |
| 4. <b>Laporan Pemeriksaan Kesihatan dan filem X-ray (PD1 dan PD2)</b><br><i>Report of Health Examination and X-Ray film (PD1 dan PD2)</i>  | <input type="checkbox"/> |
| 5. <b>Surat tawaran Biasiswa/Tajaan yang asal dengan 3 salinan** (jika berkaitan)</b><br><i>Original scholarship/sponsorship letter and 3 duplicate** copies (if applicable)</i> | <input type="checkbox"/> |
| 6. <b>Borang Permohonan Kad Pelajar yang telah lengkap diisi</b><br><i>Completed Student Card Application form</i>   | <input type="checkbox"/> |

**\*Bayaran yuran juga boleh dibuat melalui kad kredit.**

*Payment by credit card is also accepted.*

**\*\*2 salinan untuk Pejabat Bendahari dan 1 salinan untuk Seksyen Kemasukan, IPS**

*2 copies for Bursar Office and 1 copy for Admissions Section, IPS*

## **HEALTH EXAMINATION GUIDELINES FOR ENTRY INTO MALAYSIAN HIGHER EDUCATION INSTITUTIONS**

1. PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM.
2. PLEASE FILL IN THE FORM IN **ENGLISH** LANGUAGE.
3. PLEASE WRITE IN **CAPITAL LETTERS**.
4. THIS FORM HAS **4 SECTIONS**
  - a) SECTION 1 (PART A AND B) TO BE FILLED BY THE CANDIDATES; AND
  - b) SECTION 2, 3 AND 4 TO BE FILLED BY THE EXAMINING DOCTOR
5. PLEASE COMPLETE ALL THE TESTS REQUIRED IN THIS FORM.
6. THE UNIVERSITY / COLLEGE ONLY ACCEPTS MEDICAL EXAMINATION DONE WITHIN **60 DAYS** BEFORE REGISTRATION OR WITHIN **30 DAYS** AFTER REGISTRATION.
7. PLEASE ATTACH ALL THE **ORIGINAL** LABORATORY RESULTS.
8. PLEASE BRING ALONG **CHEST X-RAY FILM AND REPORT** FOR REGISTRATION.
9. PLEASE ENSURE THE X-RAY FILM IS **LABELLED** WITH YOUR NAME AND DATE TAKEN (IN ENGLISH).
10. CHEST X-RAY DONE WITHIN **6 MONTHS PRIOR** TO REGISTRATION CAN BE ACCEPTED.
11. THE UNIVERSITY / COLLEGE RESERVES THE RIGHT TO **REPEAT** FULL MEDICAL CHECK-UP OR ANY SPECIFIC LABORATORY TESTS SHOULD THERE BE ANY DOUBT IN THE MEDICAL REPORT SUBMITTED. ALL COSTS INVOLVED SHALL BE BORNE BY THE CANDIDATES.
12. THE UNIVERSITY / COLLEGE RESERVES THE RIGHT TO **REJECT** ANY APPLICATION:
  - a) BASED ON THE RESULTS OF THE HEALTH EXAMINATION; OR
  - b) SHOULD THERE BE ANY EVIDENCE THAT THE APPLICANT HAS GIVEN FALSE INFORMATION IN THE HEALTH EXAMINATION REPORT OR ANY SUPPORTING DOCUMENTS
13. IT IS STRONGLY RECOMMENDED THAT THIS HEALTH EXAMINATION BE **PERFORMED IN MALAYSIA** BY MALAYSIAN MEDICAL PRACTITIONERS TO ENSURE COMPLIANCE WITH THE MALAYSIAN MINISTRY OF HEALTH GUIDELINES.



# UNIVERSITY OF MALAYA HEALTH EXAMINATION REPORT FOR FOREIGN STUDENTS

**PLEASE USE CAPITAL LETTERS**

**SECTION 1** (To be completed by candidate)  
**(PART A)**

Passport size  
photo

**FULL NAME (AS IN PASSPORT)**

[illegible]

**INTERNATIONAL PASSPORT NO.**

[illegible]

## NATIONALITY

[illegible]**CONTACT NUMBER**[illegible]**DATE OF BIRTH**

--	--	--	--	--	--

D D M M Y Y

**AGE**

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**SEX**

MALE

7

FEMALE


## MARITAL STATUS

SINGLE

7

MARRIED


**ACADEMIC YEAR**

				/				
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**COURSE CODE**

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**SEMESTER**

--	--

## FACULTY

[illegible]**MATRIC NO.**

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**NEXT OF KIN**

[illegible]**NEXT OF KIN'S ADDRESS**[illegible]

**NEXT OF KIN'S CONTACT NUMBER**

[illegible]

**UM-PT07-PK01-BR030-S00**



**SECTION 1**  
**(PART B)** – Please tick ( ✓ ) in the relevant box.

Declaration of self and family illness. Explain in full if you or your family has any of the following illnesses.

\* Immediate family refers to father, mother, brothers / sisters

MEDICAL PROBLEMS	SELF		IMMEDIATE FAMILY		If “Yes” please state.
	Yes	No	Yes	No	
1. Congenital or inherited disorder					
2. Allergy					
3. Mental illness					
4. Fits, stroke, other neurological disease					
5. Diabetes Mellitus					
6. Hypertension					
7. Heart or vascular disease					
8. Asthma					
9. Thyroid disease					
10. Kidney disease					
11. Cancer					
12. Tuberculosis					
13. Drug addiction					
14. AIDS, HIV					
15. History of surgery					
16. Other illnesses					

Current medication (Long term)

IMMUNIZATION HISTORY (where applicable)	DATE IMMUNIZED				
1. Yellow fever					
2. BCG					
3. Meningitis (Quadrivalent)					
4. Hepatitis B					
5. Rubella					
6. Others:					

I hereby certify that the information given above is true. I understand that my application will be rejected if there is any false information given. I hereby give my consent for this medical report to be submitted to the university

-----  
Date

-----  
Signature of candidate

1. BASIC MEASUREMENT	
HEIGHT : _____ m	BLOOD PRESSURE : _____ mmHg
WEIGHT : _____ kg	PULSE RATE : _____ / min
VISION TEST : Unaided : (R) _____ (L) _____ Aided : (R) _____ (L) _____	COLOUR VISION TEST :  NORMAL / ABNORMAL

2. GENERAL EXAMINATION			
ITEM	YES	NO	COMMENT
a. DEFORMITIES			
b. PALLOR			
c. CYANOSIS			
d. JAUNDICE			
e. OEDEMA			
f. SKIN DISEASES			

3. SYSTEMIC EXAMINATION			
ITEM	NORMAL	ABNORMAL	COMMENT
a. EYES (including funduscopy)			
b. EARS			
c. NOSE			
d. ORAL CAVITY / THROAT			
e. NECK			
f. HEART			
g. LUNGS			
h. ABDOMEN / HERNIA ORIFICES			
i. NERVOUS SYSTEM			
j. MENTAL CONDITION			
k. MUSCULOSKELETAL SYSTEM			

URINE TEST		
ITEM	DATE TAKEN	RESULT
a. ALBUMIN		
b. SUGAR		
c. MICROSCOPIC		
d. MORPHINE		
e. CANNABIS		
f. AMPHETAMINES TYPE STIMULANT		

BLOOD TEST (Official results for the laboratory blood test mentioned below must be enclosed)		
ITEM	DATE TAKEN	RESULT
a. HEPATITIS Bs ANTIGEN		
b. HEPATITIS C		
c. HIV		
d. VDRL / TPHA		
e. MALARIAL PARASITE		

CHEST X-RAY INFORMATION	
CHEST X-RAY NO.	
DATE TAKEN	
PLACE TAKEN	
REPORT	

SECTION 4 - CERTIFICATION BY THE EXAMINING DOCTOR

Please tick (✓) in the appropriate box

I certify that I have on this date \_\_\_\_\_ examined  
Mr /Ms \_\_\_\_\_Passport No. \_\_\_\_\_  
and found him / her :-

☐ IN GOOD HEALTH

☐ HAS MEDICAL PROBLEM (Please State)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ IS UNDERGOING TREATMENT FOR: (Please State)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of Doctor : \_\_\_\_\_  
Name of Doctor : \_\_\_\_\_  
Qualification and : \_\_\_\_\_  
Official stamp of Clinic

Remarks By University Official :

SECTION 5 – AUTHORISATION FOR ANAESTHESIA & SURGICAL PROCEDURE

Medical Officer / Student Health Physician

University \_\_\_\_\_

I \_\_\_\_\_ father / mother / guardian / next of kin to

Applicant \_\_\_\_\_ I/C No./Passport No. \_\_\_\_\_  
Name of applicant

hereby authorize the medical officer to sign on the behalf for anesthesia or a surgical procedure on the applicant on my absence, in the event of an emergency, as confirmed by the attending doctor when required.

I will absolve the University of any claims or responsibilities from any unfavorable consequences which may arise from the said procedures.

Name of father/mother/guardian/next of kin

\_\_\_\_\_

Yours faithfully

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of father / mother / guardian / next of kin

Telephone No. : \_\_\_\_\_

Date : \_\_\_\_\_



Pengesahan Penerimaan Laporan Pemeriksaan Kesihatan & Filem X-Ray  
*Receipt of Medical Check-Up & X-Ray Film*

Nama Calon:  
*Name of Applicant:* \_\_\_\_\_

Alamat Calon:  
*Address of Applicant:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimaklumkan bahawa borang laporan pemeriksaan kesihatan PD1 (UM-PT07-PK01-BR003-S00) dan filem X-Ray anda telah diterima.  
*Wish to inform that your medical check-up form PD1 (UM-PT07-PK01-BR003-S00) and X-Ray film has been received.*

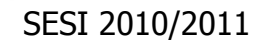
\*Nota Penting: Calon perlu menyimpan borang PD2 (UM-PT07-PK01-BR004-S00) untuk ditunjukkan kepada pihak Seksyen Kemasukan apabila mengambil kad matrik masing-masing.  
*Important Notes: The candidate is advised to produce this slip at the Admission Section when collecting the student card*

Yang benar  
*Yours sincerely*

Doktor Kesihatan Pelajar  
*Student Health Physician*

UM-PT07-PK01-BR004-S00

## Student Card Application Form



*Affix your latest  
passport size colour  
photograph with blue  
background here*

Full name as in passport (for international candidate):

[illegible]

Passport No  
(For international candidate):

[illegible]

**Student Card No.**

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Academy/Faculty/Institute/Centre

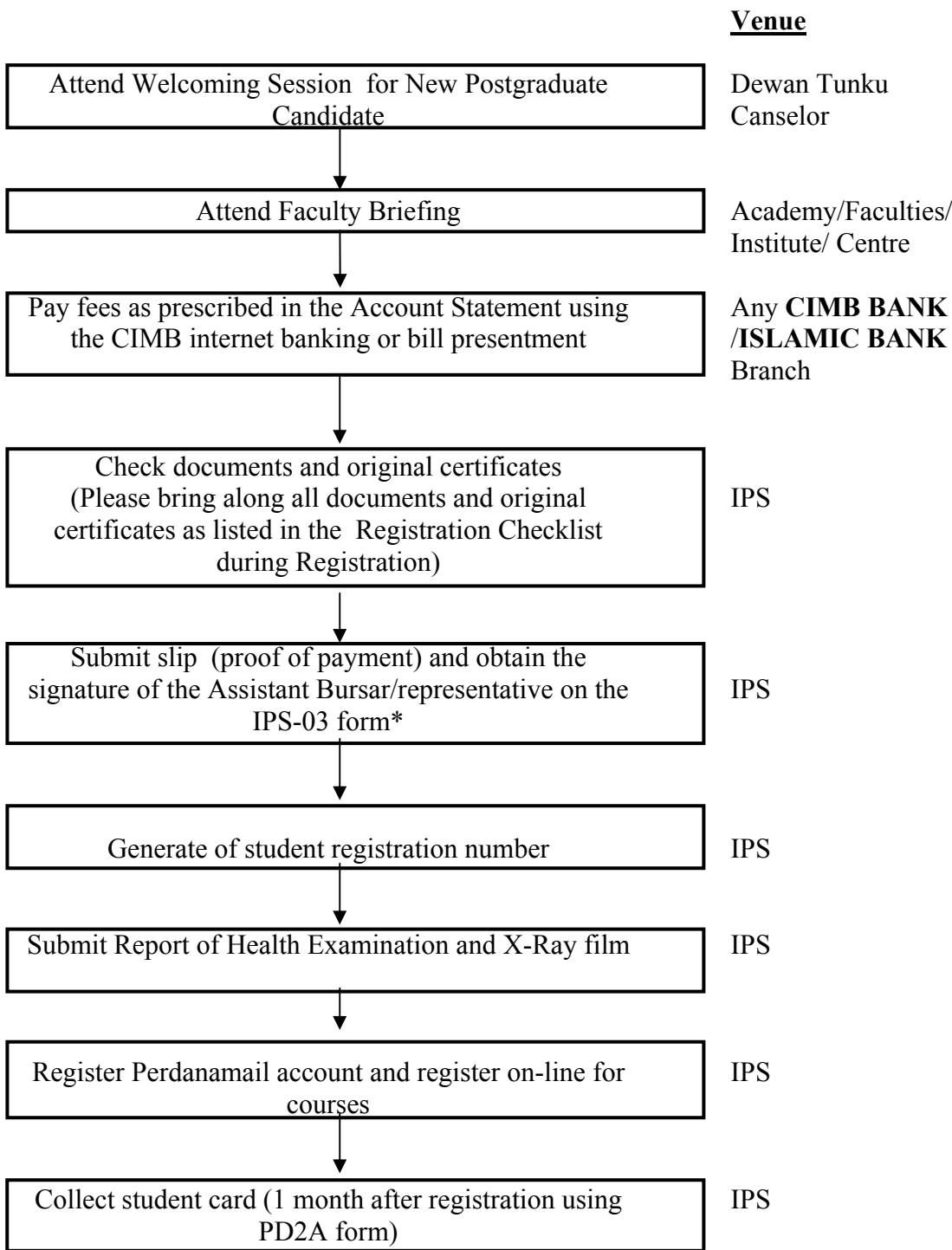
*Candidate's signature*

Date \_\_\_\_\_

COMPLETE AND SUMBIT THIS FORM ON REGISTRRTION DAY AT INSTITUTE OF GRADUATE STUDIES

INSTITUTE OF GRADUATE STUDIES  
UNIVERSITY OF MALAYA

Flow Chart : Registration for new postgraduate students  
Programme by Coursework, Coursework & Research



- \*Note**
- 1. All registration is upon payment of fees.
  - 2. For students with scholarships, please bring along an original copy and 3 duplicate copies of your letter of award. Nevertheless, you are required to pay fees which are not covered by your sponsor ie:
    - (i) JPA (MTCP) scholarships
      - Health Services Fee for one semester – RM54.00
    - (ii) JPA (MTCP) scholarships (Clinical Programme)
      - Health Services Fee for one year – RM108.00
  - 3. Payment of fees must be done using CIMB internet banking or bill presentment.
  - 4. Payment by credit card can be done during registration at IPS. However, payment by personal cheques or cash will not be accepted.



**REGISTRATION FOR NEW GRADUATE CANDIDATES**  
**[BY COURSEWORK (KS), COURSEWORK & RESEARCH (KP)**  
**SEMESTER I, 2010/2011 ACADEMIC SESSION**

**Venue: Seminar A & B Room**  
**Institute of Graduate Studies**  
**University of Malaya**

*Registration Flow Chart, Registration Checklist and Important Dates for Semester I, 2010/2011 session are attached for your reference.*

Tarikh / Hari	Masa / Tempat	
	9.00 pagi	2.30 petang
<b>5.7.2010 (Monday)</b>	<b>Faculty of Education</b> (1) Doctor of Philosophy (coursework and research) (2) Master of Education (3) Master of Counselling (4) Master of Educational Management (5) Master of Instructional Technology (6) Master of Early Childhood Education (7) Master of Mathematics Education with Information Communication and Technology (8) Master of Science Education with Information Communication and Technology	
<b>6.7.2010 (Tuesday)</b>	<b>Faculty of Law</b> (1) Master of Law (2) Master of Criminal Justice  <b>Faculty of Medicine</b> (1) Master of Public Health (2) Master of Medical Physics (3) Master of Public Health (4) Master of Medical Science in Public Health (5) Master of Nursing Science (6) Doctor of Public Health	<b>Academy of Malay Studies</b> Master of Malay Studies  <b>Cultural Centre</b> Master of Art (Performing Arts- Drama/Music/Dance)  <b>Faculty of The Built Environment</b> (1) Master of Science (Project Management) (2) Master of Real Estate
<b>7.7.2010 (Wednesday)</b>	<b>Faculty of Arts and Social Sciences</b> (1) (2) Master of Arts (English Literature) (2) Master of Arts (Malaysian History) (3) Master of Arts (Southeast Asian History) (4) Master of Arts (Publishing Studies (5) Master of Arts (Strategic and Defence Studies) (6) Master of Arts (Southeast Asian Studies)  <b>Institute of Principalship Studies</b> (1) Master of Principalship (2) Master of Principalship – Executive Programme	<b>Faculty of Business and Accountancy</b> Doctor of Philosophy Master of Business Administration  <b>Academy of Islamic Studies</b> (1) Master of Syariah (2) Master of Usuluddin
<b>8.7.2010 (Thursday)</b>	<b>Faculty of Economics and Administration</b> (1) Master of Economics (2) Master of Public Administration (3) Master of Applied Statistics (4) Master of Development Studies  <b>Faculty of Science</b> (1) Master of Science (Statistics) (2) Master of Science (Applied Physics) (3) Master of Science (Analytical Chemistry & Instrumental Analysis) (4) Master of Science (Philosophy of Science & Science and Technology Policy Studies) (5) Master of Science (Petroleum Geology) (6) Master of Biotechnology (7) Master of Technology (Material Science) (8) Master of Technology (Environmental Management)	<b>Faculty of Engineering</b> (1) Master of Engineering (Electrical Energy and Power Systems) (2) Master of Engineering (Telecommunications) (3) Master of Engineering (Mechanical Engineering) (4) Master of Engineering (Electro- Manufacturing) (5) Master of Engineering (Manufacturing) (6) Master of Engineering (Safety, Health and Environment) (7) Master of Engineering (Industrial Electronics & Control) (8) Master of Engineering (Electrical Energy and Power Systems) (9) Master of Engineering (Material Engineering and Technology) (10) Master of Engineering (Biomedical)
<b>9.7.2010 (Friday)</b>	<b>INPUMA</b> Master of Public Policy  <b>Faculty of Computer Science and            Information Technology</b> (1) Master of Library & Information Science (2) Master of Software Engineering (3) Master of Computer Science  <b>Faculty of Languages and Linguistics</b> (1) Master of Modern Language Studies (2) Master of English as a Second Language	

## ACADEMIC CALENDAR SEMESTER 1, 2010/2011 ACADEMIC SESSION

**(For new postgraduate students by coursework (KS) and coursework & research (KP), semester 1, 2010/2011 academic session intake)**

Duration	Activities	Place
2.7.2010 9.00 am - 12.00 pm	Welcoming Session For New Postgraduate Candidate	Dewan Tunku Canselor
3.00 pm - 5.30 pm	Faculty Briefing	Faculties
5.7.2010 – 9.7.2010 (5 days)	New Student Registration	IPS
12.7.2010 – 3.9.2010 (8 weeks)	Lectures begin	
12.7.2010 – 23.7.2010 (2 weeks)	Add/Drop of course(s) * <i>Fees will not be charged if dropping of courses is done during this period</i>	<a href="http://pascasiswazah.um.edu.my">http://pascasiswazah.um.edu.my</a>
26.7.2010 – 27.8.2010 (5 weeks)	Drop of course(s) only * <i>fees will be charged</i>	Fill in IPS-04 form at IPS/Faculty
30.10.2010 – 7.11.2010 (1 week)	Revision	
22.11.2010 – 10.12.2010 (3 weeks)	Examination Semester 1	
11.12.2010 – 2.1.2011 (3 weeks)	Inter – Semester 1 break	

### **Important Instruction:**

Please print and keep course(s) registration details, as well as a record of the courses added/dropped for reference purposes.

\*Course fees will not be charged if dropping of course is done during this period (12.7.2010 – 23.7.2010)

#Course fees will be charged if dropping of course is done during this period (26.7.2010 – 27.8.2010)

# IMMIGRATION GUIDELINES FOR INTERNATIONAL APPLICANTS

The offer of admission does not come with a student pass which is a government requirement for all international students. A student must obtain a '**single entry visa**' from the nearest Malaysian embassy/consulate before entering Malaysia.

## I. NEW APPLICATION

1. International applicants who are offered a place to study in Malaysia are required to have their 'student pass' approved before entering this country.
2. The following documents are required before applying for the 'student pass' and the candidates is required to submit to the Visa Unit, International Student Centre (ISC) at the Institute of Graduate Studies building:
  - i. The passport should have at least one year validity period that covers the period of study.
  - ii. One copy of the official letter offered from the university.
  - iii. Two photocopies of passport (*inclusive of the front page and all used pages*)
  - iv. Three passport-sized photographs for other countries and five passport-sized photographs for China.
  - v. Two sets of IM 14 document (will be given by the Visa Unit,ISC)
  - vi. One photocopy of the medical health report
  - vii. One photocopy of student insurance statement
  - viii. Personal bond. Payment should be in a form of a bank draft.

### Personal Bond

In addition, the Immigration Authority of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the candidate, binding the University for the said sum. To comply with this requirement, the University requires a candidate to lodge with the University the said sum for this purpose. This money will be returned to the student upon completion or withdrawal of his/her study in this University, on condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations 1963 (F.L.N 228/63). (*please refer to the Appendix A.*)

Once the candidate has ascertained the rate of bond, please prepare a Bank Draft payable to '**Bursar University of Malaya**' for that sum in Malaysian Ringgit (MYR) on your arrival.

3. Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the said institution. University of Malaya cannot apply for a student pass for the candidate unless that institution has made the cancellation with the immigration office. Applicants are required to get a letter of release from the said institution.
4. For student holding a student pass from another institution, please ensure that the student pass validity period is shortened by the said institution.
5. Applicants need to register and pay all the required fees before submitting their passports to the Visa Unit, International Student Centre (ISC). ISC will liaise with the Immigration Office to get the student pass for the applicants.

## II. POSTGRADUATE STUDENTS WITH FAMILY

1. Candidates who wish to bring their families to Malaysia need to complete their registration before bringing them to the Malaysia.

2/-

2. The candidate may request for a letter of invitation to the candidate's family member from the Visa Unit, ISC so that the family can get a **single entry visa** from the nearest Malaysian Embassy in his/her country.
3. Upon the arrival of the family members, the candidate is required to submit the following documents for a dependant pass application:
  - i. Two photocopies of passport (*Inclusive of the front page with photograph and all the used pages* )
  - ii. Marriage certificate or a letter from the respective Embassy
  - iii. Children's birth certificates
  - iv. Two passport-size photographs of each family member.

### III. JOURNEY PERFORMED (JP) VISA

1. A sum of RM20.00 will be charged in addition to the normal Student Pass processing fee if the candidate who come from a country that requires a visa to enter Malaysia **but** entered :
  - i. **without** a single entry visa
  - ii. **without** Permission Letter from the Immigration Department
  - iii. with a Permission Letter that has **expired**

### IV. EXTENSION OF STUDENT PASS/DEPENDANT PASS

1. Application for extension of 'student pass/dependant pass' must be made through Unit Visa, ISC at **one months** before the expiry date of the said visa. The application must include the following:
  - i. A photocopy of the passport, the original passport and payment of pass/visa charges (*please refer to the Appendix B*)
  - ii. A copy of the most recent examination results
  - iii. A progress report from the faculties' recommendation for continuation of candidature.
2. Any penalty imposed by the Immigration office for overstay or other penalties must be borne by the applicant.
3. Candidates who have reached the maximum period of candidature need to obtain approval for extension of period of study before applying for a visa.
4. Candidates also need to renew the validity period of **one year** for their passport before applying for extension of visa.
5. The Malaysian Immigration authorities require at least **30 working days** to process the Student Pass.
6. These regulations are subject to changes from time to time. Should you have any enquiries on immigration matters, please contact us :-

#### Visa Unit

International Students Centre

University of Malaya

Telephone number: 603-7967 4636

Email: [isc@um.edu.my](mailto:isc@um.edu.my)

Rate of Personal Bond

Countries	Rate in Malaysian Ringgit (MYR)
Canada	2,000.00
Australia	1,500.00
Africa	1,500.00
British C.I	1,500.00
China	1,500.00
European Nations (EU)	1,500.00
German	1,500.00
Middle East countries	1,500.00
United Kingdom	1,500.00
Tunisia	1,500.00
Vietnam	1,500.00
Hong Kong	1,000.00
Korea	1,000.00
Japan	1,000.00
India	750.00
Taiwan	750.00
Sri Lanka	750.00
Philippines	750.00
Pakistan	750.00
Bangladesh	750.00
Indonesia	500.00
Thailand	300.00
Singapore	Gratis
Brunei	Gratis
Commonwealth countries	Gratis
USA	Gratis

For countries not listed in this schedule, the rate of bond is **MYR1,500.00**

CHARGES FOR STUDENT PASS/ DEPENDANT PASS/ SPECIAL PASS

TYPE OF PASS	PAYMENT
Student Pass	MYR60.00 per year ( <i>depends on the recent examination results</i> )
Dependant Pass	MYR90.00 per year
Special Pass	MYR100.00 for a minimum 14 days

VISA CHARGES

COUNTRIES	CHARGES (MYR)	COUNTRIES	CHARGES (MYR)
Argentina	20.00	Italy	10.00
Bangladesh	20.00	Liberia	13.00
Bhutan	20.00	Mexico	18.00
Bolivia	11.00	Myanmar	20.00
Brazil	17.00	Nepal	20.00
Bulgaria	22.00	Panama	15.00
Chile	25.00	Pakistan	20.00
China	30.00	Peru	20.00
Costa Rica	9.00	Philippines	36.00
Denmark	6.00	Portugal	7.00
Dominica	13.00	Saudi Arabia	18.00
Ecuador	7.00	South Korea	13.00
Finland	7.00	Spain	12.00
France	13.00	Sri Lanka	15.00
Haiti	16.00	Sudan	13.00
Hungary	21.00	U.S.A	6.00
India	50.00	Vietnam	14.00
Indonesia	15.00	Venezuela	18.00

No visa charges (Gratis) for countries listed below:

COUNTRIES			
Japan	Thailand		

For countries not listed in this schedule, the rate of visa is MYR20.00

**CONTACTS**

Institute of Postgraduate Studies	
Postgraduate Admissions Section	7967 4623/ 4517/ 4659/ 4528
Finance Section	7967 4604/ 6284
Examination Section	7967 4603/ 6278
International Students Affairs Section	7967 4636
Academy of Islamic Studies	7967 6109/ 6136
Academy of Malay Studies	7967 7207/ 7208/ 7209
Cultural Centre	7967 3541
Sports Centre	7967 3227
Faculty of Arts & Social Sciences	7967 5484
Faculty of the Built Environment	7967 6856/ 6880
Faculty of Business & Accountancy	7967 3981/ 3818/ 3991
Graduate School of Business	2617 3044/ 3052/ 3055
Faculty of Computer Science & Information Technology	7967 6373/ 6408
Faculty of Dentistry	7967 4884/ 4576
Faculty of Economics & Administration	7967 3636/ 3749
Faculty of Education	7967 5133/ 5080
Faculty of Engineering	7967 4480/ 4481
Faculty of Languages & Linguistics	7967 3144
Faculty of Law	7967 6575
Faculty of Medicine	7950 6695/ 7949 2072
Faculty of Science	7967 4083/ 7163
Institute of Asia-Europe	7967 6920
Institute of Principalship Studies	2617 3022
Institute of Research, Management and Consultancy (IPPP)	7967 4643
International Institute of Public Policy and Management (INPUMA)	2617 3031/ 3033/ 3038
Student Affairs & Alumni	7967 3290/ 3291/ 3497/ 3506
Security Office	7967 3582
Student Health Clinic	7967 3212
Centre for IT (PTM)	7967 7113/ 4109/ 6783