

New Registration Guidebook International Students (Postgraduate Programmes)



unisel
UNIVERSITI SELANGOR

Guide to registration

2 -3

- ♦ Step 1 :

Responding to your offer

- ♦ Step 2 :

Before enrolling at UNISEL

- ♦ Step 3 :

On the Registration Day

General Guide

6-9

Form

- ♦ Acceptance Form

10

- ♦ Airport Pick-up Form

11

- ♦ N.O.C Form

12

- ♦ Student Information Form

13-14

- ♦ Medical Check Up

16-27

GUIDE TO REGISTRATION INTERNATIONAL STUDENTS 2017

WHAT IS THE NEXT STEP?

STEP 1 : RESPONDING TO YOUR OFFER

To reserve your place, kindly:-

- i) Indicate your acceptance by signing and returning the Acceptance Form;
- ii) Attach the proof of payment of RM3,000.00 ; and (Non-Refundable)
- iii) Attach a completed N.O.C SUDAN AND IRAN
- iv) Eligibility letter (Nigerian students only)
- v) Attach Release Letter from your current / previous institution (if applicable)
- vi) Attach a certified copy of Health Examination Report duly signed by the authorized Medical Practitioner and
- vii) Attach Release Letter from your current/previous institution (if applicable)

DEADLINE 3 MONTHS BEFORE THE REGISTRATION DATE specified On The Offer Letter failure which you may not obtain a **Letter of Approval for Foreign Student Studying in Malaysia** from and furthermore you are not allowed to enter Malaysia or enrol into Universiti Selangor (UNISEL)

Methods of Payment

Payment can be made via:-



Telegraphic Transfer

Beneficiary to Universiti Industri Selangor via CIMB Bank Berhad (Shah Alam Branch), Jalan Engku Ampuan Zabadah D9/D, Seksyen 9, 40100 Shah Alam, Selangor (Account No: **1261 0001 9121 01** and Swift Code: **CIBBMYKL**)



Bank Deposit to

- **CIMB Bank Berhad (CIMB):** Account No: **8600789648** payable to **Universiti Selangor**;
- **Bank Islam Malaysia Berhad (BIMB):** Account No: **12038010051888** payable to **Universiti Selangor**
- **Malayan Banking Berhad (MBB):** Account No: **562218201117** payable to **Pendidikan Industri YS Sdn. Bhd.**



Internet Banking

Online payment through Maybank2u Account No: **562218201117**



Bank Draft/Banker's Cheque

Payable to **Universiti Selangor**



Credit Card (Visa/Master)

To be swiped at the UNISEL Finance Department only during working hours

STEP 2 : BEFORE ENROLLING AT UNISEL

Please ensure the following items have been fulfilled before enrolling at UNISEL:-

- i) Obtain a **Letter of Approval for Foreign Student Studying in Malaysia** from the Malaysian Immigration Department; and EMGS (Education Malaysia Global Services)
- ii) Validity of passport is not less than two (2) years; and
- iii) Complete and return the Airport Pick-up Form at least 2 weeks before departure date; and
- iv) Prepare necessary payment (consist of various fees) to be paid before the registration day. Appendices I and II accompanying your offer letter.
- v) Please prepare of the listed documents below for submission before or on the registration day.

NO	LIST OF DOCUMENTS	QUANTITY
1	Letter of offer	2 sets
2	Passport (pages on personal particulars and passport validity)	2 sets
3	Recent passport-sized photograph -(white background)	6 pieces
4	All Academic certificates and transcripts (Secondary School; High School Certificate/O-Level /A-Level Diploma / Foundation / Bachelor / Master)	2 sets
5	Subject's syllabus (if any) - for the purpose of credit transfer or exemption	2 sets
6	N.O.C form (Please download from the website - only apply for the Iran & Sudan Countries only)	2 sets
7	Eligibility Letter from Federal Ministry of Education, Abuja Nigeria (Nigeria students only)	2 sets

STEP 3 : ON THE REGISTRATION DAY

Please bring along the following documents to be shown and/or submitted on the registration day:-

- i) Student Information Form
- ii) Student Card Application Form
- iii) **ORIGINAL** Letter of Offer
- iv) **ORIGINAL** Passport
- v) **ORIGINAL** Academic Certificate(s) and transcript(s)
- vi) **ORIGINAL** N.O.C Letter (Sub Sahara Country)
- vii) **ORIGINAL** Eligibility Letter for Nigerian students only
- viii) Payment Slip of RM2500 (Acceptance fees (**NON REFUNDABLE**))
- ix) Payment Slip of various fees (refer to Payment & Fee Structure)
- x) Sponsorship Letter (if any)/Financial Guarantee Letter/Bank Statement from Parent/Guardian
- xi) All required documents (as per in Step 2 (vi))

For more details, please refer to www.unisel.edu.my

REFUND POLICY

NO	ITEM	DESCRIPTIONS	
		Refundable	Non-refundable
1.	Registration Fees / Acceptance Fees		✓
2.	Health Scheme & Insurance	✓	
3.	International Management Fees		✓
4.	Accommodation:- - If a student officially withdraws from the University with no mitigating Circumstances, refund of room rent will be calculated based on daily basis.	✓	
5.	Personal Bond:- - Personal Bond will be refunded if you have graduate.	✓	
6.	Tuition Fees:- - Tuition fee refunds are calculated according to the following schedule:- a) Full Refund: within add and drop period (after commencement of classes but within the first week in short semester or the first 2 weeks in long semester) b) Partial refund: calculated based on prorated after the first week (within the 3-9 weeks) c) No refund: after first week (for short semester) or the 9 weeks	✓	

Notes:

- a. The University reserves the right not to refund if the student has outstanding fee in his/her account.
- b. Credit balance in the student's account due to overpayment of fees will be automatically carried forward by the University to offset against next semester's fee if student does not request for refund in writing.

IMPORTANT INFORMATION

- i) It is **COMPULSORY** for you to make payment of the above-mentioned fees (inclusive of Section 1 + Section 2 + Section 3 + Section 4) before the registration date and (RM3,000.00 being the acceptance of offer).
- ii) Tuition fees are to be paid upon registration and according to due date for subsequent semesters.

iii) Methods of Payment

Payment can be made via:-

Telegraphic Transfer

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Bank Draft/Banker's Cheque

Payable to **Universiti Selangor**

Credit Card (Visa/Master)

To be swiped at the UNISEL Finance Department only during working hours

- iii) Kindly present the payment slip/proof of payment to the university on the registration day.
- iv) Please note that the above-mentioned fees are (i) **subject to change**; and (ii) **subject to approval from the Ministry of Higher Education, Malaysia**; and (iii) **subject to the current prevailing currency exchange**.

GENERAL GUIDE

The following information is provided to assist with your planning and preparations

IMPORTANT INFORMATION:

- i) Kindly bring your LETTER OF OFFER and CERTIFIED TRUE COPY ACADEMIC CERTIFICATE(S) such as Secondary Certificate, High School Certificate (O / A Level), Diploma Transcript, Matriculation Transcript, and etc on the registration day for verification purposes;
- ii) This offer is subject to (i) verification of original academic certificates and fulfillment of entry requirements by the University; and (ii) obtaining an approval from the Education Malaysia Global Services and the Malaysian Immigration Department; and (iii) the validity of your passport upon registration is not less than two (2) years ; (iv) Approved fit to study after certified medical checked up report from EMGS panel clinics; and (v) other University's regulation
- iii) The University reserves the right to withdraw the offer if any information is found to be false or misleading or if any requirements are not met.
- iv) All information given will be vetted in detail upon the registration and during the duration of study;
- v) The University also reserves the right to withdraw the OFFER if you are found to be a drug addict, or have been involved in any drug activities.

PRE-DEPARTURE CHECKLIST

- i) **LETTER OF APPROVAL** : You are required to obtain a **Letter of Approval for Foreign Student Studying in Malaysia from the Malaysian Immigration Department** prior to your registration at UNISEL. Student **ARE NOT ALLOWED TO** enter Malaysia before receiving the 'Letter of Approval for Foreign Student to Study in Malaysia';
- ii) **CHECKING STATUS OF APPLICATION FOR LETTER OF APPROVAL** : The process for applying for the Letter of Approval takes from one to three months. Students are required to check the status of their application by sending an e-mail to kamarul88@unisel.edu.my or alternatively contact us at 603-5522 3525, 3564;
- iii) **PAYMENT** : You are required to make payment of the required fees (refer to Payment and Fee Structure) before the registration date. Please be aware of the cost of studying and living in Malaysia and organize adequate financial resource before leaving your home country. Tuition Fees vary according to the course you are taking.
- iv) **PASSPORT** : Before leaving the country, please check to ensure the validity of your passport upon registration is not less than **two (2) years**. Passport renewal may take several months. Please be advised to apply for renewal at least two months before the expiry date to avoid any inconveniences. Maintaining a valid passport is your responsibility. Your respective home country's consulates or embassy in Malaysia can assist with your passport renewals. The International Student Unit can provide you with letters certifying your enrolment should you need

it to assist in revalidating your passport. It is advisable to keep your passport valid in order to be eligible for certain insurance benefits.

- v) **HEALTH HISTORY** : It is important to know your own health history. Before departure, please ask your doctor's advice on the type of medications you have been taking and the immunizations you have been given in the past. Most importantly, please be aware of the medications that you are allergic to. It is also good practice to have this information in writing in case you become ill while overseas.
- vi) **IMMUNIZATION CERTIFICATES** : Students coming from Yellow Fever Endemic such as Africa and South America in particular, are reminded to ensure that they are vaccinated before entering Malaysia. A Yellow Fever Vaccination Certificate, valid only if the vaccine is approved by the World Health Organization (WHO) and administered at an approved Yellow Fever Vaccinating Centre is required from those who hail from these zones. The Malaysian Ministry of Health will quarantine students from these zones who come without a valid Yellow Fever Vaccination Certificate upon arrival for 4 to 14 days. The certificate is valid for 10 years, beginning 10 days after the date of vaccination.
- vii) **MONEY MATTERS** : It is recommended that a bank account be opened soon after arriving in Malaysia. Banks in Malaysia provide saving accounts, checking accounts and a range of other financial services. Saving accounts come with an automated teller machine (ATM) card facility. ATM services are available 24 hours a day, 7 days a week. Other than at the banks, ATMs are located on campus, in most supermarkets and shopping centres. To open a bank account, you would need the following :
- A valid passport
 - Your current student pass
 - An initial deposit of RM250 – RM500
- viii) **CHANGING MONEY** : Money changing services are available at the Kuala Lumpur International Airport around the clock, and also at most banks, hotels, and shopping centres. Licensed money changers usually give better rates than most hotels and banks. Students are advised to check foreign exchange rates and use their discretion when changing foreign currency.
- ix) **TRANSFERRING FUND** : There are a few ways of transferring money from your home country to Malaysia
- Bank Draft
 - Telegraphic Transfer
 - Credit Card
- Bank drafts from overseas take time to arrive and can take up to 7 working days to clear. Telegraphic transfers are much faster, taking only a day or two, but may cost more.
- x) **VISA** : Kindly check with your local immigration or embassy whether you need a visa to enter Malaysia when you receive the approval letter before you purchase the air-ticket. If you do, proceed to the nearest local Malaysia diplomatic mission (Malaysian Embassy/Higher Commission/Consulate), show them the approval letter to obtain your single-entry visa.
- xi) **Eligibility Letter**: Must be provided by Nigerian students who wish to study in Malaysia. This letter must be obtained from Federal Ministry of Education, Abuja Nigeria.
- xii) **NOC** : With immediate effect, starting January 2011, students from SUB-SAHARAN AFRICA are required to fill up No Objection Certificate (NOC) in order to continue their study in Diploma, Degree, Master Degree and PHD in Malaysia. (Please find enclosed copy of the form attached)

ARRIVAL IN MALAYSIA

- i) Upon confirming your flight, you are required to inform Admission Unit through fax or email. It is mandatory that you inform the Admission Unit personnel of your arrival at least 3 working days prior your arrival. Please inform of any changes to your flight arrival information.

Email : cgs@unisel.edu.my

- ii) UNISEL's personnel is responsible to pick-up the students and not the accompanying family members, relatives or friends. However, UNISEL will assist the accompanying members to travel by the Kuala Lumpur International Airport Limousine.
- iii) Upon arrival, students are not allowed to follow any accompanying family members, relatives or friends to any other destinations. Students must travel together with UNISEL's personnel to the transit accommodations provided.
- iv) Students are not allowed to exit the Malaysia Immigration Counters at the Kuala Lumpur International Airport (KLIA) or the Low Cost Carrier Terminal (KLIA 2) without being accompanied by UNISEL's personnel.
- v) **Students are advised to arrive at the KLIA/KLIA 2 during UNISEL's office hours (8.15am – 5.15pm), Monday to Friday. This is to facilitate airport pick-up by UNISEL's personnel and ease hostel check-in. Please avoid arriving on Malaysia Public Holidays, Saturday & Sunday.**
- vi) UNISEL's personnel will lead you to the luggage collection hall. Please make sure you check your luggage before you leave the airport. Should there be any missing luggage, kindly report immediately to the airport's missing luggage counter.
- vii) A UNISEL van/car will be waiting for you outside the arrival hall.
- viii) For other points of entry, there will be no pick-up service and you must immediately report to UNISEL upon your arrival.

MALAYSIA STUDENT PASS & VISA

- i) The student pass and visa are stamped into your passport by the Malaysian Immigration Department. The stamp indicates your visa type, the period during which you may enter Malaysia and the number entries permitted. The stamp may only be obtained inside Malaysia after you have reported to UNISEL.
- ii) The expiration date of the student pass and visa indicate the length of time you are allowed to stay in Malaysia.
- iii) All international students (except diplomatic pass holders, Malaysia permanent residents (PR) and Malaysia My Second Home (MMSH) are required to have a student pass while studying at UNISEL.
- iv) Student pass will be applied for you on your behalf. You must hold a valid student pass for the entire duration of your stay in Malaysia.
- v) Once UNISEL has submitted an application for student pass, you are not allowed to submit a similar application through another college. This will create confusion within the Malaysian Immigration Department and may result in your inability to obtain any student pass.
- vi) It is mandatory that student pass be applied and renewed through UNISEL. Not doing so will be a violation of the Malaysia Immigration Department's regulation. While we will assist in your student pass

application, UNISEL cannot be held liable for any change in policies by the Malaysian Immigration Department in regards to issuance of student pass.

- vii) With immediate effect as at January 31, 2013, medical checkup must be done at UNISEL panel clinics, within 7 working days after the arrival of students to Malaysia.
- viii) Medical Checkup report must be submit to Education Malaysia Global Services (EMGS).
- ix) Student pass will be obtained if the students are proved fit to study, otherwise students must return back to their country with their own expenses if they fail to obtained student pass.

ACCEPTANCE FORM

SECTION 1 : PLEASE INDICATE YOUR ACCEPTANCE OF AN OFFER OF ADMISSION TO UNIVERSITI SELANGOR

NAME		PASSPORT NO.
COURSES OFFERED/INTAKE		
ADMISSION CATEGORY (Please tick) <input type="checkbox"/> Genuine Student <input type="checkbox"/> Transfer Student		
AMOUNT RM3,000	PAYMENT REFERENCE NO.	
DATE	SIGNATURE	

SECTION 2 : METHODS OF PAYMENT (PLEASE TICK)

- ☐ **Telegraphic Transfer**
 -Beneficiary to Universiti Industri Selangor via CIMB Bank Berhad (Shah Alam Branch), Jalan Engku Ampuan Zabedah D9/D, Seksyen 9, 40100 Shah Alam, Selangor (Account No: **1261 0001 9121 01** and Swift Code: **CIBBMYKL**)
- ☐ **Bank Deposit to**
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 - **Malayan Banking Berhad (MBB):** Account No: **562218201117** payable to **Pendidikan Industri YS Sdn. Bhd.**
- ☐ **Internet Banking**
 Online payment through Maybank2u Account No: **562218201117**
- ☐ **Bank Draft/Banker's Cheque**
 Payable to **Universiti Selangor**
- ☐ **Credit Card (Visa/Master)**
 To be swiped at the UNISEL Finance Department only during working hours

SECTION 3 : SUBMIT / SEND THIS FORM

Please submit/send this Form together with the **proof of payment, Eligibility letters (Nigerian students only), Medical Check Up Report from origin Country, No Objection Certificate (NOC) form for Sudan & Iran and Release Letter from your current/previous institution (if applicable);**

via e-mail : cgs@unisel.edu.my
 via mail : Centre Graduate Studies ,Universiti Selangor (UNISEL),
 Jalan Zirkon A7/A, Section 7, 40000 Shah Alam, Selangor Darul Ehsan, MALAYSIA

SECTION 4 : FOR OFFICE USE ONLY

DATE RECEIVED :	PROOF OF PAYMENT ATTACHED (YES / NO)
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AIRPORT PICK-UP FORM

IMPORTANT : You are required to arrive at least a week before registration day . The university shall not take the responsibility should you arrive not within the stipulated period.

NAME			PASSPORT NO.
E-MAIL			TELEPHONE NO.
COURSES OFFERED & INTAKE			NATIONALITY
FLIGHT AIRWAYS	FLIGHT NO.	DATE OF DEPARTURE	TIME OF DEPARTURE
FLIGHT AIRWAYS	FLIGHT NO.	DATE OF ARRIVAL	TIME OF ARRIVAL (GMT) MALAYSIA
TRANSIT ACCOMODATION REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE OF SUBMISSION		SIGNATURE	

SUBMIT/SEND THIS FORM

Please submit/send this Form to us latest by **2 weeks before departure date** :

☐

by fax : 603-55223440; or

☐

by e-mail : cgs@unisel.edu.my

☐

by mail : Centre Graduate Studies,Universiti Selangor (UNISEL),
Jalan Zirkon A7/A, Section 7, 40000 Shah Alam, Selangor Darul Ehsan, MALAYSIA

FOR OFFICE USE ONLY

DATE RECEIVED	ACTION TAKEN <input type="checkbox"/> Transport and driver arrangement <input type="checkbox"/> Accommodation arrangement <input type="checkbox"/> Staff to pick-up _____ (Please indicate person-in-charge name)
---------------	---

NAME OF COUNTRY'S AUTHORITY

This is to certify that

.....
(NAME)

Is a citizen of (NAME OF COUNTRY) and a holder Passport

Number.....

Document evidences had been produced stating, That he/she had fulfilled the minimum academic qualification

requirements to pursue his/her studied in :

.....
(PROGRAMME, UNIVERSITY & ACADEMIC YEAR)

The..... (NAME OF COUNTRY'S AUTHORITY) has no objection for the student to pursue
the intended course

.....
(SIGNATURE & OFFICER'S NAME)
(NAME OF COUNTRY'S AUTHORITY)

LIST OF COUNTRIES THAT NEEDS PROVIDE NOC

1. IRAN
2. SUDAN

NAMA UNTUK DIHUBUNGI SEMASA KECEMASAN/EMERGENCIES CONTACT INFORMATION

Nama/ <i>Name</i>	:	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>																																								
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Pekerjaan/Occupation	:	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>																																								
Hubungan/ <i>Relationship</i>	:	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>																																								
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No. Telefon Bimbit <i>Mobile Phone No.</i>	:	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>																																								

PERAKUAN/DECLARATION

Saya mengaku bahawa segala maklumat yang diberi di dalam borang ini adalah benar. Saya sedia maklum pihak UNISEL berhak menarik balik tawaran program atau menamatkan pengajian saya dari UNISEL pada bila-bila masa sekiranya segala keterangan atau sijil-sijil yang dikemukakan adalah palsu.

I hereby declare that all information stated in this form is correct and true and I understand that UNISEL has the right to revoke the programme offered or terminate my studies at any time if information or certificate given is false.

Tandatangan pelajar/ _____ Tarikh /Date _____
Student signature

UNTUK KEGUNAAN PEJABAT/OFFICE USE ONLY

Tarikh dokumen diterima / _____ Lengkap / Complete _____
 Document Received On _____
 Tidak Lengkap / Incomplete _____

UNIVERSITI SELANGOR

Kampus Bestari Jaya
 Jalan Timur Tambahan, 45600 Bestari Jaya
 Selangor Darul Ehsan, Malaysia

Telefon: +603-32805020/+603-32806080
Emel: unit_rekod@unisel.edu.my

UNIVERSITI SELANGOR

Kampus Shah Alam
 Jalan Zirkon A/7A, 40000 Shah Alam
 Selangor Darul Ehsan, Malaysia

Telefon: +603-55223481
Emel: urksa@unisel.edu.my

**HEALTH EXAMINATION GUIDELINES
FOR ENTRY INTO
MALAYSIAN HIGHER EDUCATIONAL 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 APPLICANT; AND
 - b) SECTION 2,3 AND 4 TO BE FILLED BY THE EXAMINING DOCTOR
5. PLEASE COMPLETE THE ENTIRE TEST REQUIRED IN THIS FORM.
6. THE UNIVERSITY / COLLEGE ONLY ACCEPT MEDICAL EXAMINATION DONE WITHIN **90 DAYS** BEFORE ARRIVAL IN MALAYSIA.
7. PLEASE ATTACH ALL THE **ORIGINAL** LABORATORY RESULTS.
8. PLEASE BRING ALONG **CHEST X-RAY FILM (OR DIGITAL IMAGES) AND REPORT** FOR REGISTRATION, FOR THE PURPOSE OF VERIFICATION, IF NECESSARY.
9. PLEASE ENSURE THE X-RAY FILMS OR DIGITAL IMAGES ARE **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.

EDUCATION MALAYSIA GLOBAL SERVICES (986610-U)

Education Malaysia One-Stop-Centre, 20th Floor, Menara TA One, 22, Jalan P.Ramlee, 50250 Kuala Lumpur, Malaysia
Tel: +603 2782 5888 Fax: +603 2711 8533 Portal: www.educationmalaysia.gov.my

HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 1 (PART A)

FULL NAME (AS IN PASSPORT)

INTERNATIONAL PASSPORT NUMBER

BLOOD GROUP (RHESUS)

NATIONALITY

CONTACT NUMBER IN MALAYSIA

DATE OF BIRTH

AGE

SEX

MARITAL STATUS

ACADEMIC YEAR

STUDENT ID

PROGRAMME OF STUDY

PROGRAMME CODE

NEXT OF KIN

NEXT OF KIN'S ADDRESS

NEXT OF KIN'S CONTACT NUMBER

The details of the blood type recorded here are as reported by the patient and have not been tested or verified to be correct by the medical practitioner completing this online medical screening questionnaire. The medical practitioner completing this form disclaims any and all liability to the fullest extent permitted by law for any personal injury, suffering or loss caused by any reliance on this information by any other party.

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HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 1 (PART B)

Declaration of self and family illness. Explain in full if you or your immediate* family has any of the following illnesses. * Immediate family refers to mother, brothers / sisters.

MEDICAL PROBLEMS	SELF		IMMEDIATE FAMILY		If "Yes" please state details
	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. History of Surgery					
13. Tuberculosis (TB)					
14. HIV / AIDS					
15. Hepatitis B					
16. Sexually Transmitted Diseases					
17. Drug Addiction					
18. Other Illnesses					

Current medication (Long Term)

VACCINATION HISTORY (where applicable)	Yes	No	Date of Vaccination
1. Yellow Fever			
2. BCG			
3. Meningitis (Quadrivalent)			
4. Hepatitis B			
5. Polio			
6. Measles			
7. Rubella			
8. Others: (specify)			

Notes :

- *A valid Yellow Fever vaccination certificate is required from all travellers coming from or transited more than 12 hours through countries with risk of Yellow Fever transmission.
- All students are required to take vaccines as listed in numbers 2-7 above.
- The students are required to bring along the International Certificate of Vaccination or Prophylaxis with them for verification of information.

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HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 2 - PHYSICAL EXAMINATION

FULL NAME (AS IN PASSPORT)

INTERNATIONAL PASSPORT NUMBER

TYPE OF APPLICATION

DATE OF MEDICAL SCREENING

EMGS REFERENCE NUMBER

1. BASIC MEASUREMENT

HEIGHT (m) :	WEIGHT (kg)	BMI(kg/m ²)	PULSE RATE (PER MINUTE)	BLOOD PRESSURE:	
				SYSTOLIC (mmHg)	DIASTOLIC (mmHg)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VISION TEST	NORMAL	DEFECTIVE	COLOR VISION TEST
UNAIDED (L)	<input type="text"/>	<input type="text"/>	
UNAIDED (R)	<input type="text"/>	<input type="text"/>	
AIDED (L)	<input type="text"/>	<input type="text"/>	
AIDED (R)	<input type="text"/>	<input type="text"/>	

COMMENT

HEARING ABILITY	NORMAL	DEFECTIVE	COMMENT
LEFT	<input type="text"/>	<input type="text"/>	<input type="text"/>
RIGHT	<input type="text"/>	<input type="text"/>	

2. GENERAL EXAMINATION

ITEM	YES / ABNORMAL	NO / NORMAL	COMMENT
a. DEFORMITIES	<input type="text"/>	<input type="text"/>	
b. PALLOR	<input type="text"/>	<input type="text"/>	
c. CYANOSIS	<input type="text"/>	<input type="text"/>	
d. JAUNDICE	<input type="text"/>	<input type="text"/>	
e. OEDEMA	<input type="text"/>	<input type="text"/>	
f. SKIN DISEASES	<input type="text"/>	<input type="text"/>	

3. SYSTEMIC EXAMINATION

ITEM	NORMAL	ABNORMAL	COMMENT
g. EYES (including funduscopy)	<input type="text"/>	<input type="text"/>	
h. EARS	<input type="text"/>	<input type="text"/>	
i. NOSE	<input type="text"/>	<input type="text"/>	
j. ORAL CAVITY / THROAT	<input type="text"/>	<input type="text"/>	
k. NECK	<input type="text"/>	<input type="text"/>	
l. CARDIOVASCULAR SYSTEM	<input type="text"/>	<input type="text"/>	
m. RESPIRATORY SYSTEM	<input type="text"/>	<input type="text"/>	
n. ABDOMEN/HERNIAL ORIFICES	<input type="text"/>	<input type="text"/>	
o. NERVOUS SYSTEM	<input type="text"/>	<input type="text"/>	
p. MENTAL STATUS	<input type="text"/>	<input type="text"/>	
q. MUSCULOSKELETAL SYSTEM	<input type="text"/>	<input type="text"/>	

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HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 3 - LABORATORY RESULTS

FULL NAME (AS IN PASSPORT)

INTERNATIONAL PASSPORT NUMBER

EMGS REFERENCE NUMBER

DATE OF LAB TEST

NAME OF LAB

URINE TEST			
ITEM	POSITIVE / ABNORMAL	NEGATIVE / NORMAL	COMMENT
a. ALBUMIN			
b. SUGAR			
c. MICROSCOPIC EXAMINATION			
d. OPIATES (INCLUDING CODEINE, MORPHINE, HEROIN)			
e. CANNABINOIDS			
f. AMPHETAMINE TYPE STIMULANT			

BLOOD TEST			
ITEM	POSITIVE / ABNORMAL	NEGATIVE / NORMAL	COMMENT
a. HEPATITIS Bs ANTIGEN			
c. HIV			
d. VDRL			
d. TPHA			
e. MALARIAL PARASITES			

* TPHA is done if VDRL is reactive

** all test results / reports is valid for 6 months

HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 4 - CHEST X-RAY FINDINGS

FULL NAME (AS IN PASSPORT)

INTERNATIONAL PASSPORT NUMBER

EMGS REFERENCE NUMBER

DATE OF CHEST X-RAY

PLACE OF CHEST X-RAY

CHEST X-RAY NO.

COMMENT

ITEM	NORMAL	ABNORMAL	COMMENT
THORACIC CAGE			
HEART SHAPE AND SIZE CTR IF APPLICABLE)			
LUNG FIELDS			
MEDIASTHNUM AND HILA			
PLEURA / HEMIDIAPHRAGMS / COSTOPHRENIC ANGLES			
FOCAL LESION			
ANY OTHER ABNORMALITIES			
IMPRESSION			

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HEALTH EXAMINATION REPORT FOR INTERNATIONAL STUDENTS

SECTION 5 - CERTIFICATION BY THE EXAMINING DOCTOR

FULL NAME (AS IN PASSPORT)

INTERNATIONAL PASSPORT NUMBER

EMGS REFERENCE NUMBER

TYPE OF APPLICATION

DATE OF CERTIFICATION

ITEM	ABNORMAL
HIV	
HEPATITIS B	
TUBERCULOSIS	
MALARIA	
TYPHOID	
SEXUALLY TRANSMITTED DISEASES	
CANCER	
EPILEPSY	
PSYCHIATRIC ILLNESS	
HIS/HER URINE CONTAINS OPIATES	
HIS/HER URINE CONTAINS CANNABINOIDS	
HIS/HER URINE CONTAINS AMPHETAMINE	
EBOLA	
OTHERS	

HEREBY THE STUDENT IS CERTIFIED AS

☐

SUITABLE

☐

UNSUITABLE

FOR STUDY IN MALAYSIA.

COMMENT

NAME OF EXAMINING DOCTOR

QUALIFICATION OF EXAMINING DOCTOR

HOSPITAL/CLINIC REGISTRATION NUMBER

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