



**GUIDELINES FOR STUDENT EXCHANGE  
&  
STUDY ABROAD PROGRAMME  
AT  
TAYLOR'S UNIVERSITY**



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## **ACADEMIC INFORMATION**

### **Academic Credits**

Subjects offered at Taylor's University may carry an equivalence of 2, 3 or 4 credits.

Exchange students generally take 5 subjects per semester but may take up to 6, if there is no clash of teaching times. However 5 subjects may already be quite a substantial load for some students.

Exchange students must be enrolled for a minimum of 16 credits per semester throughout the Student Exchange Programme.

Please be advised that it is your responsibility to liaise with your home institution regarding the amount of credits that will be credited towards your studies as every institution has their own credit system.

### **Credit Transfer**

Your transcripts will be sent to the exchange coordinator at your home institution.

### **Academic Calendar**

- Taylor's University adopts a two-semester system. One semester commences in March and another commences in August.
- The semesters will start on the last Monday of March and August respectively.
- Each semester is approximately 18 weeks long. This comprises of 14 teaching weeks, 1 week semester break, 1 week study leave, and 2 weeks final examinations.
- Each semester usually has a mid-semester break and if classes fall on a public holiday, there will be no classes on that day.
- Depending on the programme you have enrolled for, classes may commence the same week as the Orientation or the week after. Thus it is important for you to attend every segment of the Orientation programme.

### **Add/Drop Subjects**

You are free to add or drop your subjects within the first two weeks of the semester. Please consult the Academic Services of the respective School for the relevant forms to submit.

### **Deferment of Exchange Semester**

All deferments are subject to the approval of the School to which you are applying for your exchange semester. Deferring may also mean having to resubmit your documents all over again and this may be treated as a fresh application. Approval for your first application may not necessarily guarantee approval a second time.

### **Withdrawing from the Student Exchange or Study Abroad Programme**

You must inform us in writing of your intention to withdraw. Your exchange coordinator must also be notified.



# APPLYING FOR THE STUDENT EXCHANGE & STUDY ABROAD PROGRAMME

## Student Exchange Programme Entry Requirements

- Must be a currently enrolled undergraduate student of an institution that is recognized as an exchange partner of Taylor's University.

## Study Abroad Programme Entry Requirements

- Must be a currently enrolled undergraduate student of a higher education institution abroad.

## Applying for Student Exchange Programme

### A. For 1 SEMESTER Student Exchange

Submit the following documents:

1. Completed Global Mobility Application Form
2. SEVEN (7) passport-size photographs with BLUE background [refer to Page 12 for photograph guide]
3. One (1) set of photocopy of passport (all pages including blank pages and the cover pages) with minimum one year validity left upon commencement of the exchange semester
4. **University transcripts** (these MUST be in English or English translations must be submitted as additional documents)
5. Module Registration Form
6. Verification letter from your University acknowledging that you are an enrolled student with them
7. Nomination letter from your University stating that you have been selected for the Exchange Programme to Taylor's University for the stated semester
8. Student Curriculum Vitae (CV)
9. Payment of **RM541** via crossed cheque, bank draft, money order or telegraphic transfer (refer to page 15). The breakdown of payment is as follows:

a. PLIK Pass	RM 190
b. Hospitalization & Surgical Insurance	RM 320
c. Visa Fees	RM 50
<b>TOTAL PAYABLE</b>	<b>RM 560</b>

**\* Note: PLIK Visa cannot be extended beyond the 6 months validity.**



## B. For 2 SEMESTER Student Exchange

Submit the following documents:

1. Completed Global Mobility Application Form
2. SEVEN (7) passport-size photographs with BLUE background [refer to Page 12 for photograph guide]
3. One (1) set of photocopy of passport (all pages including blank pages and the cover pages) with minimum one year validity left upon commencement of the exchange semester.
4. **University transcripts** (these MUST be in English or English translations must be submitted as additional documents)
5. Evidence of English language proficiency (applicable to those studying at institutions where English is not the main medium of instruction)
6. Module Registration Form
7. Payment of **RM2028** via crossed cheque, bank draft, money order or telegraphic transfer (refer to page 15). The breakdown of payment is as follows:

a. Education Malaysia Global Services	RM1325
b. Hospitalization & Surgical Insurance	RM 530
c. IKad for foreign students issued by EMGS	RM 53
d. Student Pass and Visa Fees	RM 130
<b>TOTAL PAYABLE</b>	<b>RM 2028</b>

8. A Medical Screening Report must be submitted with your application for Student Pass.
9. An International Certificate for Vaccination.

### IMPORTANT NOTE:

Please note that depending on the modules you enroll for, you may be subject to uniform fees, equipment fees and other charges. You will be advised of these later when you have confirmed which modules you are enrolling for.

### Application Terms and Conditions

- ▶ All applications are subject to the approval of the respective school of which you are applying for entry for your exchange semester.
- ▶ All applications are also subject to the issuance of the Visa Approval Letter (VAL) by the Immigration Department of Malaysia. If your Student Pass application is unsuccessful, you will not be granted entry into the Student Exchange Programme at Taylor's University.
- ▶ If you submit any additional documents at a time when it is too late for us to submit the Student Pass application on your behalf, we reserve the right at all times to decline your application. Thus it is important that you submit all the right documents on time.



## Submission of Forms and Documents

You may submit your forms and documents in 1 of the 2 methods:

	Scan & Email	Courier
Completed Global Mobility Application Form	√	√
7 passport-size photographs	<b>X</b>	√
1 set photocopy of passport	√	√
University transcripts	√	√
English translations of academic transcripts	√	√
Evidence of English language proficiency	√	√
Module(s) Registration Form	√	√
Health Examination Report	√	√
International Certificate for Vaccination	√	√
Proof of Payment		
i. Bank draft, crossed cheque, money order	<b>X</b>	√
ii. Telegraphic transfer slip	√	√
Verification Letter from your University	√	-
Nomination Letter from your University	√	-
Student Curriculum Vitae	√	-

To reduce postage and courier costs, you may scan and email all documents to us but the physical hard copies of the passport-size photographs must be courier / express post to Global Mobility Office (GMO).

### Application Deadlines:

**March semester**

15 December of the preceding year

**August semester**

30 April of the same year



## Global Mobility Application Form

  <b>TAYLOR'S UNIVERSITY</b> <small>Wisdom - Integrity - Excellence</small>	<b>For office use only</b>  Programme <input type="text"/> Student Number <input type="text"/>
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### GLOBAL MOBILITY APPLICATION FORM

#### A. PERSONAL DETAILS

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
Surname	<input type="text"/>	
Forenames	<input type="text"/>	
Full Name <small>(as stated in passport)</small>	<input type="text"/>	
Nationality	<input type="text"/>	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	
Passport No.	<input type="text"/>	Date of Birth <input type="text"/>
Telephone No. <small>(Home)</small>	<input type="text"/>	<small>(Mobile)</small> <input type="text"/>
E-mail	<input type="text"/>	
Address	<input type="text"/>	
Postcode	<input type="text"/>	Country <input type="text"/>

#### B. EMERGENCY CONTACT DETAILS (FAMILY MEMBER)

Full Name	<input type="text"/>
Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Mrs Relationship <input type="text"/>
Telephone No.	<input type="text"/>

#### C. ACCOMMODATION

(Required for students applying under the Student Exchange & Study Abroad Programme and any other programme that requires applying for a Student Pass)

- ☐ **Yes** (Please fill up the Taylor's Student Residences Application Form and attach it to this application form).  
Note: A reservation fee of USD700 (non-refundable) is required with the application for Student Accommodation.
- ☐ **No**, I will arrange my own accommodation. (Please remember to update your address online in the Student Central Portal when you have settled into your new home in Malaysia)



In Section E, please select I. for Student Exchange or II. for Study Abroad.

You must also indicate which semester you wish to enroll and for how many semesters.

For students that wish to enroll for the student mobility programme, please indicate the preferred option.

Home Institution / Institution of Study /			
Name of Programme Enrolled			
Major (if applicable)			
Faculty			
Date of Commencement of Programme at Home Institution (MM / YY)		/	Expected date of graduation (MM/YY) /

**E. STUDY OPTIONS AT TAYLOR'S UNIVERSITY**

**I. Student Exchange Programme** ☐

Semester of study ☐ March ☐ August Duration ☐ 1 semester ☐ 2 semesters

**II. Study Abroad Programme** ☐

Semester of study ☐ March ☐ August Duration ☐ 1 semester ☐ 2 semesters

**III. Research Internship** ☐

**IV. Work Internship** ☐

**V. Student Mobility - Taylor's University Summer Programmes**

a. Biodiversity and Culture of Malaysia (2 Weeks) - USD1200 ☐

b. Practices of Pharmacy in Malaysia (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Practices of Pharmacy in Malaysia (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐  
 Practices of Pharmacy in Malaysia (3 Weeks With Homestay Cultural Experience) - USD 1650 ☐  
 Practices of Pharmacy in Malaysia (3 Weeks without Homestay Cultural Experience) - USD 1450 ☐

c. Business & Entrepreneurship (2 Weeks with Homestay Cultural Experience) - USD1200 ☐  
 Business & Entrepreneurship (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐

d. Service Learning & Social Entrepreneurship (Malaysia & Thailand) ( 2 Weeks with Homestay Cultural Experience) - USD 1600 ☐  
 Service Learning & Social Entrepreneurship (Malaysia & Thailand) ( 2 Weeks without Homestay Cultural Experience) - USD 1400 ☐  
 Service Learning & Social Entrepreneurship in Malaysia (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Service Learning & Social Entrepreneurship in Malaysia (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐

e. Ethnographic Exploration of the Food and Visual Arts (2 Weeks with Homestay Cultural Experience) - USD 1400 ☐  
 Ethnographic Exploration of the Food and Visual Arts (2 Weeks without Homestay Cultural Experience) - USD 1200 ☐

f. Malaysian Mass Media Mastery(4M) (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Malaysian Mass Media Mastery(4M) (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐  
 Malaysian Mass Media Mastery(4M) (3 Weeks with Homestay Cultural Experience) - USD 1650 ☐  
 Malaysian Mass Media Mastery(4M) (3 Weeks without Homestay Cultural Experience) - USD 1450 ☐

g. Mobile Apps Development (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Mobile Apps Development (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐

h. Project Based Engineering Design: Build Your Own Race Car (2 Weeks with Homestay Cultural Experience) - USD 1400 ☐  
 Project Based Engineering Design: Build Your Own Race Car (2 Weeks without Homestay Cultural Experience) - USD 1200 ☐  
 Project Based Engineering Design: Build Your Own Race Car (3 Weeks with Homestay Cultural Experience) - USD 1700 ☐  
 Project Based Engineering Design: Build Your Own Race Car (3 Weeks without Homestay Cultural Experience) - USD 1500 ☐

i. Malaysian Cultural Studies (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Malaysian Cultural Studies (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐

j. Malaysian Legal System (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Malaysian Legal System (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐  
 Malaysian Legal System (3 Weeks with Homestay Cultural Experience) - USD 1650 ☐  
 Malaysian Legal System (3 Weeks without Homestay Cultural Experience) - USD 1450 ☐

k. Food and Architecture: The Asian Experience (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Food and Architecture: The Asian Experience (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐

l. Mapping the Malaysian Cities (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐  
 Mapping the Malaysian Cities (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐



- m. English Language and Malaysian Culture (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐
- English Language and Malaysian Culture (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐
- English Language and Malaysian Culture (3 Weeks with Homestay Cultural Experience) - USD 1650 ☐
- English Language and Malaysian Culture (3 Weeks without Homestay Cultural Experience) - USD 1450 ☐
- English Language and Malaysian Culture (4 Weeks with Homestay Cultural Experience) - USD 2100 ☐
- English Language and Malaysian Culture (4 Weeks without Homestay Cultural Experience) - USD 1900 ☐
- n. e-Learning in Teaching (3 Weeks with Homestay Cultural Experience) - USD 1650 ☐
- e-Learning in Teaching (3 Weeks without Homestay Cultural Experience) - USD 1450 ☐
- o. MICE and Tourism Business in ASEAN (2 Weeks with Homestay Cultural Experience) - USD 1600 ☐
- MICE and Tourism Business in ASEAN (2 Weeks without Homestay Cultural Experience) - USD 1400 ☐
- p. Malaysian Food Heritage (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐
- Malaysian Food Heritage (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐
- q. Restaurant and Culinary Operations (2 Weeks with Homestay Cultural Experience) - USD 1200 ☐
- Restaurant and Culinary Operations (2 Weeks without Homestay Cultural Experience) - USD 1000 ☐
- r. Malaysian Tourism Destination (2 Weeks with Homestay Cultural Experience) - USD 1500 ☐
- Malaysian Tourism Destination (2 Weeks without Homestay Cultural Experience) - USD 1300 ☐
- s. Festivals in Southeast Asia (3 Weeks with Homestay Cultural Experience) - USD 1900 ☐
- t. Arts and Culture of Malaysian Cuisine (2 weeks with Homestay Cultural Experience) - USD 1200 ☐
- Arts and Culture of Malaysian Cuisine (2 weeks without Homestay Cultural Experience) - USD 1000 ☐
- u. Sustainable Tourism and Biodiversity (2 Weeks with Homestay Cultural Experience) - USD 1500 ☐
- Sustainable Tourism and Biodiversity (2 Weeks without Homestay Cultural Experience) - USD 1300 ☐
- v. Fundamentals of Hotel and Restaurant Techniques (2 weeks with Homestay Cultural Experience) - USD 1200 ☐
- Fundamentals of Hotel and Restaurant Techniques (2 weeks without Homestay Cultural Experience) - USD 1000 ☐

#### VI. Study Tour ☐

### F. HEALTH

(Required for students applying under the Student Exchange & Study Abroad Programme and any other programme that requires applying for a Student Pass)

Please ensure that you get your doctor to fill up the Health Examination Report in the format prescribed by the Ministry of Higher Education and submit it with this application form. You are strongly encouraged to read Appendix C of the *Health Examination Guidelines for Entry into Malaysian Higher Educational Institutions*. This will be provided to your exchange coordinator.

Do you have any physical or medical conditions?

☐ Yes ☐ No

If **YES**, please give details about your condition and / or medication

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This information will not necessarily disqualify your application to participate in the Student Exchange & Study Abroad programme but will help us determine if we are in a position to render you the support you may need while you are on the programme.

### G. FINANCIAL STATUS

Please note that Taylor's University does not offer financial assistance to international students.

Do you have sufficient funds to cover your living expenses throughout the entire duration of the study programme of your choice?

☐ Yes

☐ No



## Passport



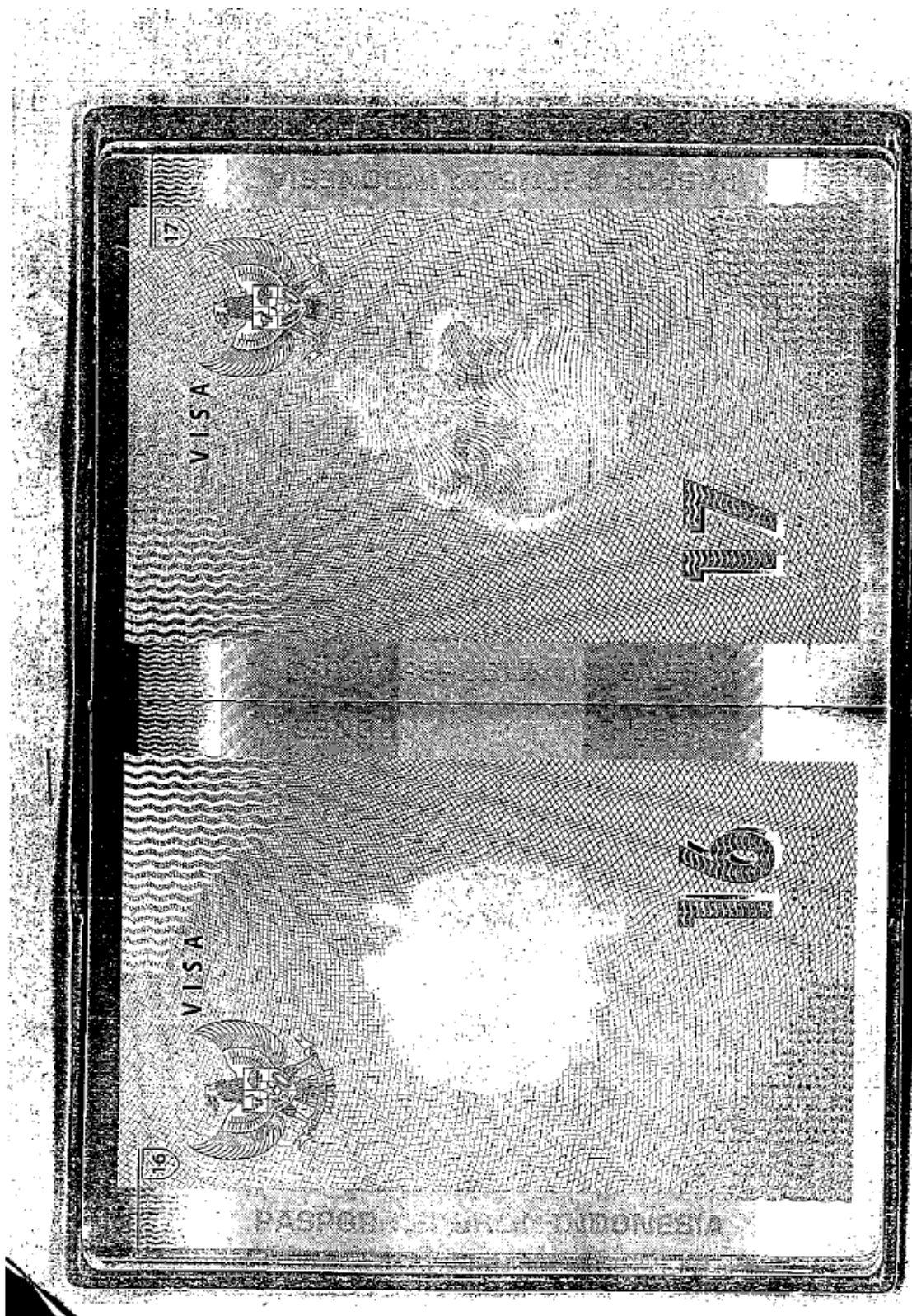
- ▶ **ALL** pages of passport to be photocopied (including the BLANK pages) and the cover page
- ▶ Your passport must have minimum one (1) year validity remaining upon arrival in Malaysia.

For example: if you are arriving in August 2016, your passport should expire no earlier than August 2017. If your passport is due to expire in July 2017, then you **MUST** renew the passport.

- ▶ If you have to renew your passport, please do so **BEFORE** submitting your documents. All forms and supporting documents submitted must bear the same passport number throughout. If you subsequently acquire a new passport **AFTER** submitting all the forms and documents, you will have to go through the hassle of resubmitting everything all over again using the new passport number. This is also applicable in the event of lost or damage of your passport.
- ▶ If you have more than one nationality and/or own more than one passport, please choose only one nationality and passport for the purpose of applying for the Student Pass.



This is how your passport should be scanned and / or photocopied:





### Passport-size photographs



- ▶ SEVEN (7) passport-size photographs
- ▶ MUST be in full colour. Black and white photographs will be **REJECTED**.
- ▶ **Blue** Background, Size: 3.5cm x 5cm
- ▶ Scanned photographs are **NOT** accepted by the Immigration Department of Malaysia.
- ▶ These must be submitted as physical hard copies to Global Mobility Office upon the deadline. Your Student Pass application will not be processed despite submission of all forms and documents without the photographs.

What are these passport-size photographs used for?
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- |  |
|--|
| <ul style="list-style-type: none"><li>(i) To apply for your Student Pass</li><li>(ii) To apply for the Student Exchange/Student Abroad Programme</li></ul> |
|--|



## University Transcripts

Your application must be submitted along-with your respective university academic results/transcripts;

These transcripts must be issued by your home institution, indicating all the modules you have studied upon entering university and the modules you are currently pursuing but have yet to attain final grades.

- I. All copies must be **certified true copies** (signed and stamped by a professional which can be the exchange coordinator or any faculty staff working at your University), as exemplified below:

THIS IS TO CERTIFY THAT THIS  
IS A TRUE COPY OF THE  
ORIGINAL WHICH I HAVE  
SIGHTED

*Jane Doe*

.....  
Name: JANE DOE  
Student Experience  
Taylor's University  
Date: 24/5/2012

- ▶ If your academic results are not in English, **please provide English translations along-with your academic results in the original language**. Applications without translated documents will not be processed.
- ▶ Please bring the original hard copies of all academic results / transcripts with you to Malaysia as you will need these when reporting to the International Office.

What are the purposes of all these detailed academic results/transcripts?

- I. Assessment by the school at Taylor's University  
Your selection of modules will be based on the school's assessment of what you have studied at your home institution prior to commencing your exchange semester. If your transcript only lists the modules you have completed and already obtained grades for, please enclose a list of modules you are currently studying but have not obtained grades. This will assist the school in undertaking an accurate assessment of your level of familiarity and competence in the area of study at the point of entry into the Student Exchange Programme.
- II. Compliance with Ministry regulations  
The Malaysian Ministry of Education requires that all students enrolled in a higher institution of study to meet all requirements in pursuing a degree programme. This also applies to exchange students who are not intending to graduate with a degree from the host institution. We are subject to regular audits by the Ministry and audits may extend to exchange students.



## II. Evidence of English language proficiency

Please obtain a letter from your institution certifying that the language of instruction for all modules you have pursued and are currently pursuing is English.

If your modules have been delivered in a language other than English, please provide English language test results with a minimum score of TOEFL 550, IELTS 6.5 or equivalent.

## III. Payment

### FOR 1 SEMESTER EXCHANGE

- ▶ All exchange students, must make a payment of **RM541** (Ringgit Malaysia: Five Hundred and Forty One, including the Immigration charges)
- ▶ This charge includes the purchase of the ***Hospitalization & Surgical Insurance, and Visa Processing and Endorsement charges***. These are compulsory for all international students.
- ▶ **Goods and Services Tax (GST):**  
Effective 1<sup>st</sup> April 2015, the Goods and Services Tax (GST) will be implemented in Malaysia at a rate of 6%.

### FOR 2 SEMESTERS EXCHANGE

- ▶ All exchange students, must make a payment of **RM2028** (Ringgit Malaysia: Two Thousand and Twenty Eight, including the Immigration charges)
- ▶ This charge includes the purchase of the ***Hospitalization & Surgical Insurance, and iKad***. These are compulsory for all international students.
- ▶ **A short description about the iKad:**  
Effective 1<sup>st</sup> July 2014 the International Students Card (iKad) was launched with an emphasis in security as a strategic effort to improve the management of foreign students in Malaysia. The iKad will be issued by the Immigration Department through their appointed agency; Education Malaysia Global Services (EMGS) for the purpose of new international students pass applications for entry and the renewal of pass application. The card will contain the particulars of student including passport number and information on the educational institution enrolled.
- ▶ **Goods and Services Tax (GST):**  
Effective 1<sup>st</sup> April 2015, the Goods and Services Tax (GST) will be implemented in Malaysia at a rate of 6%. In order to comply with this directive, EMGS will impose the Government mandated charge of 6% on all student pass applications which is inclusive the payment of RM2028.

### Payment details

- ▶ All payments made via crossed cheque, bank draft or money order should be issued in favour of "Taylor's University Sdn Bhd".

Name of account : Taylor's University Sdn Bhd  
Account no. : 701-130855-6  
Bank name : OCBC Bank Berhad  
Bank address : Ground Floor, Kuala Lumpur Main Branch, Jalan Tun  
Perak, 50050 Kuala Lumpur.  
Swift code no. : OCBCMYKLXXX



**Bank draft:** Attach the crossed cheque, bank draft or money order with your supporting documents to Global Mobility Office, Taylor's University.

**Telegraphic transfer :** Scan the bank transfer slip and email it to :  
Ms. Ririne Chu at [Ririne.Chu@taylors.edu.my](mailto:Ririne.Chu@taylors.edu.my)

- ▶ **Please bring copies of your proof of payment with you to Malaysia.**

**IMPORTANT NOTE:**

All payments quoted are in Malaysian Ringgit. If the sum transferred falls short of the required sum upon conversion, you must make up the difference. Any surplus will be reflected as an excess payment.

If your application is rejected on the grounds of non-suitability for the student exchange programme or rejection of Student Pass, you may be eligible to a partial refund of the monies you have paid to Taylor's University. However please note that all refunds shall be in Ringgit Malaysia.

For example, if you have transferred a sum of USD 700 and upon conversion, this became RM 2170. The refund shall be made for the sum of RM2170, not USD700.

**IV. Medical Screening Report (Health Examination Report) – *applicable for students that opt for 2 semesters of exchange***

**Pre-arrival Medical Screening**

Effective 1<sup>st</sup> July 2014, all international students intending to study in Malaysia must undergo Medical Screening at their home country prior to arrival in Malaysia. While undergoing this Medical Screening, you must bring along the **Health Examination Report** and the **International Certificate for Vaccination** (These two documents will be emailed to you by the coordinator in charge of TU) to the clinic and submit it to the doctor. The doctor must fill up both the Health Examination Report and the International Certificate for Vaccination. Upon completion of this procedure, you must retrieve the two documents and submit it via mail back to Taylor's University. Please ensure that the doctor has signed on both documents.



## **Post- Arrival Medical Screening**

After arriving in Malaysia, you must undertake another Medical Screening within 7 (SEVEN) days. This Medical Screening will be conducted by an appointed medical/health clinic. The International Office at Taylor's University will guide you in the process of undertaking this procedure. If you are found to have met the health requirements, you will be granted the Student Pass. You will only be granted the Student Pass if you pass the Medical Screening. Certain types of diseases and conditions would disqualify you from obtaining a Student Pass. Please refer to the following tables below:

### **Health Requirements for International Students to Enter Malaysia**

#### **(1) Communicable Diseases**

	Type of Diseases/Conditions	Example	Action to be Taken Based on Time of Detection	
			Commencing Studies	During Studies
1	<ul style="list-style-type: none"> <li>• Infectious</li> <li>• Expected difficulties to cure in the long term</li> <li>• High cost of treatment</li> </ul>	<ul style="list-style-type: none"> <li>• HIV/AIDS</li> <li>• Hepatitis B</li> <li>• Hepatitis C</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot be accepted to register as a student</li> </ul>	Permitted to continue studies on condition: <ul style="list-style-type: none"> <li>• Student is willing to pay for the relevant treatment for himself (Outside Scheme)</li> <li>• Permitted to continue studies for the current course only</li> <li>• Permitted to delay studies &lt; 2 Semesters only (if necessary)</li> </ul>
2	<ul style="list-style-type: none"> <li>• Infectious</li> <li>• Expected to be cured within a certain period of time</li> </ul>	<ul style="list-style-type: none"> <li>• Tuberculosis</li> </ul>	<ul style="list-style-type: none"> <li>• Delay registration until treatment is complete (&lt; 2 Semesters)</li> <li>• Certification from attending doctor is required</li> </ul>	<ul style="list-style-type: none"> <li>• Permitted to continue studies</li> <li>• Permitted to delay studies (if necessary) &lt; 2 Semesters only</li> </ul>
3	<ul style="list-style-type: none"> <li>• Infectious</li> <li>• Expected to be cured within a short amount of time</li> </ul>	<ul style="list-style-type: none"> <li>• Malaria</li> <li>• Typhoid</li> <li>• Syphilis (VDRL)</li> </ul>	<ul style="list-style-type: none"> <li>• Can be accepted to register as a Student</li> <li>• Must undergo treatment</li> <li>• Expenses is covered by Health Scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Permitted to continue studies</li> <li>• Permitted to take leave (if necessary) &lt; 2 weeks only</li> <li>• Treatment is covered by Health Scheme</li> </ul>
4	Diseases declared as an epidemic by the Malaysian Ministry of Health	<ul style="list-style-type: none"> <li>• Japanese Encephalitis</li> <li>• SARS</li> <li>• Avian Flu</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot be accepted to register as a Student</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the policies and latest circulars by the Malaysian Government and WHO</li> </ul>



**(2) Non-Infectious Chronic Diseases**

	Type of Diseases/Conditions	Example	Action to be Taken Based on Time of Detection	
			Commencing Studies	During Studies
1	<ul style="list-style-type: none"> <li>Onset of disease that could endanger oneself and others</li> <li>Repeated onsets and affect/compromise studies</li> </ul>	<ul style="list-style-type: none"> <li>Epilepsy</li> <li>Schizophrenia</li> </ul>	Need a report from tending specialist. Can be accepted to register if: <ul style="list-style-type: none"> <li>No Symptoms &gt; 12 months; and</li> <li>No longer in treatment; or</li> <li>On treatment &lt; RM100 /month; or</li> <li>On treatment &gt; RM100/month but agrees to pay own cost of treatment</li> </ul>	Continue studies if: <ul style="list-style-type: none"> <li>Symptoms do not compromise/affect studies; and</li> <li>Cost of treatment &lt; RM100 /month; or</li> <li>Cost of treatment &gt; RM100/month but agrees to pay own cost of treatment</li> <li>Permitted to continue study on current course only</li> </ul>
2	<ul style="list-style-type: none"> <li>Expected to prolong in the long term</li> <li>Obvious and serious symptoms</li> <li>Long treatment schedule</li> </ul>	<ul style="list-style-type: none"> <li>Dialysis</li> <li>Cancer</li> </ul>	Cannot be accepted to register as a student	Continue studies if: <ul style="list-style-type: none"> <li>Symptoms do not affect/compromise studies; and</li> <li>Student agrees to pay for own cost of treatment</li> </ul>
3	<ul style="list-style-type: none"> <li>Addiction that goes against AUKU or the laws of the country</li> </ul>	<ul style="list-style-type: none"> <li>Drugs</li> </ul>	Cannot be accepted to register as a student	<ul style="list-style-type: none"> <li>To end studies</li> </ul>
4	<ul style="list-style-type: none"> <li>Required continuous medication</li> <li>No serious symptom</li> <li>Treatment does not interrupt studies</li> </ul>	<ul style="list-style-type: none"> <li>Hypertension</li> <li>Diabetes</li> <li>D'Mellitus</li> </ul>	Accepted if: <ul style="list-style-type: none"> <li>Treatment does not affect/compromises studies</li> <li>Cost of treatment &lt; RM100/month; or</li> <li>Cost of treatment &gt; RM100/month but agrees to pay own cost of treatment</li> </ul>	Continue with studies if: <ul style="list-style-type: none"> <li>Symptoms does not compromise studies; and</li> <li>Cost of treatment &lt; RM100 /month; or</li> <li>Cost of treatment &gt; RM100/month but agrees to pay own cost of treatment</li> </ul>



## **PRACTICAL INFORMATION**

### **Important Items to Bring Along**

#### **Documents**

1. Letter of Acceptance
2. Visa Approval Letter
3. All original copies of Academic Results
4. Proof of all payments made to Taylor's University
5. Copy of Medical Screening Results (if applicable to you)
6. Copy of International Certificate Vaccination (if applicable to you)

#### **List of Essential Items**

1. Passport
2. Bedding such as pillow, pillow case, bed-sheet, and blanket
3. Towel
4. Formal attire (for exchange students pursuing the Hospitality and Tourism programmes)

### **Programmes Organized for Exchange Students**

There are programmes organized for exchange students in collaboration with the International Student Experience (ISE) Taylor's University.

#### **Welcome Reception**

1. The Welcome Reception is organized by International Student Services (ISS) and International Student Experience (ISE) for all international students.
2. It is usually held on the Friday before the Orientation programme commences. Kindly enquire at the International Office counter for the confirmed date.
3. You are strongly encouraged to attend this.

At the ISS briefing, you will be able to submit your registration for the Kuala Lumpur Familiarization Trip and get first hand information on the Medical Health Cover.

#### **Orientation Programme**

The date of your Orientation programme is stated in the Letter of Acceptance.



## SERVICES FOR EXCHANGE STUDENTS

### Airport Pick-up Service

- All airport pick-ups for international students (including exchange students) are managed by the International Office. The arrival form method has now been replaced by the **new pre-boarding system**.
- The link for this new pre-boarding system can be found here:  
<http://studentcentral.taylors.edu.my/eServiceRequest/PreBoarding/layouts/aq/preboarding/pbchecklist.aspx>
- All requests for airport pick-ups must be logged in at least five (5) calendar days before the date and time of arrival. Any requests made after this shall be automatically rejected and you shall have to find your own way to Taylor's University.
- Students are advised to schedule flights to **arrive** as follows:
  1. Arrive at the **earliest** 14 (FOURTEEN) days before the Orientation (Orientation date is stated in the Letter of Acceptance)

For example:

If the Orientation is to be held on 25<sup>th</sup> March, you may arrive as early as 11<sup>th</sup> March but not before this date.

2. At the following airports: (i) Kuala Lumpur International Airport 1 (KLIA 1); (ii) Kuala Lumpur International Airport 2 (KLIA 2); (iii) Subang Skypark Terminal
3. On weekdays (Mondays, Tuesdays, Wednesdays, Thursdays, Fridays)
4. Between 1000 hours and 1800 hours
5. Avoid public holidays

List of all national and state public holidays are listed here: <http://www.onestopmalaysia.com>

Note that Taylor's University is located in the state of Selangor.

- Ensure you know which airport you will be arriving at (e.g. KLIA 1 and KLIA 2 are different airports) or else delays in pick-up may occur.
- If you choose to arrive via other modes of transportation, you will need to arrange your own transportation to Taylor's University.
- We advise exchange students from the same institution to make arrangements to travel together.
- All airport pick-ups will transfer you from the airport to Taylor's University Lakeside Campus. You will be assisted with reporting to the International Office before you are brought to the Taylor's Hostel Management Office for accommodation check-ins.



## **Arranging for your own airport pick-up/transfer**

- If you are arranging for your own pick-up/transfer to Taylor's University, there are taxi counters at the airport where you can arrange for a taxi to take you to our campus.
- Please inform them of the address as follows:

Taylor's University Lakeside Campus

No. 1 Jalan Taylor's

47500 Subang Jaya

Selangor Darul Ehsan

Malaysia

### **IMPORTANT NOTE:**

**We strongly discourage students from staying in the airport for extended periods of time to wait for the International Office staff to pick them up during the official pick-up times. It is far better for students to hire a taxi from the airport to the campus or a hotel (if the Taylor's Hostel Management Office is closed by the time you arrive on campus).**



## ACCOMMODATION

There are 3 options for accommodation you may consider:

1. DK Senza Apartments  
Privately owned accommodation within walking distance from Taylor's University.  
[www.dkgroup.com.my](http://www.dkgroup.com.my)
2. Ruemz Hotel  
Located at Taylor's University Lakeside Campus, Ruemz Hotel may offer favourable long-term stay rates. For more information, please log on to <http://www.ruemz.com>
2. Private Landlords  
Identifying private landlords will be of your own initiative if you intend to live outside of Campus.



# IMMIGRATION RULES AND REGULATIONS IN MALAYSIA

## Regulations

Exchange students are classified as international students throughout their stay here with us. Exchange students are required to have a Student Pass for the entire duration of their study, whether it is for one or two semesters.

From **1<sup>st</sup> February 2013**, all international students intending to pursue a programme of study at any higher education institution in Malaysia shall have their Student Pass applications processed by an agency known as Education Malaysia Global Services (EMGS). **The Immigration Department of Malaysia is no longer processing Student Pass applications.** The introduction of a third party visa handling agency is expected to yield the benefit of a shorter processing time and less cumbersome regulations.

Immigration regulations are, at all times, subject to amendments as the authorities see fit. Taylor's University endeavours to keep international students updated of such changes at the time of application.

## Student Pass Application

Obtaining the Student Pass is the responsibility of the Malaysian institution of higher education where the student will be studying at. Taylor's University will apply for Student Pass on behalf of all international students, including exchange students.

EMGS does not communicate directly with any international students.

Upon successful Student Pass application, EMGS will issue a Visa Approval Letter (VAL) to Taylor's University which in turn will then courier the original copy of this letter to the postal address you have provided in your application form.

Upon receiving the letter, you must immediately **apply for a single entry pass from the Malaysian Embassy in your country (if applicable)**. Once you have obtained the single entry pass, you may then start purchasing your flight ticket and prepare for your exchange / abroad programme here at Taylor's University.



## Visa Approval Letter (Sample)



JABATAN IMIGRESEN MALAYSIA  
(KEMENTERIAN DALAM NEGERI)  
NO. 15, TINGKAT 1-7 (PODIUM)  
PERSIARAN PERDANA, PRESINT 2  
62550 PUTRAJAYA  
WILAYAH PERSEKUTUAN

Telegram : 'IMMCONTROL'  
Telefon : 03-88801000  
Faks : 03-88801200  
Laman Web : <http://www.imi.gov.my>



[REDACTED]  
C/O: UNIVERSITI TAYLOR'S (TAYLOR'S UNIVERSITY)  
Taylor's Lakeside Campus  
No.1, Jalan Taylor's  
Subang Jaya

Ruj. ~~STU~~ STU/16021/I/171727

Ruj. Kami:

Tarikh:

09/08/2012

Dear Sir or Madam,

### APPROVAL FOR FOREIGN STUDENT STUDYING IN MALAYSIA

We are pleased to inform you that Immigration Department has approved your student's pass application as follows :

Name Of : [REDACTED]  
Student : [REDACTED]  
Passport No. : [REDACTED]  
Nationality : FINLAND  
Course : BACHELOR OF INTERNATIONAL TOURISM MANAGEMENT  
(HONS) (EVENTS MANAGEMENT)  
Institution : UNIVERSITI TAYLOR'S (TAYLOR'S UNIVERSITY)  
Duration : 12 months  
Approved



2. If regulation in your country requires you to obtain a visa before leaving the country , kindly make such application at the nearest Malaysian Embassy / Consulate Office. Otherwise, you may proceed to Malaysia without a visa. However, a visa will be issued to you after your arrival in Malaysia. For Immigration clearance, you are required to produce this letter upon arrival.

3. Payment for processing fee , Student Pass and Visa are :

- 3.1 **Student Pass** - RM 60.00 a year or part of a year.
- 3.2 **Visa / Re-Entry Visa** - According to country (not exceeding RM 50.00)

4. This letter is valid for three months from the date of issuance.

Thank you and have a pleasant journey to Malaysia.

Yours faithfully,

SHAFIZAWATI BT AHMAD SHAHAR  
Pegawai Imigresen-Tinggi KP22  
Bhg. Visa, Pas Dan Permit  
Ibu Pejabat Imigresen Putrajaya

VISA, PASS, AND PERMIT DIVISION  
for Director General Of Immigration  
MALAYSIA



MS ISO 9001 CERTIFIED  
KR6006678

(Sila nyatakan rujukan surat Jabatan ini apabila berhubung)



## **The Significance of a Visa Approval Letter (VAL)**

When a VAL has been issued, this means that your application for a Student Pass has been approved by EMGS and you now have permission to pursue a course at a Malaysian institution of higher education.

The VAL is valid only for six (6) months from the date of issuance. Please note that arrival should be at least a month prior to VAL expiry date. Once this has expired and if you have not submitted your passport for the endorsement of the Student Pass, you will have to resubmit your documents all over again for a new VAL.

## **Post-Arrival**

### **Things to do after arriving in Malaysia**

1. Report to the International Office

Upon arrival at Taylor's University, you must report to the International Office.

What does reporting involve?

- a. Submission of your original passport
- b. Presentation of original academic transcripts and certificates
- c. Submission of Letter of Acceptance signed by yourself
- d. Presentation of Official receipts

Your passport is required for the endorsement to be placed in one of the pages contained within. The endorsement is a sticker issued by the Malaysian Immigration Department stating the terms and conditions of your Student Pass and its validity period. This process may take up to TWO (2) months so you will not have your passport in your possession during this time. If you are thinking of travelling during this time, please refrain from making any travel plans until you have your passport returned to you with the Student Pass Endorsement contained within.

Please note that endorsement of the Student Pass is a regulation set by the Immigration Department of Malaysia and all international students must comply with this.

2. Undergo a Medical Screening within three (3) working days of arrival

It is mandatory for you, within three (3) days of arriving in Malaysia, to undergo a Medical Screening which will be conducted by a medical/health clinic designated by EMGS.

Only when you have been certified to have a clean bill of health, will you be granted a Student Pass and a Student Pass endorsement sticker shall be placed in your passport. If you are found to be unfit for study, your Student Pass application will be rejected and you will be required to withdraw from the Student Exchange Programme and return to your country of origin.

The costs of undergoing the Medical Screening are included in the Education Malaysia Global Services (EMGS) charges. Thus you are not required to bear any additional expenses for this Medical Screening.



## Student Pass Endorsement (Sample)



## The Significance of a Student Pass Endorsement

The Student Pass Endorsement is the final step in completing the process for obtaining a Student Pass for international students. It confirms and seals your status as an international student in Malaysia.

If you have been issued a VAL but you have not submitted your passport for this endorsement or have not obtained this endorsement in your passport, complications may arise if you are subjected to random checks by the Immigration Department and found to not have completed this final stage.

## Attendance

Regular attendance is compulsory. It is a regulation of the Malaysian Ministry of Higher Education that a student who is absent for three (3) consecutive days without valid reasons or prior permission has to be reported to the Police Department and the Immigration Department of Malaysia. Action may be taken which can result in the revoking of the Student Pass.



## Travelling while studying

### ***Travelling Within Malaysia***

When traveling by plane within Malaysia, some officers at the airport will require production of a passport. A photocopy of your passport may not suffice. Thus please bear in mind that it is still necessary to have the original passport with you when travelling by plane even if it is domestic travel.

Sabah and Sarawak are part of Malaysia but different immigration regulations stipulate that foreigners must be able to produce a valid passport for the purposes of travel to and within these two states.

### ***Travelling Outside Malaysia***

With Malaysia's strategic location as a destination hub for many travellers, you are not restricted from travelling extensively during your time here as an exchange student. However it is your responsibility to ensure that you have the required visas when travelling to other countries and exit the country before the expiry of the visas. And again, please ensure that your passport already has the Student Pass Endorsement when travelling abroad during your exchange semester.

#### ***Note:***

***Please remember that for travelling purposes that requires the use of a passport, you must not make any travel plans until and unless you have your passport with you. There are times when you will not have your passport with you during your studies in Malaysia such as when you have handed over your passport to the International Office for the Student Pass endorsement and the Student Pass cancellation.***

## Working while Studying

International students are **prohibited** from working in Malaysia be it for full-time or part-time employment. If a student is found to have abused their Student Pass, they could be sentenced to imprisonment, a fine up to RM10, 000 or whipping.



## **Before Returning to Your Home Country**

### **The All-important Checklist**

#### **Immigration Matters**

Towards the end of your study, you are advised to submit your passport to the International Office at least TWO (2) weeks before the date of your departure. This is done for the purposes for submitting your passport to the Immigration Department of Malaysia for cancellation of your Student Pass.

#### **Academic**

Kindly submit a Clearance form to the respective Academic Services of the respective school for the programme you are enrolled for.

#### **Accommodation**

You would have paid a General Deposit prior to arrival in Taylor's University. Kindly approach the Taylor's Hostel Management Office to submit the refund form.

#### **Outstanding Debts to Taylor's University**

Kindly ensure that you do not have any debts owing prior to your departure. Any debts or outstanding amounts will inevitably result in the delay of receiving your transcripts and refunds of any monies owed to you.



## CONTACT US:

Address	Global Mobility Office (GMO) Taylor's University No. 1 Jalan Taylor's 47500 Subang Jaya Selangor Darul Ehsan Malaysia
Contact / Email	+603-5629 5021 <a href="mailto:global.mobility@taylors.edu.my">global.mobility@taylors.edu.my</a>
Contact Officers	<b><u>Inbound Exchange</u></b> Ririne Chu Assistant Manager Email : <a href="mailto:Ririne.Chu@taylors.edu.my">Ririne.Chu@taylors.edu.my</a>  <b><u>Outbound Exchange</u></b> Ong Quang Lin Executive Email: <a href="mailto:QuangLin.Ong@taylors.edu.my">QuangLin.Ong@taylors.edu.my</a>  <b><u>Mobility Programme</u></b> Tan Jas Rynn Executive Email : <a href="mailto:JasRynn.Tan@taylors.edu.my">JasRynn.Tan@taylors.edu.my</a>

**GOOD LUCK WITH YOUR APPLICATION!  
WE HOPE TO SEE YOU AT TAYLOR'S UNIVERSITY SOON!**