

UNIVERSITI SELANGOR

**unisel**

UNIVERSITI SELANGOR

*Leader of Transformation*

# New Registration Guidebook International Students (Foundation/Diploma/Degree)



unisel  
UNIVERSITI SELANGOR

**Guide to registration**

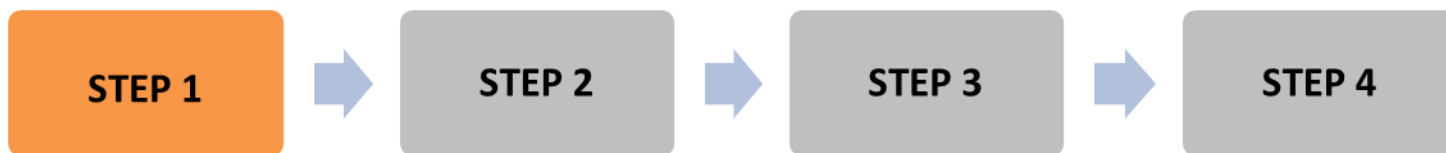
- ◆ Step 1 :
  - Responding to your offer 2
- ◆ Step 2 :
  - Pre Arrival 3-8
- ◆ Registration, Admission & Administration Fees
- ◆ Accommodation
- ◆ Bond Payment
- ◆ Tuition Fees
  
- ◆ Step 3 :
  - Post Arrival 9
- ◆ Step 4:
  - Registration 10-11

**General Guide** 12 - 15

**Form**

- ◆ Acceptance Form 16
- ◆ Airport Pick-up Form 17
- ◆ N.O.C Form 18
- ◆ Student Information Form 19-20
- ◆ Health Declaration Form 21

## RESPONDING TO YOUR OFFER



**VISA APPLICATION:** Complete the submission of the following:

- I. Acceptance Form (New Registration Guidebook, page 16) with the proof of payment **MYR 3,000 or USD 715**.
- II. Scanned copy of all passport pages, including blank pages. Passport must be valid for at least 24 months from the date of registration.
- III. Copy of all academic transcript and certificate. Academic records in language other than English must be accompanied by full translation into English.
- IV. Passport size photograph with WHITE background (35mm x 45mm). Please read guidelines here at (<https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html>) for more details.
- V. English Language proficiency (MUET, IELTS, TOEFL IBT, Pearson Test of English, Cambridge English Qualification and Test (if any).
- VI. EMGS Health Declaration Form (New Registration Guidebook, page 21).
- VII. Non Objection Certificate (NOC) – (for Sudan & Oman)/Letter of Eligibility (LOE) – (for Iran only).
- VIII. Release Letter & Attendance Report from others Institution if you have studied in Malaysia before (if any).
- IX. Please submit all the documents above to us latest (Deadline of Acceptance) through email [international@unisel.edu.my](mailto:international@unisel.edu.my)

*\*You are advised to strictly follow the instructions, failure to do so will cause unnecessary delay of your Student Visa Application*

### Payment Options :

You may settle the above fee using one of the following options:

#### I. Internet Banking

**Beneficiary Name** : **Universiti Selangor**  
**Bank Details** : **CIMB BANK BERHAD Jalan Engku Ampuan Zabedah D9/D,  
Seksyen 9, 40100 Shah Alam, Selangor**  
**Account No.** : **8600 7896 48**  
**Swift Code** : **CIBBMYKL**

#### II. <https://www.flywire.com/pay/unisel/>

#### III. Credit Card (Visa/Master)

To be swiped at the **UNISEL Student Finance Counter** only during working hours.

**Note: It may take 3-6 weeks for Visa Approval Letter(VAL).**



## PRE ARRIVAL

STEP 1



STEP 2



STEP 3



STEP 4

### Before coming to Malaysia, please ensure that:

- I. **Single Entry Visa (SEV):** You ensure before arrival that you have a valid **visa approval letter (VAL)** and have obtained the **Single Entry Visa (SEV) from the Malaysian Embassy/Consulate**. Malaysian Immigration regulations do not allow you to enter the country without an approved Visa Approval Letter (VAL) and Single Entry Visa (SEV) if you intend to study in Malaysia. **You will be deported by Immigration Authorities upon arrival if you do not have an approved Student Visa.** Countries without Malaysia Representative office/Embassy need to obtain Visa on Arrival for student (VOAS) at VOA counter located at Arrival Hall / Malaysia entry point upon arrival.
- II. **Visa on Arrival (VOA):** Countries without Malaysia Representative office/Embassy need to obtain **Visa on Arrival** for student (VOAS) at VOA counter located at Arrival Hall / Malaysia entry point upon arrival.  
List of countries can get visa on arrival (Selected Commonwealth countries) :  
  
Antigua & Bermuda, Netherland, Australia, New Zealand, Bahamas, Papua New Guinea, Barbados, Seychelles, Belize, Singapore, Botswana, Solomon Island, Brunei, South Africa, Canada, St Kitts & Nevis, Dominica, St Lucia, Fiji, St Marino, Gambia, St Vincent Grenadine, Grenada, Swaziland, Guyana, Switzerland, Ireland, Tanzania, Jamaica, Tonga, Kenya, Trinidad & Tobago, Kiribati, Gilbert Isl, Tuvalu, Lesotho, Uganda, Liechtenstein, United Kingdom, Malawi, Vanuatu, Maldives, Western Samoa, Mauritius, Zaire, Namibia, Zambia, Nauru and Zimbabwe
- III. **Visa Approval Letter (VAL):** It is mandatory for all international students to enter Malaysia **before the expiry of the VAL** since VAL is valid for only 6 months. Please ensure to check the Date of Registration as stated in the eligibility/offer letter. **You MUST arrive in Malaysia within the 7 - 14 days BEFORE the Date of Registration. It is COMPULSORY to attend the Registration Day.** Even if the student has obtained a valid Single-Entry Visa (SEV) but entered Malaysia after the expiry date of the VAL the **Malaysian Immigration Department may NOT proceed** with the student pass endorsement.
- IV. **Airport Pick-Up:** In order to facilitate and expedite your airport pick-up, immigration clearance and transfer to the accommodation, **you must notify us at least 7 days prior to your arrival in Malaysia (Airport Pick-Up Form in the New Registration Guidebook).** This is necessary for us to facilitate accommodation arrangements and airport pick-up. **The University will not be held responsible for any problems encountered at Immigration upon your arrival if you did not inform us of your arrival details in advance.** You are required to furnish us with details of your date and time of arrival in the Kuala Lumpur International Airport (KLIA), flight number and also the number of luggage. **Please email us the Airport Pick-Up Form & scanned copy of flight ticket to [international@unisel.edu.my](mailto:international@unisel.edu.my) at least 7 days prior to your arrival. You may also be subjected to ADDITIONAL CHARGES FOR LATE NOTIFICATION of arrival (MYR 300).**
- V. It is a **MANDATORY** that the Immigration Department requires the University Personnel to be present and receive the new student at the airport. You will receive an acknowledgement from us confirming your arrival details prior to your departure.
- VI. All **Pre-Arrival Fees** been paid **before** your arrival in Malaysia **and email to [international@unisel.edu.my](mailto:international@unisel.edu.my) .**

**PRE-ARRIVAL FEES STRUCTURE  
FOR ADMISSION INTO 2021 INTAKE**

## FOUNDATION

### TOTAL PAYMENT

NO	PRE ARRIVAL FEES	BESTARI JAYA CAMPUS	
		MYR	USD
1.	REGISTRATION & SEMESTER FEES	480	114
2.	ACCOMODATION FEES (PER SEMESTER)	810	193
3.	INTERNATIONAL ADMINISTRATION FEES, ACCEPTANCE & EMGS FEES	6,000	1,429
4.	ADVANCE TUITION FEES (MAIN COURSE FEES / INTENSIVE ENGLISH COURSE)	4,100	976
	<b>SUBTOTAL</b>	<b>11,390</b>	<b>2,712</b>
	(-) ACCEPTANCE & EMGS FEES (Non-Refundable)	3,000	714
5.	<b>TOTAL TO BE PAID BEFORE ARRIVAL IN MALAYSIA WITH BOND PAYMENT (BP)</b>  BOND PAYMENT (BASED ON COUNTRY OF ORIGIN) <ul style="list-style-type: none"> <li>• Singapore (MYR200 or USD 48)</li> <li>• Indonesia (MYR500 or USD 119)</li> <li>• Thailand (MYR300 or USD 71)</li> <li>• Bangladesh, Philippines, India, Nepal, Pakistan, Myanmar, Sri Lanka (MYR750 or USD 179)</li> <li>• Japan, South Korea, Macau, Hong Kong (MYR1000 or USD 238)</li> <li>• Brunei, Vietnam, Taiwan, China, Australia, Saudi Arabia, Iran, Iraq, Tunisia, UK, British C.I, Portugal (MYR1500 or USD 357)</li> <li>• Canada, USA, Colombia, Angola, Burkina Faso, Burundi, Cameroon, Central African Republic, Congo, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Guinea-Bissau, Ghana, Liberia, Mali, Mozambique, Niger, Nigeria, Rwanda, Western Sahara (MYR2000 or USD 476)</li> <li>• Countries other than the above (MYR1500 or USD 357)</li> </ul>	<b>8,390</b> + BP	<b>1998</b> + BP

*\*Conversion rate in this letter is USD 1.00 to MYR 4.20, all settlement of fees must be in Ringgit Malaysia (MYR) at prevailing rate.*

**PRE-ARRIVAL FEES STRUCTURE  
FOR ADMISSION INTO 2021 INTAKE**

**DIPLOMA & DEGREE**

**TOTAL PAYMENT**

NO	PRE ARRIVAL FEES	BESTARI JAYA CAMPUS		SHAH ALAM CAMPUS	
		MYR	USD	MYR	USD
1.	REGISTRATION & SEMESTER FEES	480	114	480	114
2.	ACCOMODATION FEES (PER SEMESTER)	810	193	2,500	595
3.	INTERNATIONAL ADMINISTRATION FEES, ACCEPTANCE & EMGS FEES	6,000	1,429	6,000	1,429
4.	ADVANCE TUITION FEES (MAIN COURSE FEES/ INTENSIVE ENGLISH COURSE)	5,800	1,381	5,800	1,381
	<b>SUBTOTAL</b>	<b>13,090</b>	<b>3,117</b>	<b>14,780</b>	<b>3,519</b>
	(-) ACCEPTANCE & EMGS FEES (Non-Refundable)	3,000	714	3,000	714
5.	<b>TOTAL TO BE PAID BEFORE ARRIVAL IN MALAYSIA WITH BOND PAYMENT (BP)</b>  BOND PAYMENT (BASED ON COUNTRY OF ORIGIN) <ul style="list-style-type: none"> <li>• Singapore (MYR200 or USD 48)</li> <li>• Indonesia (MYR500 or USD 119)</li> <li>• Thailand (MYR300 or USD 71)</li> <li>• Bangladesh, Philippines, India, Nepal, Pakistan, Myanmar, Sri Lanka (MYR750 or USD 179)</li> <li>• Japan, South Korea, Macau, Hong Kong (MYR1000 or USD 238)</li> <li>• Brunei, Vietnam, Taiwan, China, Australia, Saudi Arabia, Iran, Iraq, Tunisia, UK, British C.I, Portugal (MYR1500 or USD 357)</li> <li>• Canada, USA, Colombia, Angola, Burkina Faso, Burundi, Cameroon, Central African Republic, Congo, Cote D'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Guinea-Bissau, Ghana, Liberia, Mali, Mozambique, Niger, Nigeria, Rwanda, Western Sahara (MYR2000 or USD 476)</li> <li>• Countries other than the above (MYR1500 or USD 357)</li> </ul>	<b>10,090 +BP</b>	<b>2,403 +BP</b>	<b>11,780 +BP</b>	<b>2,805 +BP</b>

\*Conversion rate in this letter is USD 1.00 to MYR 4.20, all settlement of fees must be in Ringgit Malaysia (MYR) at prevailing rate.

## REFUND POLICY (INTERNATIONAL STUDENT)

NO	ITEM	DESCRIPTIONS	
		Refundable	Non-refundable
1.	Registration Fees		√
2.	Health Scheme & Insurance		√
3.	International Management Fees		√
4.	Semester Fees - Semester Fees will be refunded if your current semester not active	√	
5.	Accommodation:- - If a student officially withdraws from the University with no mitigating circumstances, refund of room rent will be calculated based on daily basis.	√	
6.	Personal Bond:- - Personal Bond will be <b>refunded if you have graduate.</b>	√	
7.	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 : Prorate by study week.(based Handbook of Academic Regulation : Third Edition 2012 First Amendment 2014)	√	

### Notes:

- a. Acceptance Fees RM3,000 Non-Refundable.
- b. The University reserves the right not to refund if the student has outstanding fees his/her account.
- c. Credit balance in the student's account due to overpayment of fees will be automatically carried forward by the University off set against next semester's fees if the student does not request for refund in writing.

### Payment Options :

You may settle the above fee using one of the following options:

#### I. Internet Banking

Beneficiary Name : Universiti Selangor  
 Bank Details : CIMB BANK BERHAD Jalan Engku Ampuan Zabedah D9/D,  
 Seksyen 9, 40100 ShahAlam, Selangor  
 Account No. : 8600 7896 48  
 Swift Code : CIBBMYKL

#### II. <https://www.flywire.com/pay/unisel/>

#### III. Credit Card (Visa/Master) To be swiped at the UNISEL Student Finance Counter only during working hours.

## TUITION FEES

NO	PROGRAM	Ringgit Malaysia (MYR)	United State Dollar (USD)
<b>FACULTY COMMUNICATION, VISUAL ART &amp; COMPUTING</b>			
1	Diploma in Media & Communication	26,445.00	6,296.00
2	Diploma in Library Science	22,980.00	5,471.00
3	Bachelor in Communication (Corporate Communication) (Hons)	50,570.00	12,508.00
4	Bachelor in Communication (Journalism) (Hons)	64,150.00	15,867.00
5	Bachelor in Library Science (Hons)	37,385.00	8,901.00
6	Diploma in Digital Graphic Design	22,595.00	5,589.00
7	Diploma in Photography Technology	26,005.00	6,432.00
8	Bachelor of (Hons) Digital Graphic Design	43,665.00	10,800.00
9	Diploma in Information Technology	25,035.00	5,961.00
10	Diploma in Computer Science (Industrial Computing)	26,685.00	6,354.00
11	Diploma in Multimedia Industry	25,050.00	5,964.00
12	Diploma Computer Application in Business	25,770.00	6,371.00
13	Diploma in Mobile Technology	25,035.00	5,961.00
14	Bachelor in Information Technology (Hons)	39,750.00	9,464.00
15	Bachelor of Computer Science (Software Engineering) (Hons)	39,750.00	9,464.00
16	Bachelor of Computer Science (Hons)	39,750.00	9,464.00
17	Bachelor of Science in IT with Supply Chain Management (Hons)	39,750.00	9,464.00
18	Bachelor of Industrial Multimedia (Hons)	39,750.00	9,464.00
19	Bachelor in Information Technology (Knowledge Management) (Hons)	39,750.00	9,464.00
20	Bachelor of Computer Science (Hons) (Network Security & Digital Forencis)	53,805.00	12,811.00
<b>FACULTY ENGINEERING &amp; LIFE SCIENCE</b>			
21	Bachelor of Engineering (Hons) Mechanical	62,830.00	14,960.00
22	Bachelor of Engineering (Hons) Electrical	62,350.00	14,845.00
23	Bachelor of Engineering (Hons) Civil	66,655.00	15,870.00
24	Diploma in Mechanical Engineering	30,970.00	7,657.00
26	Diploma in Electrical & Electronic Engineering	30,970.00	7,657.00
27	Diploma in Civil Engineering	30,940.00	7,367.00
28	Diploma in Mechatronics Engineering	31,630.00	7,820.00
29	Bachelor of Biotechnology Industry (Hons)	47,745.00	11,803.00
30	Bachelor of Bioinformatics (Hons)	45,010.00	11,127.00
31	Bachelor of Science (Hons) Industrial Technology	45,740.00	10,890.00
32	Bachelor of Science in Mathematics With Statistic (Hons)	40,530.00	10,020.00
33	Bachelor of Environmental Science (Hons)(Biodiversity & Conservation)	48,475.00	11,984.00
34	Diploma in Aquaculture	27,090.00	6,698.00
35	Diploma in Biotechnology Industry	28,690.00	7,094.00
36	Diploma in Industrial Technology	24,790.00	6,130.00
37	Diploma in Quantitive Science	23,500.00	5,595.00



## FACULTY OF HEALTH SCIENCES

38	Diploma in Environmental Health	47,030.00	11,198.00
39	Diploma in Medical Imaging	55,205.00	13,144.00
40	Diploma in Physiotherapy	56,105.00	13,358.00
41	Diploma in Nursing	50,100.00	11,929.00
42	Diploma in Medical Laboratory Technology	46,805.00	11,575.00
43	Bachelor of Occupational Safety & Health (Hons)	69,600.00	17,213.00
44	Bachelor in Medical Science Laboratory (Hons)	63,745.00	15,766.00

## FACULTY OF BUSINESS AND ACCOUNTANCY

45	Bachelor of Accountancy (Hons)	51,880.00	12,352.00
46	Bachelor of Business Management (Hons)	36,520.00	8,695.00
47	Bachelor of Finance (Hons)	37,120.00	8,838.00
48	Bachelor of Human Resource Management (Hons)	35,920.00	8,552.00
49	Bachelor of Business Administration (Hons)	47,010.00	11,193.00
50	Diploma in Accountancy	21,985.00	5,235.00
51	Diploma in Administrative Management	20,925.00	4,982.00
52	Diploma in Business Management	21,985.00	5,235.00
53	Diploma in Sports Industry Management	25,290.00	6,021.00

## FACULTY OF EDUCATION AND SOCIAL SCIENCE

54	Diploma in Education (Pre-school Studies)	23,680.00	5,857.00
55	Diploma in Teaching English As A Second Language	22,540.00	5,367.00
56	Diploma in Education (Islamic Studies)	22,785.00	5,425.00
57	Bachelor of Education (Hons)(Early Childhood Education)	36,080.00	8,924.00
58	Bachelor of Education (Hons) Teaching English As A Second Language (TESL)	36,080.00	8,591.00
59	Bachelor of Education (Hons)(Islamic Studies)	28,990.00	6,902.00
60	Bachelor of Industrial Psychology (Hons)	39,215.00	9,699.00
61	Bachelor of English In Industries	38,180.00	9,090.00

## CENTRE FOR FOUNDATION AND GENERAL STUDIES

62	Foundation Year (Information Technology)	11,475.00	2,732.00
63	Foundation Year (Management)	11,280.00	2,686.00
64	Foundation Year (Science)	11,820.00	2,814.00
65	Foundation for Bachelor of Education (Teaching English As A Second Language (TESL)	10,935.00	2,603.57
66	Intensive English Level 1 & 2	300.00 (per credit hour)	71.43 (Per credit hour)

\*Conversion rate in this letter is USD 1.00 to RM 4.20, all settlement of fees must be in Ringgit Malaysia (MYR) at prevailing rate.

## POST- ARRIVAL

STEP 1



STEP 2



STEP 3



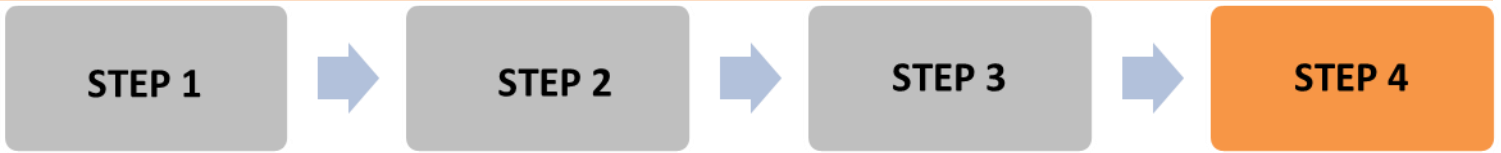
STEP 4

### YOUR ARRIVAL IN MALAYSIA

- I. **Orientation Programme:** You are strongly advised to arrive in Malaysia **within the 7 - 14 days** before the Registration Day to avoid missing the **Orientation Programme**. This is important because information shared during the orientation programme will ensure your smooth stay and study in **Malaysia**. It is **COMPULSORY to attend the Registration Day and Orientation Programme**.
  
- II. **Medical Check Up :** You are required to undergo Post–Arrival Medical Screening at any EMGS Panel Clinic (<https://visa.educationmalaysia.gov.my/guidelines/registered-malaysian-clinic.html>) **within 3 days upon your arrival**. In the event you **DO NOT PASS** the Post-Arrival Medical Screening in Malaysia, **you have to cover your own travel expenses for returning to your home country/residence**.
  
- III. **Student Pass Endorsement:** Upon arrival in Malaysia (Immigration counter), show your eVAL, SEV and Offer Letter to the Immigration Officer. The Special Pass stamp will be endorsed by the Immigration for 30 days. Within the 30 days period of the Special Pass, you are required to complete the following steps to obtain a Student Pass endorsement: -
  - 1) Report to UNISEL International Office for post- arrival medical check-up arrangement at EMGS register panel clinic within 3 days of arrival.
  - 2) Register as student as stated in the offer letter.
  - 3) Submit documents required for **STUDENT PASS ENDORSEMENT** within 7 days of arrival to UNISEL International Office.

**NOTE:** It should take 22 working days (or minimum 4 weeks) upon receipt of complete documents for student pass endorsement. The student pass application must get Supporting Letter from **EMGS** prior submit to Immigration Department. If student exit Malaysia (for any reason) without completing the student passes endorsement, your **VAL** and **SEV** will be **VOID**. You have to cancel previous VAL and apply new VAL and repeat the same process for **VAL** application.

## REGISTRATION



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

- I. Student Information Form
- II. **ORIGINAL** Passport
- III. **ORIGINAL** Academic Certificate(s) and transcript(s)
- IV. **ORIGINAL** Eligibility Letter for Nigerian students only
- V. Payment Slip of payment (Acceptance fees (**NON REFUNDABLE**))
- VI. Payment Slip of various fees (refer to Pre Arrival & Fee Structure)
- VII. Sponsorship Letter (if any)/Financial Guarantee Letter/Bank Statement from Parent/Guardian

### ENGLISH LANGUAGE REQUIREMENTS:

Students who do not possess any English Language competency certificate will be eligible to apply for a Conditional Student Visa for a maximum duration of 24 months in Universiti Selangor. Students will be provided with the following **TWO** options;

- I. Proceed with the Student Application after attaining the required minimum entry requirement equivalent like **IELTS, TOEFL IBT, MUET, Pearson of English Test and Cambridge English** before flying to Malaysia. The student will join the main course upon arrival in Malaysia.
- II. Proceed with the Student Pass Application and **ENROL IN THE UNISEL INTENSIVE ENGLISH COURSE** at the **Centre for Foundation and General Studies (CFGS) at Bestari Jaya Campus**. Once student have arrived in Malaysia, the student is **compulsory to sit for the placement test** to identify the level of English competency: Intensive English 1 (Level 1); or Intensive English 2 (Level 2).

**PLEASE NOTE THAT UNDER MINISTRY OF HIGHER EDUCATION REGULATIONS, ONLY STUDENTS WHO HAVE ACHIEVED THE MINIMUM REQUIREMENT OF THE ENGLISH LANGUAGE PROFICIENCY ASSESSMENT WILL BE ALLOWED TO CONTINUE THEIR STUDIES IN THE MAIN STUDY COURSE.**

The University reserves the right to assess your English competency using our English Placement Test to establish the level of English Proficiency. Before commencement of your intended course of study.

Please be advised that in instances where you are required to enrol for the Intensive English Course, an **additional fee of MYR 1,800 for Intensive English 1** and/or **MYR 1,200 for Intensive English 2** will be payable for each level until meet the requirement. The Examination Fees of Malaysian University English Test (MUET)/IELTS is subject to the Malaysian Examinations Council and to be paid by the student.

Students are required to achieve the minimum English requirement as follows :

COURSES		IELTS*	*MUET	TOEFL IBT*	*PEARSON TEST OF ENGLISH	*CAMBRIDGE ENGLISH TEST
Undergraduate (Degree)	Engineering/ Multimedia / Information Technology / Computer Science	5.0	3	42	47	154
	Business/ Accounting/ Biomedical	5.5	3	46	51	160
	Finance	6.0	3	60	59	169
Undergraduate (Diploma)	Engineering/ Multimedia / Information Technology / Computer Science	4.0	2	30-31	36	140
	Business/ Accounting/ Biomedical	5.0	3	42	47	154

\*Subjected to the respective Standard Program by Malaysia Qualification Agency (MQA)

**Note: Students, who are unable to obtain the required level of English Competency during the maximum 24 months' period, will not be allowed to pursue their studies in the main programme and will have to return back to home country.**

#### **VISA EXPIRY AND RENEWAL**

Please also note that your Student Visa is subject to annual renewal based on the expiry date indicated on the Visa Approval. It is your responsibility to take note of this Expiry Date, and ensure that you submit your **scanned copy of Passport** to the International Office, Universiti Selangor, as well as **fulfil all conditions (Overall Attendance at least 80% and Cumulative Grade Point Average, CGPA at least 2.00) for renewal at least 3 months in advance**, failing to that your Visa **MAY NOT BE RENEWED** by the EMGS & Immigration.

Overstaying (i.e. staying in Malaysia beyond the validity of your Visa) is a **VERY SERIOUS OFFENCE**, and you will be subjected to serve penalties imposed by the Immigration Authorities should you overstay, even for a single day.

*\*TERMS AND CONDITIONS : This offer is subject to (i) verification of original academic certificates and fulfilment of entry requirements by the University; and (ii) obtaining an approval from the Ministry of Higher Education Malaysia and the Malaysian Immigration Department; and (iii) the validity of your passport upon registration is not less than three (3) years (iv) Approved fit to study by certified medical checkup report from EMGS panel clinic and (v) other University's regulation. The University reserves the right to withdraw the offer if any information is found to be false or misleading or if the requirements are not met.*

## GENERAL GUIDE

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

#### **IMPORTANT INFORMATION:**

- i) Kindly bring your 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 three (3) 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 3weeks. Students are required to check the status of their application by website EMGS <https://educationmalaysia.gov.my/emgs/application/searchForm/> 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 arrival in Malaysia. 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 **Three (3) 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 centers. 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 centers. 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
- Internet banking
  - <https://www.flywire.com/pay/unisel/>
- 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:** Students from Sudan, Iran & Oman required filling 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 International Office through email. It is mandatory that you inform the International Office personnel of your arrival at least 7 working days prior your arrival. Please inform of any changes to your flight arrival information. **DO NOT PURCHASE YOUR FLIGHT TICKET** until you have obtained the VAL approval
- Email: [international@unisel.edu.my](mailto:international@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 (8.30am – 5.30pm), 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 EMGS panel clinics, within 3 working days after the arrival of students to Malaysia.
- viii) 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 obtain student pass.

**ACCEPTANCE FORM**  
**For Admission into 2021 Intake**

**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"/> New Student	<input type="checkbox"/> Progression Student	<input type="checkbox"/> Variation Student	
AMOUNT RM3,000	PAYMENT REFERENCE NO.		
DATE	SIGNATURE		

**SECTION 2 : METHODS OF PAYMENT**

**Payment Options :**

You may settle the above fee using one of the following options:

**I. Internet Banking**

Beneficiary Name : Universiti Selangor  
 Bank Details : CIMB BANK BERHAD Jalan Engku Ampuan Zabedah D9/D,  
 Seksyen 9, 40100 ShahAlam, Selangor  
 Account No. : 8600 7896 48  
 Swift Code : CIBBMYKL

II. <https://www.flywire.com/pay/unisel/>

**III. Credit Card (Visa/Master)**

To be swiped at the **UNISEL Student Finance Counter** only during working hours.

**SECTION 3 : SUBMIT / SEND THIS FORM**

Please submit/send this Form together with the document from Appendix A

Via e-mail: [international@unisel.edu.my](mailto:international@unisel.edu.my)

**SECTION 4 : FOR OFFICE USE ONLY**

DATE RECEIVED :	PROOF OF PAYMENT ATTACHED (YES /NO)
-----------------	-------------------------------------

**AIRPORT PICK-UP FORM**  
**For Admission into 2021 Intake**

**IMPORTANT : You must arrive in Malaysia within 7-14 days before the date of Registration(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
HOSTEL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE OF SUBMISSION		SIGNATURE	

**SUBMIT/SEND THIS FORM**

Please email us the Airport Pick-Up Form & scanned copy of flight ticket & receipt of payment as stated at pre-arrival attachment at least 7 days prior to your arrival:

E-mail : [international@unisel.edu.my](mailto:international@unisel.edu.my)

**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 & telephone no)
---------------	---

**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
3. OMAN







## HEALTH DECLARATION FORM FOR APPLICANTS

I hereby declare that I am free from the following diseases/conditions:

ITEMS	SELF		IF NO, PLEASE STATE
	YES	NO	
Tuberculosis			<b>IF YOU HAVE SOUGHT CONSULTATION FOR ANY OF THE LISTED DISEASES / CONDITION, YOU ARE REQUIRED TO SUBMIT YOUR MEDICAL HISTORY/REPORT FROM YOUR TREATING PHYSICIAN TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS) PANEL CLINIC/UNIVERSITY HEALTH CENTRE.</b>
Hepatitis B			
Hepatitis C			
HIV			
Drug use/abuse of:			
1. Opiates			
2. Cannabinoids			
3. Amphetamine			
4. Methamphetamine			
Sexually Transmitted Diseases			
Congenital or Inherited Disorder			
Cancer			
Epilepsy			
Psychiatric Illness			
Other illness			

I declare that I will submit myself for compulsory Post-Arrival Health Examination as per Malaysian regulations. In the event that I should be diagnosed with any condition that deems me **UNSUITABLE** for studies, I will bear the cost of leaving Malaysia and will adhere to the immigration requirements on the visit pass and exit before the pass expiration, or any deadline given to me whichever is earlier.

I declare that in the event I should be diagnosed with any conditions that does not require my removal from Malaysia but requires medical treatment and I choose to remain in Malaysia to continue my studies, I will bear any and all costs relating directly or indirectly towards the medical management of my medical condition.

I confirm that EMGS Panel Clinic/University Health Centre shall not be responsible in any manner or whatsoever, arising out of EMGS Panel Clinic/University Health Centre certification of my medical status as suitable to study or reside in Malaysia despite the medical condition described above. I further undertake to hold EMGS Panel Clinic/University Health Centre harmless from any loss or liability arising from this decision and agree to indemnify and keep EMGS Panel Clinic/University Health Centre from any loss or liability arising from this decision.

.....  
**Date (dd/mm/yyyy)**

.....  
**Name of applicant as indicated in the passport**

.....  
**Applicant's signature**

.....  
**Applicant's passport number**

**Kindly ensure all information requested in this form is complete and updated in English Language.**