



OPERASI PERKHIDMATAN SOKONGAN

PUTRA INTERNATIONAL CENTRE

Kod Dokumen: UPM/PIC/IN01

MOBILITY INFORMATION SHEET

Name of Institution: Universiti Putra Malaysia (UPM), Malaysia

Type of University	Public
Year Established	1931
Total of UPM Students	25,510
Website	www.upm.edu.my

Exchange Student Program Contact Information

Office

Putra International Centre

Universiti Putra Malaysia,
43400 UPM Serdang,
Selangor Darul Ehsan,
Malaysia

Website: www.intl.upm.edu.my

Exchange-related Information

Semester in UPM*	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
		1 st week September
Duration of Exchange	1 Semester	
Deadline for nomination(s) to reach our office	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	30 April	30 September
Application Materials	Please refer to the following link. www.intl.upm.edu.my	
Language Requirement	English, Malay or others	
Supporting documents required for application	<ul style="list-style-type: none">• Completed Application Form• Completed Credit Transfer Form (if any)• Academic Transcript/Record• Copy of passport (all pages)• 4 recent passport sized picture (white background only)	

*Actual start dates will be made available one semester beforehand

Academic / Course-related Information

Person In-charge	Name: Mr. Idris Johari Position: Senior Assistant Registrar, Enrolment, Scheduling and Infrastructure Unit, Division of Admission & Academic Governance, UPM Tel: +603 8946 6057 Fax: +603 8942 6469 Email: idrisj@upm.edu.my	
Academic Calendar (2016/2017)	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	September	February
Dateline Application Submission	30 April	30 September
Expected to receive offer letter (if approved)	30 May	30 October
Course Information	Yes, please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
	Undergraduate – Related Faculty and Academic Division http://www.upm.edu.my/academic/Faculties http://www.akademik.upm.edu.my	
	Postgraduate – Related Faculty and School of Graduate Studies (SGS) http://www.sgs.upm.edu.my http://www.upm.edu.my	
Courses taught in English for exchange students	Most courses are taught in English for all local and international students.	
Class Timetable	Please refer to the following link. http://www.akademik.upm.edu.my/index_bi/scheduling-and-registration/lecture-timetable.html	
Course/Credit Requirement	Please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
Restricted programs/courses for exchange students I.e. not open for exchange students	Yes, please refer to the following link. http://www.upm.edu.my/academic/ProgrammesCourses	
Cross-faculty Courses	Yes, only for minor / elective courses are offered for students.	
Courses of different levels E.g. Year 2 students taking Level 3 courses	Yes, depend on the agreement of the student's supervisor and faculty.	
Special language courses for exchange students prior to the exchange program stint	Yes, please refer to the following link. http://www.akademik.upm.edu.my/ http://www.fbmk.upm.edu.my http://www.calc.upm.edu.my http://www.els.edu.my	

Academic transcripts of exchange students	Yes, the academic transcript of exchange students will be sent to the students after the results are out upon request.
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<i>Accommodation</i>	
University-administered Accommodation	<p>On-campus Student Accommodation will be reserved for mobility students based on first come first serve basis.</p> <p>Please refer to: http://www.intl.upm.edu.my</p> <p><i>*Information will be given upon receiving Offer Letter</i></p>

Application Deadline	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
		30 April
Application Procedure	Application for accommodation will be done by Mrs. Nur Atiqah Mustaffa Kamal	
Private Accommodation?	Please refer to www.intl.upm.edu.my	

Visa Requirement

Professional Pass Approval Letter Application Procedure

You are required to apply for Visa Approval Letter (VAL) from the Immigration Department in Malaysia before coming to Malaysia. Required documents must be sent to Putra International Centre, UPM for VAL application which to be submitted (via courier) upon submitting your application for exchange student program four (4) months before coming to Malaysia. Please be informed that this application is to be done via Education Malaysia Global Services (EMGS) then to the Immigration Department in Malaysia will take approximately two (2) months to issue the VAL. After receiving the VAL, you are required to apply for a Single Entry Visa/Pass from the Malaysian Embassy/High Commission in your country before coming to Malaysia. Kindly present the approval letter to support your visa application to the Malaysian Embassy/High Commission in your country. The required documents for VAL are as below:

- 1) Copy of Offer Letter from UPM
- 2) Copy of Offer Letter from Home University. The following information should be mentioned on the Offer Letter:
 - Date of Exchange Programme (start & end)
 - Place of Exchange Programme at Universiti Putra Malaysia
- 3) Copy of Passport (all pages including empty page)
- 4) 2 recent photographs (standard passport size and white background only)
- 5) Medical Checkup Report / Health Declaration Form
- 7) Proof of EMGS fee and UPM processing fee payment

The above documents must be sent via courier to the below address:

**Mrs. Nur Maisarah Roslan
Putra International Centre
Universiti Putra Malaysia
43400 UPM Serdang
Selangor Darul Ehsan
Malaysia**

Upon arrival, please submit your passport to Putra International Centre, UPM in order to get your Student Pass (Mobility) Sticker.

Dateline Application Submission for VAL	30 April	30 September
Work during exchange	<u>On campus</u>	<u>Off campus</u>
	Exchange students are not allowed to work as front liners	Exchange students are not allowed to work as front liners

Health & Medical Insurance

<p>Medical Insurance Plan (for exchange program with the duration of <u>3 to 12 months</u>)</p>	<p>Yes, it is a compulsory for exchange students to purchase a medical insurance plan (6 months and more). The insurance details are:-</p> <ol style="list-style-type: none"> 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation <p>For the stay of less than 6 months, it is a compulsory for them to purchase a medical insurance from home country which should include the following details at any country in the world:-</p> <ol style="list-style-type: none"> 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation <p>UPM Health Centre will only cover normal illnesses such as fever, flu and cough with basic medication or treatment.</p>
<p>Health/medical Examination</p>	<p>It is a compulsory for students to have their health/medical examination done at home clinic or government hospital (own country). Please get the assigned doctor to fill up all the forms (attached) and do all the necessary check-up on you. Please make sure all the forms are completely filled, along with the original copy of all the medical reports signed and stamped or endorsed by the doctor too. Everything has to be brought to UPM and get it endorsed at our University Health Centre for the approval of your health report.</p> <p>This is to ensure that the student is fit to go under the Exchange Student Program at UPM.</p> <p>Please refer to the front page of UPM Medical Check-up Form for check-up instruction. For your information, medical check-up report will only valid for 2 months from the date of the check-up.</p> <p><i>*Information will be given upon receiving Offer Letter</i></p>

Services for Exchange Students

Recommended arrival date	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
		2 weeks before September
Airport pick-up service	Putra International Centre does provide airport pick-up service. Airport Pickup Form will be given upon request. Airport pickup is only available for 2 weeks before the semester start.	
Cost of orientation program	Please refer Estimated Expenses Section	
Orientation Program	<u>1st Semester/Term</u>	<u>2nd Semester/Term</u>
	September	February

Estimated Expenses per Semester

Non – Recurring Fee (Paid only once)	Tuition fee	MYR550 – MYR850
	Registration	MYR85
	Library	MYR50
	Health	MYR20
	Bus Ticket	MYR15 / month
	Service fee	MYR243.50
University-administered Accommodation	<u>Hall lodging fees</u>	<u>Compulsory hall meal charges (if any)</u>
	Ranging from MYR270 to MYR600 / month (Dormitory – sharing/single basis)	Nil
Private Accommodation (off campus)	MYR1000 – MYR3000 / month	
Food/Meals	MYR960	
Personal expenses (e.g. laundry, sundries, local transportation, etc)	From MYR600 to MYR700	
Academic Expenses (e.g. books)	MYR200	

Uniform for Students

During Class Session	<ul style="list-style-type: none"> • All students are required to wear an appropriate and decent clothes during class session • Shorts, miniskirts, sleeveless top, tight clothes and flip flop are NOT allowed
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