



PUTRA
International
Centre (i-PUTRA)



INBOUND MOBILITY STUDENT GUIDEBOOK

2021 - 2022

   [iputraupm](https://www.iputraupm.com) | intl.upm.edu.my

AGRICULTURE • INNOVATION • LIFE

BERILMU BERRAKTI
WITH KNOWLEDGE WE SERVE



UPM
UNIVERSITI PUTRA MALAYSIA



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**STUDY IN THE HEART OF
SOUTHEAST ASIA**
and connect
with the world's fastest
growing economies



1. About Universiti Putra Malaysia



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Universiti Putra Malaysia (UPM) in Kuala Lumpur is ranked as the second best university in Malaysia (Times Higher Education 2016) and acknowledged among the top 400 universities in the world (QS World Ranking, place 143rd). UPM is a public university, established in 1931. It has 15 faculties, 2 schools and 11 institutes. Approximately 24 000 students. The university is located just outside the capital of Kuala Lumpur and is among the elite institutions in the city.

Was first established as the School of Agriculture in 1931. The school was located on a 22-acre piece of land in Serdang and offered two programmes - a three-year diploma programme and a one-year certificate course in Agriculture. In 1947, the school was declared the College of Agriculture Malaya by Sir Edward Gent, the then Governor of the Malayan Union.

UPM is a multidisciplinary university that has 83-years of history, and located strategically within the Multimedia Super Corridor, which is only 10 minutes' drive to Putrajaya and 30 minutes' drive to the Kuala Lumpur City Centre. As one of the largest universities in Malaysia, UPM is also a key-player in contributing to the growth of learned and skilled human capital in the nation. UPM presently has more than 30,000 students enrolled in its 80 bachelor, 8 diploma and 66 postgraduate programmes at the Masters and PhD levels (with more than 300 fields of studies). Except for the diploma programmes which are offered exclusively at UPM's branch campus in Bintulu, Sarawak all other courses are offered at the main campus in Serdang, Selangor.





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2. Our Facilities

Library

UPM's library is open to anyone who wishes to enjoy hundreds thousands of books in the library collections. It is open everyday from 8:30am – 10:30pm except public holiday. For more details please refer to lib.upm.edu.my on the current operation hour and services available



UPM Buses

UPM believes in the importance of a reliable transportation system to support and enhance the quality of life at the campus. Our bus routes not only operates on campus but also off campus where UPM student dense populated area.



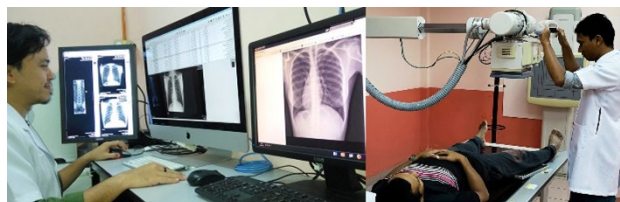
Sports and Recreation

UPM is committed in producing quality students and compete with the increase of soft skills and sports. Thus, the University has provided various facilities and sports facilities to the citizens to provide convenience as well as to encourage citizens to exercise. In addition, UPM also provides modern recreational facilities to citizens throughout the UPM to maintain the mind body fitness such as swimming, tennis complex, golf course, equestrian, reserve forest and many more



University Health Centre

With our vision to become a university health centre which provides Medical and Dental services in the field of Primary Care on par with developed countries, the UPM University Health Centre is committed in our efforts to cultivate and promote good health amongst the UPM community. For more details please visit pku.upm.edu.my



Cafeteria

Great food has always been a priority at UPM, and even more so now that we have a range of new catering facilities, which, coupled with the expertise and passion of the Food and Technology Department, has earned us numerous recognition for our commitment to using local food and supporting the local food industry and businesses.



Banking and Post service

The University is home to local consumer banks – CIMB Bank, customers can make deposits, cash checks and make withdrawals at the on campus branch.



The University's mini post office is a branch of Pos Malaysia situated within the Mohammed Rashid Residence College. The Post Office sells stamps, money orders, envelopes, tape, and boxes for mailing packages.

3. UPM Inbound Mobility Programme



Universiti Putra Malaysia’s study abroad and exchange programme is designed to encourage students from universities abroad to do short-term academic-related stints at UPM.

The exchange programs in UPM began in late 1990’s with only a few students participated in the program mainly to conduct their practical training and research in the field of science and technology such as Veterinary Medicine. Now, UPM has more than 199 Memorandums of Understanding (MoUs) to foster student exchange programmes with universities from all over the world, and each year, hundreds of international students come to UPM from different parts of the world.

Categories of mobility programmes and the international programmes offered in UPM

No.	Category	Description	Practice in UPM	Duration
1.	Short-term study-abroad experience as part of degree program at home institution	Students who as part of their home institution degree program undertake a short-term (one semester or one year) mobility experience in a foreign country at a foreign institution or at a branch campus of their home institution.	The inbound student spends a semester, registers for and attends classes together with full-time students.	1 to 2 semesters to a maximum of 12 months
2.	Research and fieldwork	Research or fieldwork in fulfilment of degree program at home institution.	Student/ Researchers/ Lecturers may come to the university's many laboratories, under the supervision of the university officers.	Typically 2 weeks and more
3.	Internships and practical experiences	Required or optional internship, placement or community service work in fulfilment of degree program at home institution.	Students may come to the university's many laboratories, administrative units or industry partners under the supervision of the university officers.	Typically 2 weeks and more
4.	Study tour, workshops	Required or optional study tour, summer program, cultural or language course, conferences, workshops. Part of or independent of degree programme at home institution	Summer School programmes or customised courses	Typically 2 weeks or more



4. Our Faculties and Institutes



Faculty

1. [Faculty of Agriculture](#)
2. [Faculty of Biotechnology and Biomolecular Sciences](#)
3. [Faculty of Computer Science and Information Technology](#)
4. [Faculty of Design and Architecture](#)
5. [Faculty of Educational Studies](#)
6. [Faculty of Engineering](#)
7. [Faculty of Food Science and Technology](#)
8. [Faculty of Forestry and Environmental](#)
9. [Faculty of Human Ecology](#)
10. [Faculty of Medicine and Health Science](#)
11. [Faculty of Modern Language and Communication](#)
12. [Faculty of Veterinary Medicine](#)
13. [Faculty of Science](#)
14. [Faculty of Agriculture Science and Forestry \(UPMKB\)](#)
15. [Faculty of Humanities, Management and Science \(UPMKB\)](#)

Programme book can be downloaded at (Please choose SESSION 2021/2022):
https://akademik.upm.edu.my/current_student/study_programme_handbook-8746?L=en

School

1. [School of Business and Economics](#)
2. [School of Graduates Studies](#)

Institute

1. [Institute of Bioscience \(IBS\)](#)
2. [Institute of Tropical Agriculture and Food Security \(ITAFoS\)](#)
3. [Institute of Tropical Forestry and Forest Products \(INTROP\)](#)
4. [Institute of Nanoscience and Nanotechnology \(ION2\)](#)
5. [Halal Products Research Institute \(IPPH\)](#)
6. [Institute of Plantation Studies \(IKP\)](#)
7. [International Institute of Aquaculture and Aquatic Sciences](#)
8. [Malaysian Research Institute on Ageing \(MyAgeing\)](#)
9. [Institute of Mathematical Research \(INSPERM\)](#)
10. [Institute of Social Science Studies \(IPSAS\)](#)
11. [Institute of Ecosystem Science Borneo \(UPMKB\)](#)

To learn more on our institutes please browse www.upm.edu.my



5. Applying for Inbound



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Physically

1. Apply

- Log on to i-PUTRA website: www.intl.upm.edu.my
- Download Inbound Application form and prepare supporting documents
- Application deadline for semester exchange is every 30th October for March intake and 30th May for October intake.



2. Submit

- Submit application form and supporting documents at least 4 month before programme begin to mobility@upm.edu.my *Note: Application processing at UPM will take approximately 30 days)*



3. Apply e-VAL (Visa Approval Letter)

- After receive offer letter , student to proceed applying e-VAL through EMGS website if mobility programme is 3 months and above:
<https://educationmalaysia.gov.my/>



4. Attain SEV (Single Entry Visa)

- After receiving e-VAL student required to attained SEV at Malaysian Embassy in home country or through window Malaysia (China student)



5. Travel

- Arrived in Malaysia and begin registration at UPM

Inbound Application Requirement and Supporting Documents

1. Student should have completed 2 semesters at home university
2. Student have English language competence (TOEFL/ELTS or university confirmation)
3. Applicants must download the application (**OPR/INTL/BR01/INBOUND**) form through www.intl.upm.edu.my and submit it to mobility@upm.edu.my ; following form, we also require additional relevant documents, which include:
 - Acknowledgment of nomination from the home university or recommendation letter from the home university through their international office.
 - Certified copies of academic transcripts (subjects/courses that have been completed).
 - Non-English speaking country please provide English language certificate or letter from lecturer about your level of English knowledge.

▪ **Republic of China** students, are **require to submit a 2-minutes video interview** (compressed mpeg4 format, size must not more than 5mb) and to explain (in English) about themselves and why they wanted to study in UPM and online interview may be conducted based on faculty requirements.

Disclaimer: Students are advised to check with the mobility officer on the travelling procedure during the Covid-19 Pandemic.

Virtually

1. Apply

- Log on to i-PUTRA website: www.intl.upm.edu.my
- Download Inbound Application form and prepare supporting documents
- Application deadline for semester exchange is every 30th October for March intake and 30th May for October intake.



2. Submit

- Submit application form and supporting documents at least 4 month before programme begin to mobility@upm.edu.my *Note: Application processing at UPM will take approximately 30 days*



3. Receiving Offer Letter

- After receive the offer letter and welcoming pack, student may start to register, fees payment to UPM Account Number, contact Academic advisor as per stated in the offer letter.

Inbound Application Requirement and Supporting Documents

1. Student should have completed 2 semesters at home university
 2. Student have English language competence (TOEFL/ELTS/CIEP or university confirmation)
 3. Applicants must download the application (**OPR/INTL/BR01/INBOUND**) form through www.intl.upm.edu.my and submit it to mobility@upm.edu.my ; following form, we also require additional relevant documents, which include:
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- **Republic of China** students, are **require to submit a 2-minutes video interview** (compressed mpeg4 format, size must not more than 5mb) and to explain (in English) about themselves and why they wanted to study in UPM and online interview may be conducted based on faculty requirements.

Disclaimer: Students are advised to check with the relevant authorities' websites for updated information on the Movement Control Order.

6. After Receiving UPM Offer Letter



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Every International students whom applying for inbound in UPM are required to enter Malaysia with correct documentations. **For international students who wish to study more than 3 months to UPM; student are required to apply e-VAL (<https://educationmalaysia.gov.my/>).** For student whom studying less than 3 months in UPM, they are required to attain professional pass (please contact our mobility officer and learn how).

7. Student Pass and Visa Requirement

Student pass application is need to be made by **student** through Education Malaysia Global Services Malaysia (EMGS) website before coming to Malaysia. **You are required to make VAL payment to EMGS** during the application payment section, there will be 2 option (which is to pay using credit card and Pay to Institutions), please choose pay through credit card. If you do not have credit card you may made payment **through telegraphic transfer** (at any banks nearby you at home country) as per below details:

**Account Name : EDUCATION MALAYSIA
GLOBAL SERVICES (EMGS)**

Account Number : 514057662341

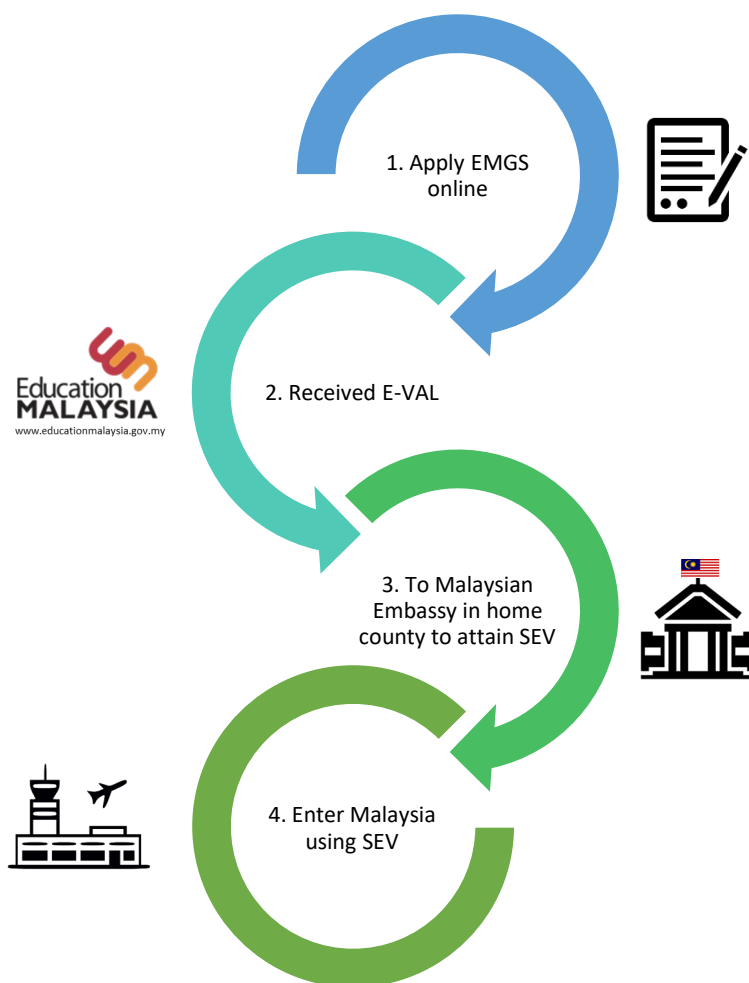
Name of Bank : MAYBANK

**Type of Transfer : TELEGRAPHIC
TRANSFER (T.T)**

Swift Code : MBBEMYKLXXX

Payment through telegraphic transfer (detail as per-below). Once payment been made please send us the receipt to mobility@upm.edu.my.

Student Pass Application Flow Through EMGS



8. Health Insurance

It is compulsory for every student entering Malaysia to have medical insurance. You need to be insured from the date you enter. All international students must be covered by a locally purchased medical health insurance scheme.

Students are reminded that it is compulsory for them to have a valid medical insurance plan throughout the period of study. International students whose medical and health insurance cover period expires prior to the expiry of their existing student pass are required to top up/extend their insurance. This top up/extension should be sufficient to cover the period up to the expiry of their existing student pass or a maximum of 12 months from the insurance start date, whichever is lower.

9. Mobility Fees



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9. A. Mobility Fee According to Duration (Compulsory to all mobility students studying in UPM)

No	Duration	Amount (MYR)	Note
1	12 months (2 semester exchange)	775.50	Payment can be made at UPM Bursar's Office or deposited to the following CIMB account at the CIMB Counter/ via online payment during the registration. Account no: 8002155042 Account name: UPM Collection
2	5-6 months (1 semester exchange)	532.50	
3	1-3 months	312.50	
4	15 – 30 days	185.00	
5	14 days and below	185.00	

9. B. Mobility Fee for Pre-arrival (EMGS application estimation)

No	Items	Amount (MYR)	Note
1	VISA Application	20.00	Payment to be made during online application via Education Malaysia Global Services (EMGS)
2	New Application for Short Courses via EMGS (3 – 12 months)	250.00	
3	Student Pass fee	60.00	
4	Health Insurance via EMGS (Silver to platinum premium)	200.00 – 900.00	
5	E-VAL fee	150.00	
6	i-Kad	53.00	
7	Multiple Entry Visa	20.00 – 40.00	

9. C. Mobility Fee for On-arrival (compulsory)

No	Items	Amount (MYR)	Note
1	Medical Check-up at UPM Health Centre	250.00	Payment to be made at University Bursar's office
2	Mobility fees	Please refer 9.A table	

9. D University Additional Services (optional)

No	Items	Amount (MYR)	Note
1	University Medical Service (Subscribing to University Medical service will enable students to receive various service such as medical treatment, medicines, dental etc)	200.00	Payment to be made at University Bursar's office
2	University Shuttle Bus	15.00	

Note:

- University students without MoU will need to pay full tuition fees (for 1-2 semester exchange). Click here to view tuition fee rates: http://www.bursar.upm.edu.my/perkhidmatan/kadar/kadar_yuran_pengajian_pelajar_ijazah_pertama_dalam_negara-31661?L=en
- Payment must be made at UPM Bursar's office during registration weeks. Tuition fees are not inclusive of VAL application, Health Insurance, Student Pass Cancellation and other fees stipulated in the EMGS System

10. Living Expenses



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Estimated Expenses Per Semester in MYR (5 Months)

		Hall lodging fees	Compulsory hall meal charges (if any)
1	University-administered Accommodation	500 to 1800/ month	
2	Private Accommodation (Off-campus)	1500 – 3000/ month	
3	Food/ Meals	5000 – 6000/ semester	
4	Personal expenses (e.g. laundry, sundries, local transportation, etc.)	From 3000 – 4000/ semester	
5	Academic Expenses (e.g. books)	1000/semester	

11. Our On Campus Accommodation

1. UPM Guest House

Type: Apartment

Monthly fees: RM400 - RM500 per month

Location: On-campus

Amenities: Air conditioning, kitchen, shared bathroom, living room, dining

hall, bedding and sheets,

Website: https://bpp.upm.edu.my/guest_house-3907

Reservation:

https://bpp.upm.edu.my/download_document/guest_house-13117



2. UPM College

Type: Dormitory.

Monthly fees: RM270 – RM800

Location: On-campus

Amenities: Fan, shared bedroom, shared toilet and bathroom, bedding, study table

Website: <https://bpp.upm.edu.my/>

Reservation:

https://bpp.upm.edu.my/download_document/on_campus_t_section-13114?L=en



3. KMR One Putra

Type: Room

Monthly fees: Min RM600 and above

Location: On campus

Amenities: Air conditioning, single bedroom, kitchen, private bathroom, study table

Website: <https://www.upmholdings.com.my/kmr-oneputra-residence.php>

Reservation: upmint@upmholdings.com



12. Off Campus Accommodation



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Apartment nearby UPM

A) The Academia, South City Plaza Apartment
(5 km from campus)

Contact: Management Office (+603- 8938 1650)

B) The Heritage Residence

(3.9 km from campus)

Contact: Mr. Calvin (+6016 618 8330)

C) Mutiara Residency

(5 km from campus)

Contact: Mr. William Tan (+6012 305 5158)

D) UNIV 360 Students

(4.6 km from campus)

Contact: Off Campus Section, UPM Housing and Placement Division (+603 9769 1319)

Hotels nearby UPM

OYO 421 Ihome Boutique Hotel (3 star)

MYR90.00

Hello Hotel Taman Sri Serdang (3 star)

MYR100.00

Place to Stay (3 star) MYR100.00

Top Holiday Hotel (3 star) MYR150.00

Philea Mines Beach Resort (4 stars) MYR170.00

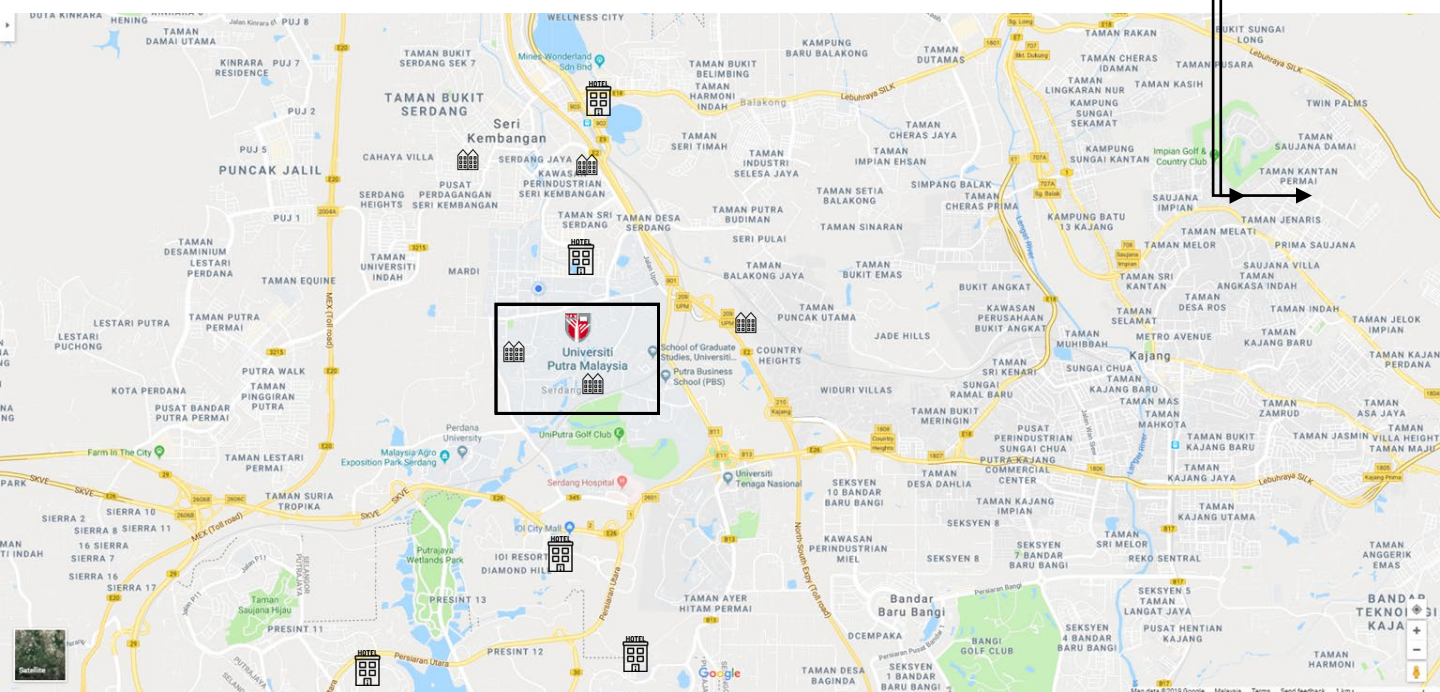
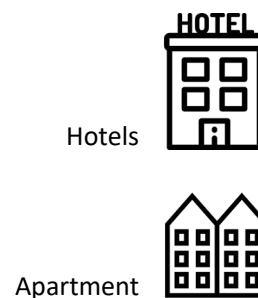
Dorsett Putrajaya (4 stars) MYR172.00

The Everly Putrajaya (4 stars) MYR 167.00

Putrajaya Marriott Hotel (5 stars) MYR 270.00

which these hotel are located nearby to UPM (5KM in radius). UPM does not have any connection with these hotel/apartment and to book it students can use e-booking online platform such as www.booking.com or www.agoda.com for hotel or call stated number.

- Duration stay: 6 month - 1 year (minimum)
- New UPM full-time student (Individual and Family)
- First come first serve basis
- Rental fee depends on the type of apartment (approx. MYR1200-MYR2000 per month)



13. Airport Pickup Service



ELS Language Centre Airport Pickup Service

Since 2017, i-PUTRA no longer provides airport pickup for mobility students. Thus we encourage students to arrange their own arrival to UPM. However we would recommending students to use **ELS Centre airport service**. ELS is one of UPM long-term partner and providing various services to students.

Airport Pickup Rates:

- 1 Person - RM340.00
- 2 Persons - RM440.00
- 3-4 Persons - RM500.00

Bank Details:

Payee: UPX SDN BHD
 Account No.: 3203765103
 Swift code: PBBEMYKL
 Bank Address:
 Public Bank Berhad,
 No 1&3, Jalan Solaris 1, Solaris Mont Kiara,
 50480 Kuala Lumpur, Malaysia

To book:

https://docs.google.com/forms/d/1vDd--b4PUKaoVf0eefcP1aO0xwZTg4y-fuOCe_s5loM/viewform?ts=5b7d38f1&edit_requested=true

During public holidays and Sundays, there is a surcharge of RM150.

*Please note that all payments must be made before arrival.



Self Arrangement to UPM using Public Transport



KLIA KLIA2 Transit/Express to KL Central Station

Operation hours:
 First train: 5:00am
 Last Train: 12:40am

KTM Komuter to Serdang Station and then take taxi To UPM

KTM Operation hours:
 First bus: 6:00am
 Last bus: 12:00am



KLIA / KLIA2 to UPM

Students can take KLIA Limo, Taxi or use online app such as Uber and Grab direct to UPM

Operation hours: 24hrs



KLIA / KLIA2 to UPM

Students can take shuttle bus from KLIA, KLIA2 to TBS and then take taxi to UPM

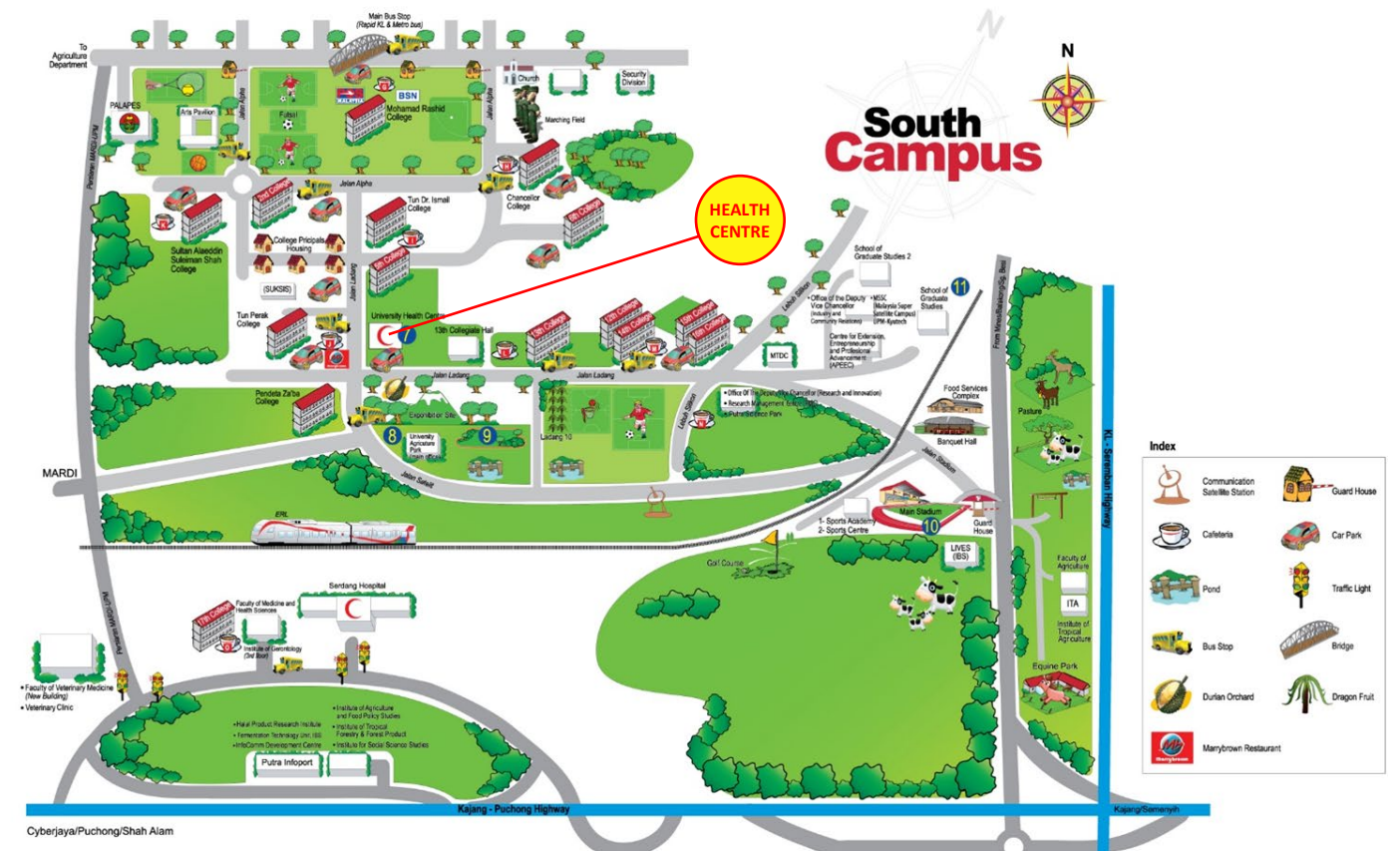
Operation hours:
 4:15am-12:00pm-1:00am



14. UPM Campus Map



PUTRA International Centre (i-PUTRA)



15. Buddies Association UPM



Buddies Association UPM is to assist international students in acclimatizing to their new environment and surroundings, also supporting the Internationalization at home efforts in the university. There are various activities organized by them on semester basis to enhance mobility student experience studying in UPM. One of their famous signature programme are SANTIME, #BAUSnackPack, NewStep and many more. In order to get in contact with our local buddies is by emailing them at buddiesprogramme.upm@gmail.com.

16. Acculturation Programme

During the whole semester, i-PUTRA will organised various culture acculturation programme specially for semester exchange and other type of mobility students. The programmes are as per-below:



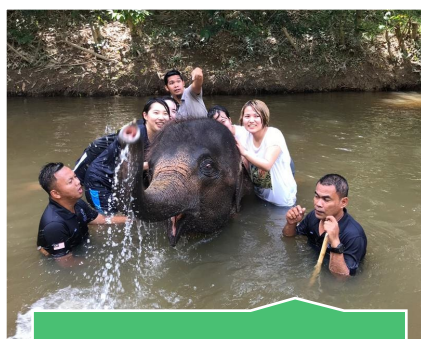
A Visit to UNESCO World Heritage Site Melaka



Kuala Lumpur City Tour



Homestay Programme



Day Trip to Kuala Gandah Elephant Sanctuary, Pahang



Malaysian Cultural Day



Day trip to Mah Meri Cultural Village

Disclaimer: These programme will solely depend on weather and any changes from time to time and depending to Covid-19 situation.



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Universiti Putra Malaysia

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