

INTERNATIONAL STUDENT ADMISSION PROCEDURES

A-REGISTRATION/PRE ARRIVAL

STEP 1: ITEMS REQUIRED FOR REGISTRATION

The documents required for registration are:

- A duly completed BERJAYA University College [BERJAYA UC hereafter] application form. The form can be downloaded from the website.
- **THREE (3)** sets of certified true photocopies of passport - all pages including the blank pages. Passport must have more than 18 months (1 ½ years) of validity from date of application submission.
- **THREE (3)** certified true copies of academic qualification / transcript / certificate in English. Translation from foreign languages to English must also be certified. The translation company/translator is required to provide a certification letter to confirm that the translation is accurate with the date of translation, full name, seal and signature of translator indicated accordingly.
- **SEVEN (7)** pieces of passport-sized photos (3.5cm x 5.0cm) with **WHITE** background and front view (side view not acceptable) taken within the period of six (6) months.
- Pre-Arrival Medical Examination Report from student's home country if screening was done at a non-EMGS registered overseas clinic (if applicable). The copy of the Lab Report and the Chest X-ray Report should be attached. All should be completed in the English Language. The Health Examination Report Form can be downloaded Health-Examination-Reportv1.6 from the website.
- Application & Registration Fee RM 3,200/-
- Accommodation Booking Fee = RM 200/-
- A Release Letter, Academic Transcripts / Certificates and Attendance Report from previous institution if applicant is intending to transfer from other institution in Malaysia. (Progression/ Variation Category)
- No Objection Certificates (NOC) or Letter of Eligibility (LOE) if the student is from Sudan and Iran respectively. The document should be applied for by the institution from the respective Embassy in Kuala Lumpur.

- Details of tuition fee payment [Terms & Conditions apply]

Fee can be paid via telegraphic transfer to the following account:

Bank Name	: Maybank Berhad
Account Name	: Berjaya Higher Education Sdn. Bhd.
Account Number	: 5-14084-51052-8
Swift code	: MBBEMYKL
Branch	: Bukit Bintang
After payment, please fax receipt to	: +603 2687 7001

STEP 2: UPON RECEIPT OF APPLICATION AND PAYMENT

An offer letter will be issued after BERJAYA UC has accepted the candidate's application and payment. The candidate is officially a registered student of BERJAYA UC.

STEP 3: APPLICATION FOR VISA / STUDENT PASS

BERJAYA UC will submit the student's application to Education Malaysia Global Services (EMGS) to process the visa/student pass. The process will take about 6 – 8 weeks.

STEP 4: ELECTRONIC VISA APPROVAL LETTER (eVAL)

With effect from **15 October 2017**, Immigration Department of Malaysia and EMGS will be implementing an (eVAL).

- A notification will be sent to the student according to the email address in the application form.
- If the application is approved: the eVAL will be sent to the student after receiving the Telegraphic Transfer (TT) slip for advance fee payment. The student will be required to apply for the single entry visa (SEV) at the Malaysia Embassy/Malaysia Higher Commission in his/her home country.

BERJAYA UC allows student to enter Malaysia only two [2] weeks before the trimester starts provided he/she has the Visa Approval Letter (VAL). (If applicable)

STEP 5: CHECKING WITH LOCAL IMMIGRATION AT HOME COUNTRY

Once an eVAL is obtained, the student is advised to check with his/her local Immigration or Malaysia Embassy/Malaysia Higher Commission whether a visa is required to enter Malaysia.

STEP 6: DETAILS OF ARRIVAL

The student **MUST** inform BERJAYA UC of his/her arrival details (Itinerary Flight Details, Arrival Details Form and Accommodation Form requirement (**ONE WEEK** before arrival date)

B-REGISTRATION/POST ARRIVAL

STEP 1: REPORTING TO THE UNIVERSITY COLLEGE

The student is to report at the International Student Services Office (ISSo) at BERJAYA UC within **ONE [1]** working day after arrival.

STEP 2: POST ARRIVAL MEDICAL CHECK UP

International Student Services Staff will send student to do medical screening at nearest EMGS panel clinic, with fill in the Post Arrival Health Examination Report Form.

STEP 3: ENDORSEMENT OF VISA/STUDENT PASS

The student needs to submit his/her passport to the International Student Services Office (ISSo), DoSS in order to get the student pass and visa to be endorsed by the Malaysian Immigration Office after medical check-up is completed within **SEVEN [7]** working days from date of arrival. The endorsement process is estimated to take approximately 3 – 4 weeks from the date of passport submission by student to BERJAYA UC.

STEP 4: CURRENCY EXCHANGE AND OPENING OF BANK ACCOUNT

International Student Services Officer will assist the student to exchange currency and open a bank account, if requested.

STEP 5: PAYMENT OF TUITION FEES

Tuition fees for the subsequent trimester (trimester 2 onwards) must paid before commencement of a new trimester.

STEP 6: ENGLISH LANGUAGE REQUIREMENT AND ENGLISH PLACEMENT TEST

The Ministry of Higher Education Malaysia, in its latest circular requires all international students who wish to be admitted into any diploma or degree programmes must have an English language certification by IELTS, TOEFL or Pearson Test of English (PTE) Academic-effective 30 November 2017.

All foreign students are also required to sit for the English Placement Test (EPT) (if they do not have the certificate of TOEFL or IELTS equivalent) to determine the English proficiency upon admission.

If foreign students are unable to meet the English Language requirement within 12 month, student will not be allowed to pursue studies in the main program and would need to return to home country.

C-PRE DEPARTURE ADVICE

1. Confirmation of Travel Arrangements and Preparing to Depart from Home Country

Once travel arrangements have been made and confirmed, the student **MUST** submit the following details to BERJAYA UCH (ISSo, DoSS) **ONE [1]** week in advance :-

- Name
- Passport Number
- Traveling Form
- Date
- Flight Number
- Arrival Time

Please attach the copy of itinerary flight ticket and copy of stamped single entry visa (SEV).

Luggage should be labeled with student's full name and the full address of destination. It is also advisable to put the same details in each luggage as well, in the event that the outer labels are torn.

2. What to Bring

Malaysia has most of the items that a foreign student needs. However, the following personal items are recommended:

- Clothes & footwear (casual & formal)
- Bed sheet
- Cell phone
- Charger & adapter plugs
- Medication and / or prescriptions

Important documents that you need to also bring along

- Passport with at least one year validity
- Itinerary Flight Ticket
- BERJAYA UC Offer Letter & Visa Approval Letter (VAL)
- Original Academic Transcripts
- Adequate money to cover the student's living expenses for the first two months (accommodation, food, travel, books, etc).

D-ARRIVAL ADVICE

1. Airport Pick-Up

Malaysia Immigration Law requires all institutions to meet ALL their respective foreign students at the Immigration checkpoint at the airport; otherwise the foreign students will not be allowed to check out. Once BERJAYA UC has received the students' arrival details, BERJAYA UC's staff will be present at the Immigration checkpoint to meet the students and assist them with the Immigration clearance.

Students are advised to refrain from making arrangement for friends or relatives' to pick-up at the airport. Such meetings can be arranged after the students are settled with their accommodation arrangement.

2. Accommodation Check-In

BERJAYA UC staff will bring students to the hostel and settle their accommodation arrangements. All international students are required to stay at the accommodation provided by BERJAYA UC for least EIGHT [8] months or TWO [2] trimesters.

3. Endorsement of Student Pass

All international students are required to report to BERJAYA UC (International Student Services Office, DoSS) within **ONE [1]** working day of their arrival with the following:

- Original Passport

The above items are required for the student passes to be endorsed. It is an extremely important step and failure to do so may result in a fine being imposed by the Malaysia Immigration Department, which students have to bear.

The current Immigration law stipulates that foreign students are not allowed to study in Malaysia with a social/visit/dependent/special pass. Thus, international students must ensure that their passes are endorsed and that they carry with them valid student passes at all times during their studies at BERJAYA UC. Foreign students are also not allowed to work in Malaysia during their course of studies.

4. Student ID Tag

Students will be issued a Student ID tag when upon payment of fees at BERJAYA UC. The Student ID tag must be carried by all students to gain access and be allowed to use the facilities within the premises.

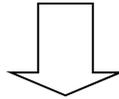
5. Banking Matters

The International Student Services Office will assist international students in exchanging currencies and applying for a bank account. Bank accounts can be opened after student passes have been endorsed in the passports.

SUMMARY CHART

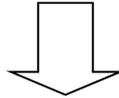
Student submits application form with registration fees and all documents:

- 3 certified true copies of all relevant academic qualifications/examination results: - high school result/college transcript
- 3 photocopies of passport booklet (all pages including blank pages)
- 7 passport-size color photographs with blue background and front view (side view not acceptable) taken within the last six months

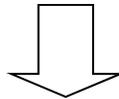


BERJAYA UC applies for student pass and visa on behalf of student upon receipt of complete documents

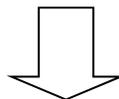
- require approximately 6-8 weeks from date of offer letter issued by BERJAYA UC. The offer letter will be sent to the student.



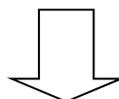
*eVisa Approval Letter (eVAL) issued by the Immigration Department will be sent to student when tuition fees have been made. Student will be informed when the eVAL is out.



Student must inform BERJAYA UC of their arrival details to Malaysia **ONE [1]** week in advance of arrival date.



Student arrives in Malaysia and reports to BERJAYA UC - International Student Services Office (ISSo), DoSS within **ONE [1]** working day of arrival. Needs to submit his/her passport for endorsement of student pass and visa after medical check-up is completed within **SEVEN [7]** working days from date of arrival.



Student collects passport from BERJAYA UC - International Student Services Office (ISSo), DoSS in 3 - 4 weeks after the submission of passport for endorsement of visa and student pass

**eVAL approval depends on the processing time by the Immigration Department*