



INTERNATIONAL STUDENT SERVICES OFFICE

ARRIVAL DETAILS FORM

Message from Immigration Department of Malaysia (IMM): It is the requirement of the IMM that all **FIRST-TIME / NEW** international students arriving at KLIA (KL International Airport) or KLIA 2 (Kuala Lumpur International Airport 2) need to be pickup by representative from the institution upon arrival at the airport. Without the assistance of the institution, students would be barred from entering Malaysia.

Notice must be given at least **Five (5) WORKING DAYS** in advance for the airport pick up arrangement and processing of medical insurance purpose. *Please avoid arriving on a weekend, late at night, and public holidays. *The institution could not guarantee there would be the institution representative available during these hours.

****Please fill in all the fields with appropriate and clear information.**

Personal Details

Name : _____ Passport No.: _____

Program Applied : _____ Program Intake: _____

Home Country Address : _____

H/P Number : _____ Fax No.: _____
(Home country mobile for Apps. (Please include all international code)
i.e. Whatsapp / Wechat / LINE include international code)

Telephone Home: _____ Malaysia Contact Number (If Available): _____
(Please include all international code)

E-mail: _____

Travel Details

Departing from: _____ Flight No.: _____
(Airport Name / City / Country)

Airlines Name: _____

#Please attach the copy of flight ticket /travel itinerary.

Departure Date : _____ Departure Time : _____

Arrival Date : _____ Arrival Time : _____
(Malaysia Date) (Malaysia Time)

Which airport are you arriving at? (Pick only ONE)

Kuala Lumpur International Airport (KLIA)

Kuala Lumpur International Airport 2 (KLIA 2)

Parents/Guardian Travelling Together Details

Note: This pick up is **priority for new students only**, however if any members of the family or friends who accompany the students, they need to inform BERJAYA UCH in advance and fill in the arrival form for transportation arrangement (**subject to available seats for accompany family or friends**). BERJAYA UC will not be responsible for the accommodation arrangement of any members of the family or friends who accompany the students.

1) Name : _____ Passport No.: _____

Relationship: **Father / Mother / Brother / Sister / Uncle / Aunty / Guardian / other** (please specify): _____

2) Name : _____ Passport No.: _____

Relationship: **Father / Mother / Brother / Sister / Uncle / Aunty / Guardian / other** (please specify): _____

Baggage Information

****Please fill in the baggage information for vehicle arrangement:-**

Baggage Weight (please tick): 50 kg 40kg 30kg 20kg

Baggage size {please tick & write the number of bag (NOB) at below}:

x _____ (NOB)

x _____ (NOB)

x _____ (NOB)

x _____ (NOB)

55 c m

69 c m

75 c m

81cm



Accommodation Information

➤ Have you reserved on-campus accommodation? (Choose only ONE)

Plaza Berjaya, 12, Jalan Imbi, 55100 Kuala Lumpur

Awana Puri Condominiums, Jalan 15/119, Taman Mutiara Barat, 56000 Kuala Lumpur

➤ If you have choose to stay off-campus, please tick the below:-

Staying with parents/guardian

Note: For student who stays with parents or guardian; kindly inform parents or guardian to make own transportation arrangement. Meeting point for pick-up will be at the entrance of Berjaya Times Square Hotel, Kuala Lumpur.

Submission of Arrival Details Form

Please email this **Arrival Details Form** and **Copy of Flight Ticket/Travel Itinerary** directly to: BERJAYA UC Marketing staff in charge or ISS Office staff: nor.azura@berjaya.edu.my / raja.ahmadasyraf@berjaya.edu.my / syed.muhrasul@berjaya.edu.my or Fax to: 603-2687 7001

****Note:** The Arrival Details form should be submitted at least Five (5) working days **BEFORE** arrival in Malaysia.

Reporting to BERJAYA UNIVERSITY COLLEGE

You are required to report yourself to the International Student Services Office (ISSo) on the next working day.

Staff Name: **Ms. Nor Azura/ Mr. Asyraf/Mr. Syed**

E-mail: nor.azura@berjaya.edu.my / raja.ahmadasyraf@berjaya.edu.my / syed.muhrasul@berjaya.edu.my

Telephone Number: **603-2687 7000 ext. 7097 / 7099**

IMPORTANT INFORMATION BELOW

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

- **Pre-arrival information:-**

1. The Arrival Details Form is **only** for new international students who have received the eVisa Approval Letter (eVAL) issued by Immigration Malaysia to study at **Berjaya University College (BERJAYA UC)**.
2. This service is only available for student who entering Malaysia for the first time via Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA 2).

A Berjaya UCH staff will be meeting you at the KLIA or KLIA 2 Immigration checkpoint. The Berjaya UC staff will be holding a name card with your name on it. If you do not see the person at the Immigration checkpoint, please wait at the waiting area. The person might be late due to some unexpected circumstances (such as traffic jam). Please be patient.

However, should you have waited for more than one hour, please contact the BERJAYA UC at 03-2687 7000 (please check with airport personnel for the nearest phone).

3. This service is only from the Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA 2) to the BERJAYA UC (**one-way**).
4. Students are strongly advised to arrive at KLIA or KLIA 2 during office hours (**9.00am – 5.00pm**) on **Monday through Friday**. This is to facilitate airport pickup by BERJAYA UCH personnel and ease hostel check-in. Wherever possible please avoid arriving during; off hours (e.g. Between 11.00 pm – 8.00am), weekends (Saturday or Sunday), or Malaysian Public Holidays. Should you arrive during these hours, you might have to wait till the next morning for the pickup.
5. If you have not made any on-campus hostel reservation, please make arrangement to stay at a local hotel upon arrival at the University College. The University College does not provide temporary housing to students or parents. Additional information about on-campus accommodation available from the Accommodation Office.

- **Restrictions:-**

1. This service is **NOT AVAILABLE** for student who enters Malaysia via port of entry other than KLIA or KLIA 2. Student who choose to enter Malaysia via other ports of entry are advised to make own arrangement to come to the BERJAYA UC.
2. This pick up is priority for new students only, however if any members of the family or friends who accompany the students, they need to inform BERJAYA UC in advance and fill in the arrival form for transportation arrangement (subject to available seats for accompany family or friends). BERJAYA UC will not be responsible for the accommodation arrangement of any members of the family or friends who accompany the students.

Have a pleasant journey to Kuala Lumpur, Malaysia