



University of Malaya



Q1. Full name of your institution in English

University of Malaya

Q2. Student quota: number of exchange students you can accommodate from Waseda University

5

Q3. Categories of exchange students you will accept

Undergraduate: students with at least 2 semesters completed

Q4. Study Period

2014/2015 Academic Session

Semester I: Early September – Mid February

Q5. Is enrollment open to students of any nationality including your own country? If "no", please specify all restrictions.

Yes, It is open to all nationality including Malaysian

Q6. GPA requirement on the 4-point scale (Please also indicate any other specific requirements regarding grades.)

3.0 and above

Q7. TOEFL requirements: Please specify required minimum scores on PBT and iBT. Please add section-score requirements if there are any.

<Faculty of Business & Accountancy >

PBT550, iBT79-80, IELTS Band 6.0

<Faculty of Languages & Linguistics >

TOEIC605 or Letter from Waseda stating the English Proficiency.

<Other Faculties>

Letter from Waseda stating the English Proficiency.

Q7-a. How many class hours per week of the beginner local language courses (other than English) do you have?

For undergraduates:

Having basic Malay language proficiency is an added advantage to students who wish to be enrolled in undergraduate Arts Based Programs i.e, Arts and Social Sciences, Education as most of the courses are taught in the Malay language.

For the benefit of students who are not proficient in the language they may register for courses taught in English.

Q8. What kind of accommodation is available? (Housing cost is covered by Waseda University.)

On-campus residential with double or triple-sharing rooms and communal facilities. The cost per day is RM15 approx USD5

Q9. How much will estimated living cost be for a month stay? Please tell us a rough overall amount in your currency.

MYR 1,050 / month

Q9-a. Please break down the overall amount answered in Q9.

RM450/month = Dormitory fees

RM600/month = Estimated amount for Food & Beverage

(The figures provided are only an estimate. It will vary depending on the student's choice of food and miscellaneous.)

Q10. Number of courses you would recommend an exchange student should take during one semester

Minimum = 6 credit hours/ per semester and Maximum = 20 credit hours per semester

Q11. Insurance plan: Is an exchange student required to purchase a compulsory insurance plan (e.g., health insurance plan) designated by your university or country? If "yes", how much does it cost?

No, however; exchange students are required to obtain the health insurance from their home country covering the following benefits:

- 1) Personal Accidents**
- 2) Death**
- 3) Repatriation**

The insurance coverage should be stated in English

Q11-a. If your answer to Q11 is "yes", is a waiver available, provided that the student purchases an insurance plan designated by Waseda University? Please state specific "conditions" if any.

Not Applicable

Q12. Application documents

- 1. Application Form for Admission as Non-Graduating/Exchange Student**
- 2. A Letter of Support from the Home University**
- 3. Two Photocopies of Academic Transcript**
- 4. Two Photocopies of Passport**
- 5. 2 Passport Size Photographs**
- 6. Insurance from Home Country (Health, Death, Personal Accident & Repatriation)**
- 7. Reference Letter from Home University for Credit Transfer/Sit for Examination**
- 8. TOEFL/IELTS Certificate (required for credit transfer)**

Q13. Any comments and other useful information (e.g., visa, orientation, local information)

Please go through the information below. We will advise your students on what to do with regards to visa application once they receive the offer letter from University of Malaya.

- 1. International applicant who is offered a place to study in Malaysia is required to apply for Visa with Reference (VDR) before entering this country. Visa with Reference (VDR) is a visa issued by the Malaysian Representative Office abroad to a non-citizen to enable individual(s) to enter Malaysia after the visa is approved by the Immigration Department Headquarters in Malaysia. The VDR process will normally take 1 to 2 months. Therefore, students are advised to take immediate action upon receiving the offer letter from the University.**
- 2. The following documents are required for applying the VDR and applicant is required to submit complete documents via email to visa_isc@um.edu.my soonest possible:**

- (1) *One (1) copy of the offer letter;*
- (2) *One (1) copy of the latest academic certificate.*
- (3) *One (1) copy of blue colour background passport-sized photo.*
- (4) *One (1) set of all pages in the passport including blanks to be copied only on one side of the A4 -sized paper.*
- (5) *One (1) copy of completed IM-14 form*
- (6) *One (1) copy of completed BTK-100 form (for applicant from China and Nigeria)*
- (7) *One (1) copy of the information on the Malaysian embassy address in your own country for collection of the VDR letter (to be printed on A4-sized paper)*

3. The following are information on payment to be made for the VDR processing fee:

Type of transfer:	Telegraphic Transfer (T.T) only
Amount :	USD 40.00
Payee:	BURSAR UNIVERSITY OF MALAYA
Bank Account:	1440-0004005-053
Address:	CIMB Bank Berhad University of Malaya Branch 50603 Kuala Lumpur Malaysia
Swift Code:	CIBBMYKL

All additional charges from the bank/agent/representative related to the transaction must be paid/borne by the payer/new student.

Payer/new student must submit proof of payment via email to visa_isc@um.edu.my

for verification purposes.

4. Your application for VDR will be submitted to the Malaysian Immigration Authority. Our office will email the

VDR approval letter to you once ready. Please obtain the Single Entry Visa With Reference (VDR) at the nearest Malaysian Embassy/Consulate in your home country by producing the VDR approval letter.

5. Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the said institution. The University of Malaya is unable to apply the Student Pass for an applicant unless that institution has made the cancellation with the Immigration Department. Applicants are required to get a letter of release from the said institution.

6. For applicants holding a Student Pass from another institution, please ensure that the existing Student Pass validity period is shortened by the said institution.

In addition, the Immigration Authority of Malaysia requires all universities in Malaysia to sign a Personal Bond on behalf of the applicant, binding the University for the said sum. To comply with this requirement, the University requires a candidate to lodge with the University the said sum for this purpose. The amount of money paid will subsequently be refunded to the applicant upon completion or withdrawal of his/her study in this University, on the condition that there is no violation of any provision of the Immigration Ordinance 1959 (F.M. 12 of 1969) and Immigration Regulations 1963 (F.L.N 228/63). (Please refer to the Appendix A). Once the applicant has ascertained the rate of bond to be paid, please make the payment to 'Bursar University of Malaya' for that sum of money in Malaysian Ringgit (MYR) before applying for the Student Pass.

PROCEDURE FOR APPLICATION OF VISA WITH REFERENCE (VDR) FOR NEW STUDENT

- 1. Students receive offer letter from ISC /IGS via E-mail or Air Mail.**
- 2. Students prepare documents for VDR application and submit to UM Visa Unit through online system or via e-mail (visa_isc@um.edu.my)**
- 3. Visa Unit submits the VDR application to the Malaysia Immigration Department (MID) for approval within 1 week.**
- 4. MID processes the VDR application within 2 to 3 weeks.**
- 5. Visa Unit collects the approved VDR and email to the Embassy nearest to the student's home address.**
- 6. Students go to the nearest Embassy as stipulated in the email to collect his VDR.**
- 7. The Embassy gives a Single Entry Visa to the student to enter Malaysia. Once arrived at the airport students will be given validity of 30/60/90 days Social Pass.**
- 8. Undergraduate and Masters/Phd by Coursework must arrive in Malaysia at least one week before the**

registration date.

9. Masters/PhD by Research students can register anytime throughout the year.

10. Students complete his/her course registration and submit to VIsa Unit, for the application for Student Pass before the validity of the 30/60/90 days social pass expires.

