A WARM WELCOME TO OUR INTERNATIONAL EXCHANGE STUDENTS

TO UNIVERSITI KUALA LUMPUR.

It is great that you are thinking about studying with us.

Find out more about studying in UniKL and information about living in Malaysia or contact us for further assistance
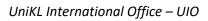
UniKL Information Sheet 2018-2019

General Information	
Name of the University	Universiti Kuala Lumpur (UniKL)
ERASMUS+ PIC number	930531283
Chancellery Address	**UniKL City Campus** 1016, Jalan Sultan Ismail 50250 Kuala Lumpur, Malaysia
List of Campuses	**UniKL BMI (British Malaysian Institute)** *Address: Batu 8 Jalan Sungai Pusu,* *53100 Gombak, Selangor;* **UniKL MFI (Malaysia France Institute)** *Address: Seksyen 14, Jalan Teras Jernang,* *43650 Bandar Baru Bangi, Selangor;* **UniKL MIAT (Malaysian Institute of Aviation Technology)** *Address: Lot 2891 Jalan Jenderam Hulu,* *43800 Dengkil, Selangor;* **UniKL MICET (Malaysian Institute of Chemical Engineering Technology)** *Address: Lot 1988 Taboh Naning,* *Kawasan Perindustrian Bandar Vendor,* *78000 Alor Gajah, Melaka;* **UniKL MESTECH (Malaysian Institute of Medical Science Technology)** *Address: A1-1 Jalan TKS 1,* *Taman Kajang Sentral, 43000 Kajang* **UniKL MITEC (Malaysian Institute of Industrial Technology)** *Address: Jalan Persiaran Sinaran Ilmu,* *Bandar Seri Alam, 81750 Masai, Johor;* **UniKL MIIT (Malaysian Institute of Information Technology)** *Address: 1016, Jalan Sultan Ismail, 50250* *Kuala Lumpur;* **UniKL IPROM (Institute of Product Design & Manufacturing)** *Address: Level G – 2nd 119 Jalan 7/91,* *Taman Shamelin Perkasa,* *3.5 miles Cheras, 56100 Kuala Lumpur;*

	UniKL MSI (Malaysian Spanish Institute) *Address: Kulim Hi Tech Park, 09000 Kulim, Kedah;* **UniKL MIMET (Malaysian Institute of Marine Engineering Technology)** *Address: Dataran Industri Kejuruteraan Marin, Bandar Teknologi Maritim,* *Jalan Pantai Remis, 32200 Lumut, Perak;* **UniKL Business School (Bachelor Campus)** *Address: Bangunan Yayasan Selangor, Jalan Raja Muda Abdul Aziz, 50300 Kuala Lumpur;* **UniKL Business School (Bachelor in Accounting & Postgraduate Studies)** *Address: Lot 438-439, Jln Persiaran Gurney, 54000 Kuala Lumpur.* **IPS (Institute of Postgraduate Studies)** *Address: 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur.*

International Office (UIO)	
Address	**UniKL City Campus** Level 23 1016, Jalan Sultan Ismail 50250 Kuala Lumpur, Malaysia
Director of International Office	Nor Zunaini Abd Kadir norzunaini@unikl.edu.my +(603) 2175 4092
Contact Person	Mr. Mohd Sufiza Harun msufiza@unikl.edu.my/all.uio@unikl.edu.my +(603) 2175 4428
Official Website	
Universiti Kuala Lumpur website	http://www.unikl.edu.my/
Website for exchange mobility programme	https://www.unikl.edu.my/admission/exchange-mobility/areas/
UIO Official Facebook Page	https://www.facebook.com/unikluio/
Instagram	https://www.instagram.com/uniklbuddies_official/ (uniklbuddies_official)

ACADEMIC INFORMATION

Academic calendar:

https://www.unikl.edu.my/academic/academic-calendar/

UniKL MIIT, IPROM, BMI, MFI, MITEC, MIMET, MESTECH, MICET, MIAT (only Bachelor in Aviation Management)

January Semester 2019:

⇨ UIO Welcoming Session & Campus Registration : Jan. 2019
⇨ Lecture: 2019 – 2019 (17 weeks)
   (*) Mid-Semester break: 2019
⇨ Exam period: 2019 *(2 weeks)*

UniKL Business School & UniKL RCMP

February Semester 2019:

⇨ UIO Welcoming Session & Campus Registration : Feb. 2019
⇨ Lecture: 2019 – 2019 (14 weeks)
   (*) Mid-Semester break: TBC 2019
⇨ Exam period: 2019 *(2 weeks)*

   *Academic Calendar is subject to change by the University

ECTS/UniKL Credit Equivalent

UniKL Credits	ECTS
1 Credits = 40 hours Student Learning Time (SLT)	1 ECTS = 25 hours Student Learning Time (SLT)
3 UniKL Credit	**5 ECTS**
A subject with 3 UniKL Credits 3 x 40 hrs SLT = 120 hrs SLT 120 hrs SLT/(25 hrs SLT/ECTS) = 4.8 ECTS (approx. 5 ECTS)	

Add/Drop Subjects Deadline: 4-weeks upon programme commencement. Please consult the Academic Services of the respective School for the Add/Drop Module Form.

EXCHANGE MOBILITY PROGRAM INFORMATION

Courses offered to exchange students	
Language of instruction	English
Undergraduates studies	https://www.unikl.edu.my/programmes/ Maximum number of credits per semester to be validated: 18 UniKL credits (equivalent to 30 ECTS per semester)
Postgraduates studies	https://www.unikl.edu.my/programmes/ 15 UniKL credits (equivalent to 25 ECTS credits per semester)
Joint Research/Internship/ Summer Program	Contact person: Mr. Sufiza Harun, msufiza@unikl.edu.my/all.uio@unikl.edu.my

Language requirements (for exchange students)
Any proof of students' English proficiency can be considered. *Note to University Coordinator: English proficiency equivalent to IELTS 4.5 and above is preferred to enable students follow the lessons in the classrooms.

Mobility Application		
Nomination period and application	UniKL Business School: **01.11.2018**	All other UniKL Campuses: **01.10.2018**
Application form to download online	https://www.unikl.edu.my/admission/exchange-mobility/areas/	
Application form to send to	msufiza@unikl.edu.my/ all.uio@unikl.edu.my	

APPLICATION FORM AND VISA INFORMATION
FOR EXCHANGE STUDENTS

Students must apply for the mobility at the home university and once approved, should complete the '*UniKL Inbound Application Form*' available at https://www.unikl.edu.my/admission/exchange-mobility/areas/

Required documents:

Students must submit the form, along with the following documents:

1.   Copy of Passport:
   -    Passport data information page

2.   One (1) passport size of photo
   -    Please refer to the requirements given by the Immigration
        https://educationmalaysia.gov.my/how-to-apply/passport-photo-guidelines.html/

3.   Proof of Enrollment at the Home University (letter in English by the Home University or student's card certified as true copy by the Home University)

4.   Curriculum Vitae

5.   Motivation Letter

6.   Taking Subjects
UIO Form ISEM Learning Agreement - Inbound students – (signed and stamped by the Home University) – AVAILABLE AT https://www.unikl.edu.my/admission/exchange-mobility/areas/

7.   Research/ Intern
UIO Form ISEM Work Plan Propoal (Staffs/ Interns/ Research students) available at https://www.unikl.edu.my/admission/exchange-mobility/areas/

8.   Medical Screening

   PRE – ARRIVAL:
   - Mobility students who are citizens of the 14 countries that are listed below are exempted from pre-arrival medical screening: the countries are **United Kingdom, Japan, USA, Australia, South Korea, Belgium, Finland, France, Germany, Netherlands, Spain, Sweden, Switzerland,** and Turkey.
   Students from the above countries will be required to submit a declaration of their health status.

- Students whose nationalities is **NOT** included in the country listed above need to compulsory attend pre-arrival medical screening at EMGS registered clinics: https://educationmalaysia.gov.my/get-started/medical-and-health-insurance/registered-overseas-clinics.html

  In the event that there is no EMGS registered clinic available, the student can use the Medical Examination Report, (https://educationmalaysia.gov.my/media/docs/Health-Examination-Reportv1.7.pdf) and proceed to attend the medical screening in a non-registered clinic. The Medical Examination Report should be filled out by the examining doctor and the scanned copy should be submitted via email to UniKL (msufiza@unikl.edu.my/all.uio@unikl.edu.my).

  !!! The Immigration Office accepts only medical examination done within 90 days before arrival in Malaysia.

  POST-ARRIVAL:

- **All students** are required to attend a medical examination once they have arrived in Malaysia in any of the EMGS Panel clinic listed (https://educationmalaysia.gov.my/how-to-apply/medical-screening/registered-overseas-clinics.html/) within SEVEN (7) days of arrival. Any students who fail this medical screening will not be issued with a student pass and will be required to leave the country. **This medical test include drug/ cannabis test too: pleased be more attentive to this matter, as drug laws in Malaysia may differ from those in the other countries.**

INTERNATIONAL EXCHANGE STUDENTS PROCESSING FEE must to be paid in cash upon arrival: RM 120.00 per student.

Visa Requirements

UIO will facilitate students with any inquiries during the visa application process.

Please be informed that effective 15 December 2016, all students must obtain single entry visa from the Malaysian Embassy of the Home Country prior to entry Malaysia. **DO NOT PURCHASE FLIGHT TICKET BEFORE RECEIVING THE SINGLE ENTRY VISA FROM THE MALAYSIAN EMBASSY/ HIGH COMMISSION AT YOUR HOME COUNTRY.**
In the absence of Malaysian Embassy/ High Commission at your home country (for example: Portugal, you may obtain your Visa on Arrival at the airport in Malaysia upon your arrival).

As soon as you have fulfilled all the visa required documents and submit to us, we will issue you an Acceptance Letter and Visa Application Guidelines. Then you will apply the student visa directly through EMGS online system.
Note: You may be required to re-submit/add documentation depending on EMGS requirement during the visa application process.

Payment: You have to make visa payment directly to EMGS.

Visa processing fee:
- VISA APPLICATION PROCESSING FEE: the amount varies as it depends on the citizenship, on the duration of the mobility and other varying factors;
- INSURANCE: depends on the package that students chose among those approved by EMGS;
- MEDICAL SCREENING UPON ARRIVAL IN MALAYSIA: RM 250
- I-KAD (expatriate identification card): RM 50
    (*) Fee for those who need to get the medical screening before the arrival not included.

Upon approval of the student visa, you may download your E Visa Approval Letter (EVAL).

Student must immediately apply for a single entry pass from the Malaysian Embassy/ Malaysian Representative Office in the home university country.

Upon arrival in Malaysia and after having passed the Medical Screening, UIO will collect passport from the students and submit to EMGS/Immigration to get the endorsement of the student visa.

Accommodation

The university provides support in finding an accommodation for each UniKL campus:

UniKL Campus	Specialization	Location	In-Campus	Off-Campus
MIIT	IT and Computer Science	Kuala Lumpur (City Campus)	✗	✓ ⇨ Hostel (subject to availability) ⇨ Private Accomodation (Appendix D)
BMI	Electrical, Electronic, Medical Electronic & Telecommunication Technology	Gombak	✓ ⇨ Hostel (subject to availability)	✗
MFI	Industrial Maintenance Technology	Bangi	✓ ⇨ Hostel (subject to availability)	✓ ⇨ Private Accomodation (Appendix D)
MITEC	Quality Engineering, Facilities Maintenance & Industrial Logistic	Pasir Gudang	✓ ⇨ Hostel (subject to availability) ⇨ Guesthouse (subject to availability)	✓ ⇨ Private Accomodation (Appendix D)
MIAT	Aviation technology	Sepang	✓ ⇨ Hostel (subject to availability)	✓ ⇨ Hostel (subject to availability)
RCMP	Medical and Allied Health Science	Ipoh	✓ ⇨ Hostel (subject to availability)	✗
MSI	Automotive Components & System Technology	Kulim	✓ ⇨ Hostel (subject to availability)	✗

IPROM	Design, Manufacturing & Engineering Business Management	Cheras	✗	✓ ⇨ Hostel (subject to availability)
MIMET	Marine Engineering Technology	Lumut	✓ ⇨ Hostel (subject to availability) ⇨ Guesthouse (subject to availability)	✓ ⇨ Private Accomodation (Appendix D)
MESTECH	Medical Science Technology	Kajang	✗	✓ ⇨ Hostel (subject to availability)
MICET	Chemical and Bioengineering Technology	Melaka	✓ ⇨ Hostel (subject to availability)	✓ ⇨ Private Accomodation (Appendix D)
UBiS, Yayasan Selangor Campus	Bachelor in Entrepreneurship, Islamic Finance, Marketing, International Business	Kuala Lumpur	✗	✓ ⇨ Hostel (subject to availability) ⇨ Private Accomodation (Appendix D)
UBiS, Gurney Campus	Bachelor in Accountancy Master/MBA Program	Kuala Lumpur	✗	✓ ⇨ Hostel (subject to availability) ⇨ Private Accomodation (Appendix D)

UIO WELCOMING SERVICE

➢ Students are advised to notify UniKL International Office (all.uio@unikl.edu.my) at least 10 days before arrival to Malaysia by providing full information (flight number, date and time)

➢ Airport pickup is offered during working days (except on Malaysian public holidays), subject to the availability of UniKL transportation. Campus transfer is offered to exchange students going to campuses outside of Kuala Lumpur and Selangor, subject to the availability of UniKL transportation. Students are encouraged to arrive the week before the beginning of the semester.

➢ Welcoming meeting is organized upon arrival

➢ WhatsApp group among UIO staff and UniKL International Exchange Students

UNIKL DRESS CODE

Students must be appropriately dressed when in lecture halls, administration offices, labs, during practical trainings, library, religious places and any other place within UniKL Campus/ Institute at all times. The dress code at UniKL is long pants with collared shirt/polo shirt for male students and long pants/blouse or knee length skirt/ dress for female students.

LIVING EXPENSES IN KUALA LUMPUR

The average living cost per month is around RM2000 – RM3000 in Kuala Lumpur. This estimation varies depending on location and type of accommodation, food and phone bills and wi-fi and other expenses.

It is generally cheaper in other cities/States outside of Kuala Lumpur.