



**UNIVERSITY OF MALAYA
STUDENT EXCHANGE PROGRAMME (UMSEP)**

**Application Form For Inbound Programme
As Non-Graduating Student**

Please attach a recent passport-sized photograph

Please read the form carefully and fill in all sections before submitting it to the **International Student Centre (ISC), Level 1, Block D, Perdanasiswa Complex, University of Malaya** in **two (2)** copies. Application must be accompanied with copies of relevant certificates/transcripts and supporting documents. Omissions and illegible applications will not be processed.

A. APPLICANT'S PARTICULARS

Full Name (in block letters): _____

Permanent Address: _____

Mailing Address: _____

Date of Birth: _____ Gender: (M / F) _____ Nationality: _____

Tel. No.: _____ Fax No.: _____ E-mail Address: / (if available) _____

Passport No.: _____ Date of Issue: _____ Place of Issue: _____ Date of Expiry: _____

Person to Contact (in case of emergency): _____ Relationship: _____

Address: _____ Tel. No.: _____ Fax No.: _____

Name of Home University: _____

Address: _____

Name of Officer to contact: _____ Designation: _____

Tel/E-mail/Fax: _____

Current Program of Study: Bachelor/Master/Ph.D _____ Year of Study: _____
(please specify specialization, if any)

Are you a recipient of any scholarship/grant? Yes / No _____

Has your passport expired? Yes / No _____

Has your passport been signed by the University of Malaya? Yes / No _____

Year signed: _____ Year renewed: _____

C. COURSES APPLIED			
Faculty	Course Code	Course Title	Credit Hours

Are you applying for exemption for credit transfer? Yes / No _____

Exemption for credit transfer (if any): _____

D. AIRPORT PICKUP

Does your group need an airport pickup service when you arrive? **Yes / No**

If your answer is **Yes**, please fill up the details of your flight:

Date of Arrival:

Expected Time of Arrival:

Place to pick up: **KLIA / LCCT / KL SENTRAL**
Others, please specify:

IMPORTANT*

- Kindly take note that airport pickup service is arranged only for group consisting at least **10 or more students**.
- Please email the flight details at least one week before your departure date to: useinwin@um.edu.my or noor_azam@um.edu.my

E. ON CAMPUS ACCOMMODATION

Do you need accommodation during student exchange programme? **Yes / No**

ACCOMMODATION INFORMATION

- The offer for accommodation comes with basic facilities (Matress, bed, study table, chair, cupboard and fan)
- Common facilities include toilet, bathroom and pantry which provides iron and kettle.

IMPORTANT*

- Accommodation facilities are provided on the basis of student's arrival date, booking period and **NOT** on the preferences of individual student.
- If your answer is **NO**, University of Malaya will not be held liable or responsible for any other accommodation arrangements.
- The accommodation offered is subject to availability. By answering **YES** in this form does not mean that your accommodation is confirmed.

F. INSURANCE MATTERS

Please ensure that you provide proof of insurance from your Home Country which covers the following benefits:

- Death
- Personal Accident
- Repatriation

I certify that I:

- have read, fully understand and accept the conditions in the "Application Information for Admissions as a Non-Graduating Student";
- made true and correct statements in my application, or the application will be invalid and;
- understand and agree that the University of Malaya reserves the right to reject this application, withdraw the offer of admission or terminate my admission as a non-graduating student, if there is any breach of these or any other conditions established by the University.

.....
Signature

.....
Date

CHECKLIST

INBOUND APPLICATION

- 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 (Death, Personal Accident & Repatriation)
- 7. Reference Letter from Home University for Credit Transfer (St for Examination)
- 8. TOEFL/IELTS Certificate (required for credit transfer)