



STUDENT GUIDE

ADMISSION OFFER REQUIREMENTS

The admission offer is based on the following rules:

1. Approval from the University International Undergraduates Admission Committee and University Senate.
2. The University has the right to carry out any drugs screening test, at any time for the duration of the studies at this University. If the result is positive for drugs, whether during the examination, registration or study periods, the student automatically will be dismissed from the University.
3. All the information given in the application form is true.
4. During the study period, student should:
 - i) **Abide by the rules of**
 - a) **Malaysian law;**
 - b) **Universities and University Colleges Act (AUKU), Statute of the University, and Rules and Regulations of the University;**
 - c) **The decision from the Academic Management Department, University Senate, and Schools.**
 - ii) **Uphold the image of the University;**
 - iii) **Respect the University's officers and lecturers;**
 - iv) **Abide by the rules of Malaysian and University Traffic Laws;**
 - v) **Get involved in any academic, cultural, sporting, social work and other university activities;**
 - vi) **Settle all the necessary fees charged by the university;**
 - vii) **Abide by the Rules of the University's Student Discipline and Dress Codes.**

The University has the right to reserve the offer and dismiss the student if found guilty or not abiding by the rules and regulations.

5. Please register on the date and time stated in the offer letter and notifies your acceptance by filling in the reply form. If for any reason you are unable to register on the date mentioned, please inform the Admission & Records Unit, Academic Management Department, Registrar's Office, seven (7) days prior to the new date.
6. If you accept this offer and later reject the study offer registration, your fees will be refund based on certain considerations by the Financial Rules, which will be amended from time to time.

ACCEPTANCE OF THE OFFER

If you agree to accept this offer, please take the following action:

DOCUMENTATION:

1. Please send the reply form (**Form D – Acceptance of offer as an undergraduate student**) to Registrar's Office (Admission & Records Unit) as notice of acceptance.
2. Settled all the necessary fees as printed on the **Bank-in Slip with Bank Muamalat Malaysia Berhad** during the registration day.
3. Prepare four (4) recent colour photographs (for immigration purposes) which must be submitted during registration (excluding photographs that need to be attached on application form).
4. Please ensure that all your information and documents are complete (**please bring a copy of full academic transcript (certified true copies), letter of scholarship/study loan (if any), payment slip (if payment has been made), offer letter and a copy of your passport (together with the used pages)** and submit during the registration day.
5. All international students are required to fill in the **Medical Check-up Form – Form E (in their home country or in Malaysia)**, which must be submitted during registration. **The University only accepts medical examination done within 60 days before registration or within 30 days after registration.** Please read the instruction carefully. The university has the right to **repeat** the medical check-up should there be any doubt of the medical report. All costs involved will be paid by the candidates.

REGISTRATION:

1. REGISTRATION

Students are kindly advised to register at the given date, time and venue as stated in the offer letter.

2. PAYMENT/TUITION FEES

All payments should be made in Malaysian currency and tuition fees need to be settled IN FULL before or during the registration day. Please refer to the **Tuition fees schedule** given in Appendix 2.

3. CHANGE OF STUDY PROGRAMME

Students are **NOT ALLOWED** to change programme of study as it involves distribution of resources that have been planned at the beginning of each academic session. However, an appeal to change programme can be considered for certain cases, and must be justified with strong reasons for the change.

INTERNATIONAL GUIDE FOR UNDERGRADUATE STUDENTS

1. IMMIGRATION PROCEDURES

a) Student is required to send the following documents for student pass processing:

- i) Photo of passport size (4 copies)
- ii) Photocopy of passport (all pages) (2 copies)

All documents should be submitted to Visa Unit, Centre For International Affairs, Universiti Malaysia Perlis.

b) Once the application form together with the related documents is received, the International Affairs Office will apply for student pass from the Malaysian Immigration Department.

c) The International Affairs Office will send the student pass approval letter from the Immigration Department for single entry visa application at Malaysia Embassy in your home country. Kindly refer Appendix 1 for further information about visa application and fees.

2. ENGLISH LANGUAGE REQUIREMENTS

International students should meet any one of the following English requirements set by the university before they are accepted for admission in the UniMAP study programmes.

- a) Students must obtain 525 in the TOEFL Paper based Test; or
- b) Students must obtain not less than 5.5 in the IELTS; or

If students do not meet any of the above English requirements, they must attend the International English Course (IEC) for duration of 6 months and obtain a passing grade before they are allowed to register for courses. Kindly refer to Appendix 2 for information on IEC fee.

3. REGISTRATION

All international students/agents should notify the International Office with details of the arrival.

4. INQUIRIES

For further inquiries:

Admissions & Records Unit
Academic Management Department
Registrar's Office
Universiti Malaysia Perlis
3rd Floor, KWSP Building, Jln. Bukit
Lagi
01000 Kangar, Perlis, Malaysia
Phone : +604-9797940/7941/7878
Fax : +604-9798703
E-mail: admission@unimap.edu.my

Centre For International Affairs
Universiti Malaysia Perlis
1st Floor, Jalan Abi Tok Hashim
Taman Kechor Indah Fasa 2
01000 Kangar, Perlis, Malaysia
Tel: +604-9798881/8870
Fax: +604-9798290
E-mail: cia@unimap.edu.my

STUDENT'S CHECKLIST

Please make sure that you have the following documents during your Registration day:
Tick (✓) in the right box.

1. Medical Check-up Form (Form E)

2. Four (4) recent colour photographs

3. A copy of full academic transcript (certified true copies), letter of scholarship/study loan (if any), payment slip (if payment has been made), offer letter and a copy of your passport (together with the used pages) and submit during the registration day.

4. Tuition Fees (refer to Tuition fees schedule)

5. Accommodation Fees (refer to Accommodation fees schedule)