



EXCHANGE STUDENT HANDBOOK 2020 – 2021

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Email: dcinternet@utar.edu.my

Website: www.utar.edu.my/dcinternet

Facebook: www.facebook.com/dcinternetutar

WELCOME TO UTAR

On behalf of Universiti Tunku Abdul Rahman (UTAR), the Division of Community and International Networking (DCInterNet) would like to welcome the exchange students coming from all over the world to study at UTAR, Malaysia!

This handbook provides basic information to prepare you for your journey to Malaysia. We will do our best to assist you to have a pleasant learning experience and enjoyable stay at UTAR.

Last but not least, we look forward to meeting you and we wish you a rewarding and fruitful experience at UTAR!

DCInterNet Office Hours

Monday - Friday	08.30am – 12.30pm	01.30pm – 5.30pm
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DCInterNet FB



STUDENT EXCHANGE PROGRAMME

All applications for exchange programmes (academic study, research, training and internship) must be directed to the DCInterNet, UTAR.

Application Deadlines

January Trimester 2020 : 15th September 2019

May Trimester 2020 : 15th February 2020

October Trimester 2020 : 15th June 2020

Submission of Required Documents

- I. [UTAR Inbound application Form](#) with a passport size photo
- II. A letter of recommendation from the home university stating purpose and duration of study at UTAR
- III. A letter of confirmation from the home university to prove that the applicant is enrolled as a full-time student.
- IV. One set of academic transcripts with a certified English translation if the original language is not English
- V. A copy of passport (only pages with passport number, photo, issuance and expiry dates)
- VI. One set of passport (scanned copy from the cover to the end of the pages of passport)

Additional documents for International students applying for visa/student pass:

- VI. A passport size photo in **4.5cm x 3.5cm** with a **white** background (in Jpeg format), kindly refer to the [passport photo guideline](#)
- VII. [Health Declaration Form](#)

Note: Documents should be scanned in PDF format, except photo. Students shall send soft copy of the above documents to dcinternet@utar.edu.my

MEDICAL SCREENING AND HEALTH INSURANCE

Post-Arrival/In-Country Medical Screening

New international students are required to attend a medical screening at a panel clinic in Malaysia within 7 working days of their arrival date.

For more information about the medical screening, visit EMGS [website](#).

Insurance

It is compulsory for every student entering Malaysia to have medical insurance. You will be insured from the date you enter Malaysia. All international students must be covered by a locally purchased medical health insurance scheme.

An international student, through his/her educational institution, can opt to purchase Medical Insurance offered by AIA.

Packages for International Students (Insurance Packages for International Students)

Silver	
Maximum limit per disability	RM20,000
Foreign Students Aged ≥ 16 but ≤ 60	RM400
Gold	
Maximum limit per disability	RM30,000
Foreign Students Aged ≥ 16 but ≤ 60	RM710
Platinum	
Maximum limit per disability	RM50,000
Foreign Students Aged ≥ 16 but ≤ 60	RM830

Please visit EMGS [website](#) to obtain more insurance information.

ENTRY VISA AND STUDENT PASS

By Malaysian law, Student Pass application and extension for visa coordinated by UTAR Department of International Student Services (DISS) and processed through Education Malaysia Global Service (EMGS). EMGS is a one stop center for international student services and incorporated under the laws of Malaysia and wholly owned by the Ministry of Education.

Student Pass Application

- 1 • Submission of required application documents to UTAR DCInterNet
- 2 • Receival of offer letter from UTAR
• Make student bill payment (non refundable for the “Student Pass” application)
- 3 • Application of “Student Pass” by DISS via EMGS portal after payment has made.
• Receival of electronic Visa Approval Letter (eVAL) once EMGS approves the application. The eVAL is only valid for 6 months. Failure to enter Malaysia within 6 months after the eVAL is issued.
- 4 • Approach Malaysian Embassy office in home country to obtain a Single Entry Visa (SEV) with the eVAL before entering Malaysia. SEV must be utilised within 3 months of issuance.
- 5 • Plan your trip to Malaysia and consult UTAR for the arrival before booking a flight ticket. Send the flight itinerary minimum 10 days prior arrival.
• Kindly inform the university if there are any changes to your flight schedule.
- 6 • Students must not consume any medication at least one week before arriving in Malaysia. Drugs are illegal possession and consumption of drugs are prohibited
• Should there be real medical needs, please consult with your doctor
• For appeal cases, the fees will be borne by the students. Students who fail the post medical screening will be deported back to their home country.
- 7 • Attend the post medical Screening within 7 working days from the date of entry.
- 8 • DISS will obtain the endorsement of the Student Pass for you. Medical Insurance Coverage

FEES AND CHARGES

Exchange students from UTAR partner institutions are required to pay the following charges prior to arrival:

Immigration Charges	MYR
Processing fee for immigration application	265.00
Insurance (per year)	400.00
Medical screening	250.00
I-card	50.00
Student pass	60.00
eVAL	159.00
Multiple entry visa (maybe different)	30.00
Personal bond fund (<i>refundable</i>)	1000.00
UTAR Charges	
Caution money (<i>refundable</i>)	500.00
Total	2714.00

Disclaimer:

1. Application fee do not include course fees required by UTAR except the caution money.
2. With effect from 1st September 2018, a 6% Service Tax will be imposed on the processing fees for all applications submitted through the EMGS website.

Note:

1. For international students, the fees will be converted from Ringgit to USD using Bank's Buying TT daily exchange rate, rounded to the nearest two decimal points.
2. Multiple entry visa vary according to the country of the home institution.
3. Other charges may apply depending on the terms of agreement.

FEES AND CHARGES

Payment to UTAR

The international students could made the payment through telegraphic transfer. The details for telegraphic transfer are as follows:

Name of Beneficiary		Universiti Tunku Abdul Rahman
Name of Bank	Public Bank Berhad	
Address	Bandar Mahkota Cheras Branch, 2, Jalan Temenggung 7/9 Bandar Mahkota Cheras 43200 Cheras, Selangor, Malaysia	
Current Account No.	3118325015	
Bank Swift Code:	PBBEMYKL	

A copy of the telegraphic transfer slip must be emailed to dcinternet@utar.edu.my as a proof of payment. All the information is correct at the time of printing and is subject to change without prior notice.

Refund

Personal Bond Fund and Caution Money are upon completion or withdrawal of studies at UTAR based on the amount received (in USD) from the student, provided no outstanding expenses and charges are incurred by the students.

COST OF LIVING EXPENSES

Living Expenses



Living expenses vary depending on personal needs. However an estimated cost of living per month for a single student in Malaysia could be:

Item	Approximate cost (per month)
Off-campus Housing	MYR290 - MYR850
Food (three meals a day)	MYR600 - MYR1000
Telephone	MYR30 - MYR100
UTAR or Public Transport (back and forth to campus)	MYR30 - MYR70
Miscellaneous	MYR100 - MYR200
Total	MYR1050 - MYR2220 per month

Off-campus Housing in Kampar campus



Danish House is a private company that offers accommodation to UTAR students in a housing area near UTAR Kampar campus.

International and exchange students stay in the reserved houses in Westlake where student rents a private room and shares the common area with other tenants.

COST OF LIVING EXPENSES



Single Occupancy

Rm300 ~ RM490
Without Air-conditioner
Rate: RM300 ~ RM420

With Air-conditioner
Rate: RM370 ~ RM490

Westlake Homes—Beijing A (per person/month)

Remark: The rate is exclusive of utility charges.

Special Features

1. Larger rooms with private balcony access.
2. Better furnishing and energy saving light bulbs.
3. Premium lakeview and facilities
4. Everpure® Water Filer.
5. Smart Card Door Access.
6. Separate floor TNB Meters.
7. Lockers for residents.

Facilities

1. Room: Bed, wardrobe, study table, chair, curtains, ceiling fan; and lights.
2. Common area: Refrigerator, table, 21"TV, ceiling fan; and light
3. Individual bathroom: Shower heater.

Services

1. Laundry service: Up to 7 kg per week (4 times per month).
2. Cleaning service: cleaning for common areas on a weekly basis.
3. 24 hours security service
4. Inclusive of internet service

Basic House Rules

1. Utilities costs shared
2. Electricity and water usage charges
3. No pets allowed
4. Light cooking allowed

COST OF LIVING EXPENSES

For more information, please visit <https://www.danishhouse.com.my/beijing-a>

Check-In Procedures

1. Your contract has to be signed immediately when picking up the keys.
2. Payment in cash required upon check in :
 - 1 month rental deposit (according to the room rate)
 - 1 month utility deposit (according to the room rate)
 - 1 month rental for the month (Pro-rata basis)
 - Administration fee (RM53)
3. Please prepare pillow, bed sheets, blanket, personal items and toiletries by your own.

Room rental is inclusive of a fixed service charge for internet, laundry and cleaning services (subject to exclusive services details)

Check-Out Procedures

1. You have to request a Check Out Letter from the Department of International Student Services (DISS) two week before you check out.
2. Your deposit will be refunded to you after you have completed the checkout process.
3. Must return the key and access card upon check out.

ARRIVAL AND REPORT TO UTAR

Arrival in Malaysia and Report to UTAR

1. Consult and confirm your arrival date and time with DCInterNet. Email your flight details to the DCInterNet at least ten (10) days before your arrival for airport pick-up service.
2. The size of the luggage bag only in size 24 inch (60cm x 41cm x 25cm) and limited to one luggage and one hand carry.
3. Connect to the wifi at the airport to contact the personnel who conduct the airport clearance for you. Meanwhile, contact your family to let them know you arrived safely.
4. Please wait at the Immigration office for the airport clearance, and do not stamp the passport until the UTAR staff has received you for airport clearance.
5. Purchase a prepaid Sim-card and exchange money at the airport in necessary.
6. If the arrival is during evening, you are recommended to stay a night nearby Sungai Long Campus (for the exchange students in Kampar campus).
7. The distance of the KLIA/ KLIA 2 to Kampar campus requires approximately 3 hours trip, and from KLIA/ KLIA 2 to Sungai Long requires approximately 1 hour trip.



Immigration office



ARRIVAL AND REPORT TO UTAR

Arrival in Malaysia and Report to UTAR

8. Check in at the Danish House's Office in Kampar/ Student House in Sungai Long.
9. Visit the DISS in the Heritage Hall, Room A278k, Kampar campus or Room KB727, 7th Floor Sg. Long campus and provide your passport to the staff.
10. Pick up your Orientation Package at the DCInterNet in the Room F101C at Kampar campus or Room KB1007 at Sungai Long campus.
11. Inform DISS to buy/rent bicycle to go and forth from student house to campus.
12. Attend the post medical check-up within one week of the arrival in Malaysia. DISS staff will bring you to the panel clinic. The date of post medical check up will be informed by DISS.
13. Attend orientation programme as scheduled in the Student Handbook.
14. Take Student ID photo in the Heritage Hall, Room A169 (Kampar campus) or Room KB112, 1st Floor (Sungai Long campus). Collect the student ID card from DCInterNet after 7 working days.
15. Register for classes or add/drop classes at your Faculty General Office.
16. Exchange students often register for classes when they arrive at UTAR. If you would like to register for courses before you arrive, please contact the coordinator from DCInterNet.

Note: Final course selection will be determined with your faculty academic advisor when you arrive at UTAR.

ACADEMIC CALENDER OF 2020—2021

Degree Programme 13 Jan 2020 – 24 May 2020	Long Trimester	Foundation Programme 13 Jan 2020 – 24 May 2020
14 weeks (Teaching) 3 weeks (Exam) 2 weeks (Break) Total 19 weeks	Orientation Teaching Week Trimester Examination Trimester Break	14 weeks (Teaching) 1 week (Exam) 4 weeks (Break) Total 19 weeks

Degree Programme 25 May 2020 – 11 Oct 2020	Long Trimester	Foundation Programme 25 May 2020 – 20 Sept 2020
14 weeks (Teaching) 3 weeks (Exam) 3 weeks (Break) Total 20 weeks	Orientation Teaching Week Trimester Examination Trimester Break	14 weeks (Teaching) 1 weeks (Exam) 2 weeks (Break) Total 17 weeks

Degree Programme 12 Oct 2020– 17 Jan 2021	Short Trimester	Foundation Programme 21 Sept 2020 – 17 Jan 2021
7 weeks (Teaching) 3 weeks (Exam) 3 weeks (Break) Total 13 weeks	Orientation Teaching Week Trimester Examination Trimester Break	12 weeks (Teaching) 1 weeks (Exam) 3 weeks (Break) Total 16 weeks

UTAR BUS SERVICE

The Allocated Bus Stops of UTAR Bus Service in Kampar Campus

Kampar Campus	Block D, Block G, and Block N
Westlake Homes	Bus Stop 1 (Jln SS 1/4), Bus Stop 4 (Jln SS 1/8) and Bus Stop 6 (Jln SS 1/1)
Harvard & Cambridge	Bus Stop 1 (Jln SS 2/4) and Bus Stop 2 (Jln SS 2/9)
Taman Kampar Perdana	Guard House
Kampar Old Town	Bus Station & KTM Station
Kampar New Town	Bus stop in front of CK Optical Shop, Pangsapuri Sutera Apartment and Taman Kolej Perdana

The Allocated Bus Stops of UTAR Bus Service in Sungai Long Campus

Pick Up and Drop Off Point One

Location: Bus Stop in front of North Lobby, KA Block

Pick Up/ Drop Off : UTAR Shuttle Bus serving Bandar Mahkota Cheras areas and Serdang KTM station only

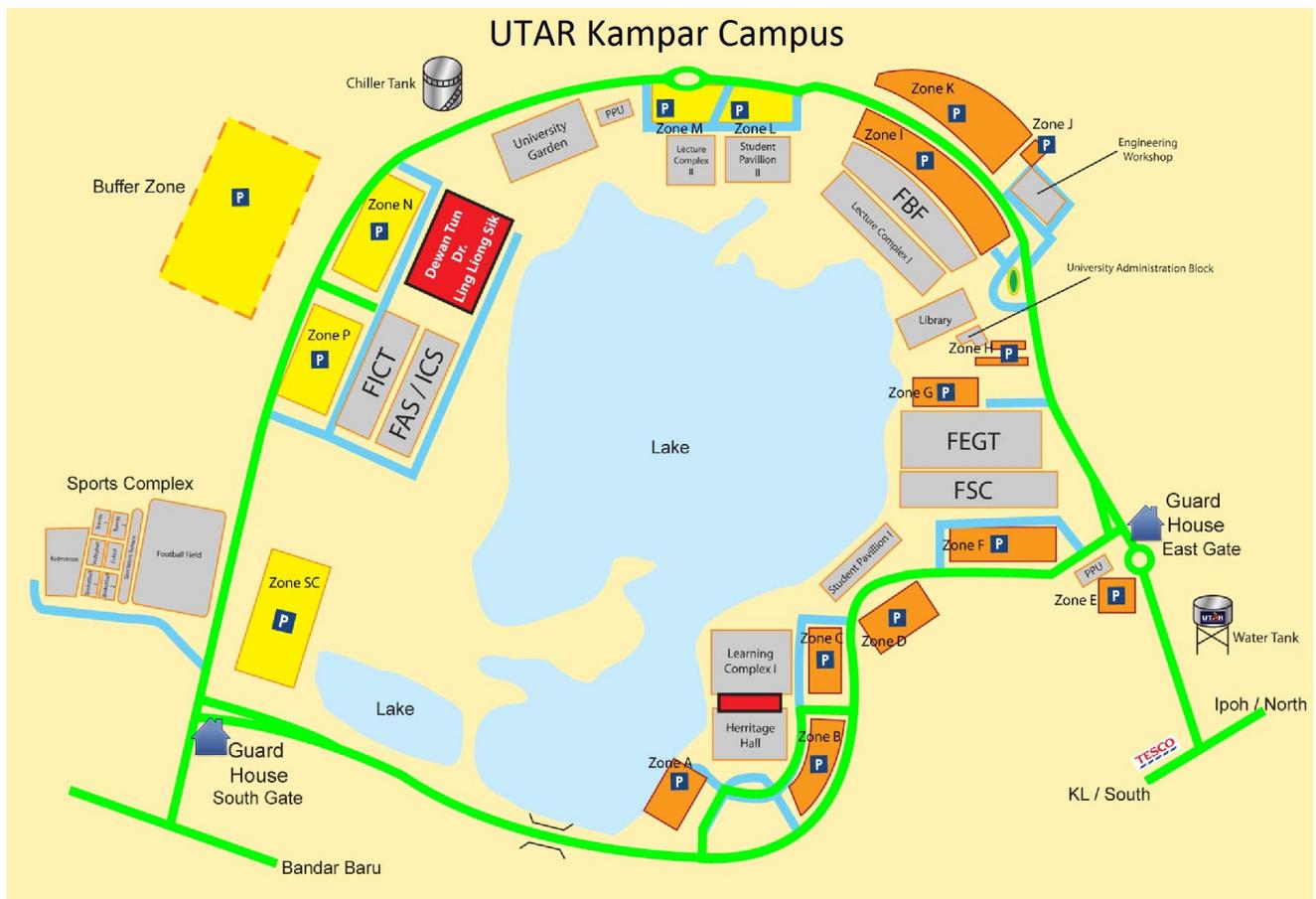
Pick Up and Drop Off Point Two

Location: Bus stop at the side of KB Block (opposite the Sg. Long Medical Center)

Pick Up/ Drop Off : UTAR Shuttle Bus serving Bandar Sungai Long areas only

- You can obtain the latest bus schedule and route maps at UTAR [website](#). (Homepage -> Facilities and Resources-> Bus Services)
- You can purchase the bus tickets at Division of Finance (DFN) located in Block F, Lower Ground Floor, Kampar campus or Room KB009, Ground Floor, Sg. Long campus. RM0.80 per ticket.
- During Orientation Week and Open Day(s), the bus service is free of charge.

UTAR CAMPUSES MAP - KAMPAR



ICS - Institute of Chinese Studies

FEGT - Faculty of Engineering and Green Technology

FAS- Faculty of Arts and Social Science and Science

FICT - Faculty of Information and Communication Technology

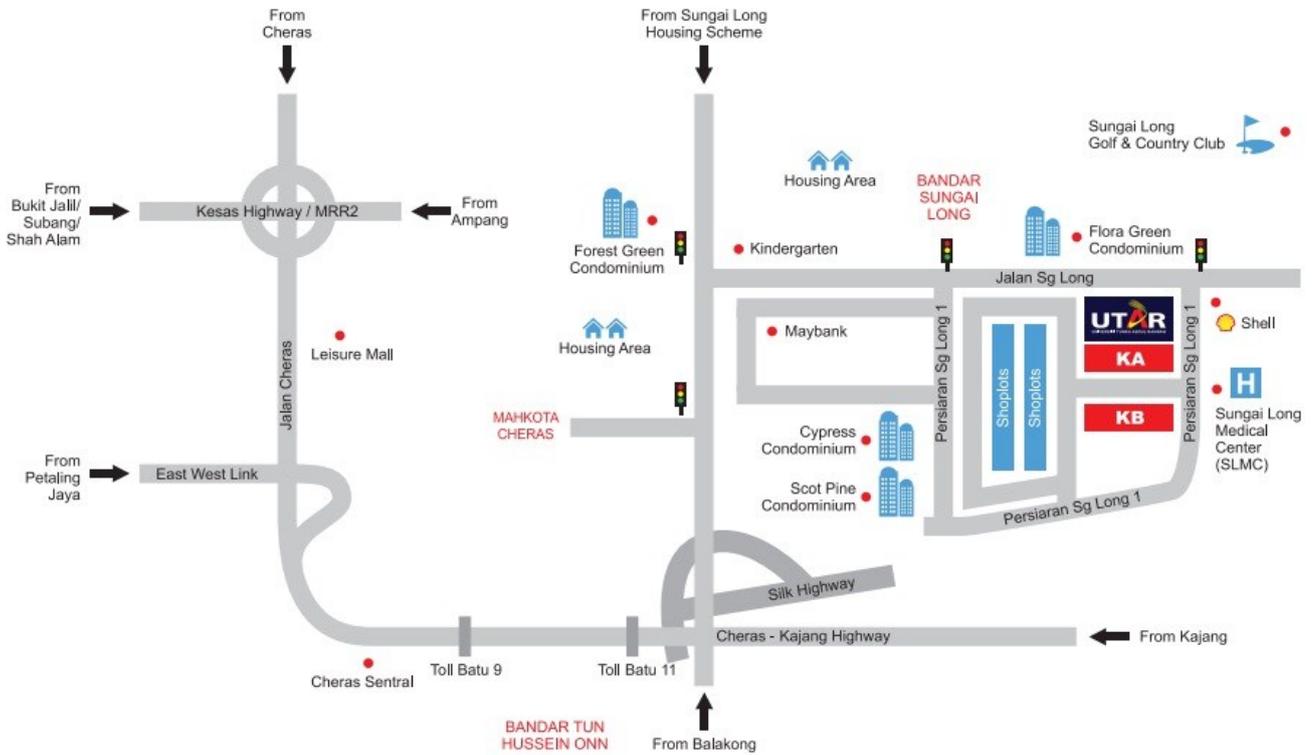
FBF - Faculty of Business and Finance

FSC - Faculty of Science

Immigration office

UTAR CAMPUSES MAP - SUNGAI LONG

UTAR Sungai Long Campus



ICS - Institute of Chinese Studies

FCI - Faculty of Creative Industries

LKC FES - Lee Kong Chian Faculty of Engineering and Science

FAM - Faculty of Accountancy and Management

FMHS - Faculty of Medicine and Health Sciences

FACILITIES AT KAMPAR CAMPUS

Library

Location: Library Building

Opening hours: Mon-Fri 0800 - 2100
Sat-Sun 0900 - 1700

Closed during public holidays

Website: <http://www.utar.edu.my/lib/>

Book Store

Location: C111 Student Pavillion I

Opening hours: Mon-Fri 0800 – 1730
Phone: 05-465 2842

Photocopying & Printing Service

Location: BSS2 Learning Complex I, H212 Faculty of Business Building

Opening hours: Mon-Fri 0830 - 1800

Public Bank Berhad – Banking Service Counter

Location: C112 Student Pavillion I

Opening hours: Tue-Thu 1000 - 1600
Phone: 05-4651 044/ 465 5642

ATM

Location: 1st Floor of Student Pavillion I, Ground Floor of Library Building, Ground Floor of Faculty of Information Communication and Technology Building

Wellness Center

Location: C109 Student Pavillion I

Opening hours: Mon-Fri 0900 - 1700
Phone: 05-465 2733

YES Store – 4G Mobile Internet with Voice

Location: C107 Student Pavillion I

Opening hours: Mon-Fri 0900 - 1700
Phone: 018-303 5682

Website: <http://www.yes.my/students>

DINING AT KAMPAR CAMPUS

Cafeteria

Location: Student Pavilion I, Ground Floor

Opening hours: Mon-Fri: 0700 - 1900

Serving: Chinese, Malay and Western foods, and beverages

Open Cafeteria

Location: Faculty of Science

Opening hours: Mon-Fri 0800 - 1700

Serving: Light food, snacks and drinks

Enclosed Cafeteria

Location: Library Building

Opening hours: Mon-Fri 0700 - 1700

Serving: rice, noodle, porridge, bakery, A'la carte, and beverages.

Open Cafeteria

Location: Faculty of Business and Finance

Opening hours: Mon-Fri 0800 - 1700

Serving: Light food such as ice-cream, waffer, can drinks, bread, and fried noodle.

Cafeteria

Location: Student Pavilion II

Opening hours: Mon-Fri 0700 – 1700

Serving: Chinese Vegetarian food, Chinese mix rice, Malay food, Indian food, Chicken rice, Western food and noodles

Push Cart

Location: Faculty of Science, Faculty of Business and Finance, Faculty of Information and Communication Technology

Opening hours: Mon-Fri 0800 - 1700

Serving: Snacks, drinks, burgers and hot dogs

◆ Cleanliness of the Cafeteria

Please put the bowls, plates, cups, and cutleries in the bucket after finishing your meal.

Gymnasium

SPORTS FACILITIES AT KAMPAR

Location: Student Pavillion I, First Floor

Phone: 05-468 8888 Ext: 2281

Day	Session 1	Session 2	Session 3	Session 4
Monday - Friday	10:40am – 12:40pm	12:45pm – 2:45pm	3:00pm – 5:00pm	5:15pm – 7:15pm
Saturday	8:00am – 10:00am	10:00am – 12:00noon	1:00pm – 3:00pm	Close

- Session 4 on every Wednesday : Open to LADIES only
- Saturday's 12noon - 1pm : Closed for lunch
- Sundays and public holidays: Closed
- Payment is by mode of "Gym/Sports Complex Coupon" which is sold at Finance Division located in the University Administration Block.

Sport Complex

Opening hours: Mon-Fri 10.30am – 7.00pm

Sat 8.00am – 4.30pm

Phone : 05-468 8888 Ext: 2281

Sport Facilities	Rate Per Hour Per Court (MYR)
Football Field	4.00
Basketball Court	4.00
Futsal Court	4.00
Netball Court	4.00
Tennis Court	4.00
Volleyball Court	4.00
Badminton Court	4.00

- Booking of the sports facilities is to be made in advance at the office of DSA-Sports & Recreation Unit in Gymnasium (at Student Pavilion I) during opening hours.
- By mode of "Gym/Sports Complex Coupon" which is sold at Finance Division located in the University Administration Block.

SPORTS FACILITIES AT SUNGAI LONG

Gymnasium

Location: First Floor New Building

Tel: 603 9086 0288

- Session 4 on every Wednesday : Open to LADIES only
- Saturdays, Sundays and public holidays: Closed

Please do the following before you come to the gymnasium:-

1. Purchase a RM2 ticket from the finance counter;
2. Have your personal towel ready;
3. Use only a gym shoe (NO outside shoes) and proper gym attire;

1. Sport Arena Mahkota Cheras

Contact No : 03-87501030

Website : <http://www.sportsarena.com.my/>

Operating Hours : 8am - 1am daily including Weekends & Public Holidays

Address : 1, Persiaran Mahkota Cheras, 43200 Bandar Mahkota Cheras, Selangor.

Playing Time : Mondays (excluding Public Holidays & semester break)

2. Sports Station Futsal Courts

Contact No : 016-2661787

Operating Hours : 10am - 1am daily including weekends & Public Holidays

Address : Lot 2634 Batu 14, Jalan Sungai Besi-Cheras, 43200 Balakong, Selangor

Playing Time : Wednesday (excluding Public Holidays & semester break)

3. New Sport Facilities

-Badminton Court

-Squash Court

-Tennis & Table Tennis

-Basketball

-Swimming Pool

Venue: Sungai Long Golf and Country Club - SLGCC

Date : Tuesdays to Thursdays Only (exclude public holidays)

Time : 8.30am - 4.00pm

Tickets (RM3/=) are available at the Department of Finance counter. Must register and valid ticket (Sports & Recreation Unit) at DSA Office, Sungai Long City Campus.

DRESS CODE FOR UTAR STUDENTS



Dress Code For Students of Universiti Tunku Abdul Rahman (UTAR)

UTAR students shall be decently or appropriately attired while attending Lecture, Tutorial, Examination, Class, Workshop or while involving or attending any activities either inside or outside the campus or while present in any part of the campus.

Students who do not dress appropriately will be barred from entering the University premises WITH IMMEDIATE EFFECT. Repeated offences will be subjected to disciplinary actions.



PROPER FOOTWEAR

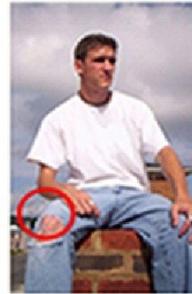


DRESS CODE FOR UTAR STUDENTS

UNACCEPTABLE ATTIRE



UNTIDY OR FRAYED JEANS



TATTOO AND PIERCING



UNACCEPTABLE FOOTWEAR



RETURNING HOME

Things To Do Before Leaving UTAR

- Inform Division of Community and International Networking (DCInterNet) and the Department of International Student Services (DISS) about your departure date of returning home.
- 2 weeks before the study has completed, DISS will collect the student's direct flight return ticket, passport and RM53, and submit it to the Immigration department to cancel the Student Pass.
- Do not arrange overseas trips during the student pass cancellation period. The transit shall not exceed 24 hours in another country.
- Fill out the Application for Refund of Caution Money and Personal Bond form at DISS office at the Heritage Hall, Room A278k Kampar campus/ KB727, 7th Floor Sg. Long campus.
- Provide your bank account details to DISS to process your refund via telegraphic transfer.

Name of Beneficiary:

Name of Bank:

Bank Address:

Account No. :

Bank Swift Code:

- Request the Check Out Letter from DISS at least two weeks before checking out.
- Check out at Danish House during their office hour.
 - Monday - Friday : 9:00am - 5:00pm
 - Saturday : 9:00am - 12:00pm
 - Closed on Sunday and Public Holidays*

RETURNING HOME

Transcript

- Your official transcript will be sent directly to the coordinator at your home university once the results are released.

Staying Beyond The End of Classes

- According to the immigration regulations, you may stay in Malaysia for thirty days after the end of the academic term which is the last day of the examination and NOT by the expiration of the student pass.
- This required the submission of your air ticket with the departure date to DISS for the student pass cancellation..
- If you would like to extend your stay for academic exchange or internship at UTAR, you should consult your home university and DCInterNet two months prior to the end of the term.