

Revision: 3rd April 2017

PHOTO

**STUDENT EXCHANGE PROGRAMME (INBOUND)**

**APPLICATION FORM**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**(INTERNATIONAL STUDENT)**

**NOTES TO APPLICANT**

1. Applicant **must** fill in all the necessary information clearly
2. The application must be submitted **4 months** before the beginning of the semester / programme
3. Attach a copy of the following documents:
4. Passport Information Page ;

معلومات الجواز

1. One copy of latest passport size photos (should be pasted on the right corner of this page);

**ثلاث صور شخصية (بالإضافة إلى صورة واحدة في الركن الأيمن من هذه الاستمارة)**

1. Translation of latest Academic Transcripts / qualifications (if they are not in English);

**ترجمة كشف الدرجات لآخر مرحلة أكاديمية ( إذا كانت النسخة الأصلية غير اللغة الانجليزية)**

1. Translation of Certification Letter from Home University (if they are not in English);

**ترجمة خطاب التعريف من الجامعة ( إذا كانت النسخة الأصلية غير اللغة الانجليزية)**

1. Proof of Sponsorship (in the form of Bank Statement / Statutory Declaration / Official Letter from sponsor, etc)

**إفادة بالدعم المالي (كشف حساب في البنك، ضمان مالي، خطاب رسمي من الداعم المالي، ...إلخ**

1. Processing fee of USD 100.00 (Payable to Operating Account: 14070000004716. Receipt of payment should be attached with this application form)

**رسوم التسجيل100.00 DSU (تدفع لحساب الجامعة الموضحة أعلاه، وإرفاق إيصال الدفع مع الاستمارة)**

Operating Account : 14070000004716

Bank : Bank Muamalat Malaysia Berhad

Swift Code : BMMBMYKL

1. The student is required to apply the student visa by themselves via online. The online application can be reached at the address: https://educationmalaysia.gov.my/study-options/mobility.html. The guidelines can be referred to the page 8.
2. The application will be processed upon receiving the complete documents.
3. Closing Dates for Application: February Intake – 1st October

September Intake – 1st May

June Intake – 1st February

1. Please send your application via International Office or Admission Office of your **Home Institution**.

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| **STUDENT PERSONAL DETAILS**  Name as stated in Passport (in capital letters)  Gender: Male/Female  Citizenship: Date of Birth: - -  Age: Place of Birth  Marital Status: Single Married / No. of children    International Passport No: Date of Expiry: - -  Date and Place of Issue: - - - - and    Country/State of Origin:  Country of Residence:  Religion: *Madzhab:* |

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| -  Postal address:  Telephone:  E-mail:  Disability: |

## STUDENT FAMILY DETAILS

Name of Father/Guardian Passport No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship:

Occupation: Monthly Income: No of Dependents:

Telephone: ­ Home Address:

**STUDENT ACADEMIC BACKGROUND**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of**  **Schools/Universities/Colleges** | **Period of Study** | | **Certificate Obtained** | **Grade** | **Medium of Instruction** |
| **From** | **To** |
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| Level of Study: 1) Undergraduate    2) Postgraduate  Year of Study: 1st  2nd 3rd 4th |

**RESEARCH / WORKING EXPERIENCE (IF ANY)**

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| --- | --- | --- |
| **Place of Research / Work** | **Working Period** | **Nature of Work / Outcome of Research** |
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| **DURATION OF STUDY AT IIUM**  **Please tick one of the following boxes:**   * Semester 1 (September) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      * Semester 2 (February) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Semester 3 (June) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * One Year from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   (2 long semesters + 1 short semester) |

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| **CHOICE OF PROGRAMMES AT IIUM**  **Name of Kulliyyah / Faculty Applied :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Programme :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Course(s) Code    (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        By research (Postgraduate Student only)  Supervisor needed    No supervisor needed  Please fill in the following;  Title of research : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ***Note: Applicant is required to provide summary of research***    Name of supervisor at your home institution (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of proposed supervisor at IIUM (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ***Note: If you need to use facilities other than Library and computer lab, please specify in details in a separate***  ***Page***    I hereby attest that the information contained herein is complete and accurate to the best of my knowledge.  I understand that withholding or giving false information will make me ineligible for admission and future  enrollment.  Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ACCOMODATION On Campus – please proceed to the option below**

**Off Campus (own arrangement)**

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| **TYPE OF ROOM**  **(Subject to availability)** | **RATE**  **(In Ringgit Malaysia)** |
| 1. Executive Room  (Single room) | RM690.00 / month (exclude of electricity) |
| 2. Undergraduate Room\*  (Only for undergraduate student {quad room}) | RM165.00 / month (inclusive of electricity) |
| 3. Postgraduate Room\*  (Only for postgraduate student {single room}) | RM360.00/ month (inclusive of electricity) |

\*Subject to the availability

# FINANCIAL SECTION

1. Who will be paying your fees and providing fund for living expenses?

Self *Please proceed to no (iii)* Other *Please proceed to no (ii)*

1. Have you already secured sponsorship for your studies? Yes / No

Please state your Sponsor and amount per year:

***Note: Please provide evidence of financial support if you wish to be self-sponsored or financed by employer***

***(Put in a separate attachment)***

**CONTACT DETAILS OF EXCHANGE COORDINATOR (HOME UNIVERSITY)**

|  |  |
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| Surname: | First Name: |
| Address: | Phone (incl. country code): |
| Fax (incl. country code): |
| Email: | |

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| RECOMMENDATION FROM OFFICE OF INTERNATIONAL AFFAIRS(Director / Assistant Director of Host University) |
| Recommended Not Recommended  Comments: ……………………………………………………………………………………………………...  …………………………………………………………………………………………………………………...  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and name of the recommending Date  authority |

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| APPROVAL FROM KULLIYYAH / FACULTY (Dean/Deputy Dean of Host University) |
| Approved Not Approved  Comments: ……………………………………………………………………………………………………...  …………………………………………………………………………………………………………………...  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and name of the approving Date  authority |

Please submit the application form to the following address:

**Office Address:**

Office of International Affairs

Level 1, Rectory

IIUM Gombak Campus,

Jalan Gombak, Selangor Darul Ehsan.

**Mailing Address:**

Office of International Affairs

Level 1, Rectory

IIUM Gombak Campus,

P.O. Box 10, 50728 Kuala Lumpur, Malaysia

Tel: (603) 6196 5774/5775

Fax: (603) 61965776

Email: [iceo@iium.edu.my](mailto:iceo@iium.edu.my)

Website: [www.iium.edu.my/iceo](http://www.iium.edu.my/iceo)

**PROCEDURE TO OBTAIN STUDENT PASS**

All International students who are coming to IIUM must apply for the Visa Approval Letter (VAL). It is a directive from the Government of Malaysia that, starting from 1st April 2015 all applications will be processed by the Education Malaysia Global Services (EMGS). Student may log into the online application via EMGS website. Information on how to apply is available on the website <http://educationmalaysia.gov.my/>. Students are required to submit their applications at least 6 weeks before the date of enrollment.

Please be reminded that international students are not allowed to enter Malaysia unless the Immigration Department of Malaysia has approved their visa for student pass. Therefore, **please do not make any arrangements to come to the university before receiving the visa approval letter (VAL).**

**The university will not be responsible if the student come to Malaysia without the visa approval and you will have to return to your home country at your own expense. The university will not provide any passage allowance or any extra allowance to pay for immigration purposes. All expenses incurred must be borne by the student.**

Students are also required to make the necessary travelling arrangement to Kuala Lumpur, Malaysia. International students must ensure thattheir international passports have a validity period of at least two (2) years or throughout their study period*.*

**STEP 1: APPLY VISA APPROVAL LETTER (VAL)**

Effective from 1st October 2016, all new International students who have been offered admission into IIUM may apply for Student Visa directly through the EMGS website (<https://educationmalaysia.gov.my>**.) Kindly note that Online EMGS Student Visa system is applicable for those applicant who are residing outside Malaysia. For those applicants who are in Malaysia with Social Pass or Visit Pass must exit Malaysia and apply for VAL at their home country they get approval by Immigration of Malaysia. The application for VAL will not be processed if the applicant fails to adhere to the procedure.**

**STEP2: TRACK YOUR VISA APPLICATION STATUS**

Student may check the Student Visa application status at this link <https://educationmalaysia.gov.my> . IIUM will email the Visa Approval Letter via email after approval is given by Immigration of Malaysia.

Kindly note that the student is advises to alert with any notification update by EMGS if pending process due to incomplete document.

**STEP 3: APPLY SINGLE ENTRY VISA (SEV)**

Upon receiving the Visa Approval Letter (VAL), student may plan or make arrangement to enter Malaysia. The Visa Approval Letter is only valid for six (6) months. Student MUST apply for Single Entry Visa within the validity of VAL. Failing to do so; a new application for VAL has to be made.

Application to obtain Single Entry Visa can be made at Malaysian Embassy as stated at his/her VAL. However, if the student is a citizen of a country that does not require a visa to enter Malaysia, he/she will be able to enter Malaysia provided he/she produces the VAL at the point of entry. Failure to produce a VAL may result he/she not being allowed to enter the country.

Kindly check with Malaysian Embassy at his/her home country before finalizing his/her travels to this country. Students are advised to enter Malaysia two or three days before the enrolment day.

Source: <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>

**STEP 4: ARRIVAL IN MALAYSIA**

Upon arrival at the airport / entry point in Malaysia, he/she will be required to show his/her Visa Approval Letter (VAL) at the immigration check point. A special pass will be stamped in his/her passport to give him/her valid stay while EMGS processes your student pass. The validity of this special pass can range between 14 to 30 days. This is at the discretion of Immigration Department.

**STEP 5: STUDENT PASS**

Within that period given, the student will need to complete the following process to obtain a student’ pass:

* 1. Enroll as a student
  2. Do the Medical checkup within 7 days from the date of entry
  3. Apply for student pass at Visa Unit, Office of International Affairs. You are required to surrender your passport, insurance cover note and revenue stamp RM10

The student may check the progress of student pass through EMGS website. The student pass will be replacing the temporary special pass which he/she received at the point of entry. Once his/her student pass has been issued, EMGS will issue the student identity card (iKad). Visa Unit, IIUM will notify the student via email or phone call for passport collection.

**HOW TO PAY?**

**Visa Fee: RM 450.00**

Payment through Bank Telegraphic Transfer (TT), Debit Advise or Interbank transfer must state the Student’s name and Matric Number: payment should be made to:

Beneficiary: Finance Director, International Islamic University Malaysia

Bank: BANK MUAMALAT MALAYSIA BERHAD, Cawangan UIAM, Jalan Gombak

Account Number: 1407-0000004716

Swift Code: BMMBMYKL

Payment should be made before arrival. Hence, a copy of the bank-in slip should be forwarded via email to Office of International Affairs: [iceo@iium.edu.my](mailto:iceo@iium.edu.my) and to bring the original copy on the registration day.

## *IMPORTANT NOTES TO CANDIDATE FOR STUDENT MOBILITY PROGRAMMES*

* In order to be eligible for this, you must be enrolled as a fulltime student in an overseas university which is registered by the governing body in its country of operation. You will be required to show proof of this by providing either a letter from your current university, or a copy of your student card certified by your current university.
* All mobility programmes should not exceed 12 months.
* The student mobility programme is only applicable for students applying to Public Universities, Private Universities, and Foreign Branch Campuses.
* If your mobility program is longer than 3 months, the process and document requirements will be the same as a regular international student applying to study in Malaysia. This means that a Visa Approval Letter will be issued and you will receive a student pass (for the duration of your programme in Malaysia) once you arrive in the country. An iKad will also be issued to you.
* You will be required to attend a medical screening once you arrive in Malaysia. If you fail to do the medical screening you will not be issued with a student pass and will be required to leave the country.
* Dependant passes will not be issued for the families of students who enroll in mobility programmes.

***DOCUMENTS REQUIREMENT:***

1. The **offer letter** stating that you have been offered placement to undergo a Mobility Course in Malaysia.
2. Confirmation letter of the student from Home University
3. A **copy of your passport pages** which includes:

* Passport Information Page
* Observation Pages (Extensions, Clarifications of Name and Previous Passport Numbers)
* All Visa Information

1. A **passport photo with a white Background (35mm x 45mm)** as per EMGS requirements
2. Minimum passport of validity is **at least two (2) years**.
3. **Pre-Arrival Medical Screening Health Examination Report**.

Mobility students who are citizens of the 14 countries listed below are exempted from pre-arrival medical screening:

|  |  |
| --- | --- |
| * United Kingdom * Japan * USA * Australia * South Korea * Belgium * Finland | * France * Germany * Netherlands * Spain * Sweden * Switzerland * Turkey |

However, the student needs to fill up the **Declaration Health Status Form** andsubmit together with other documents.