UNIVERSITI TUNKU ABDUL RAHMAN
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Universiti Tunku Abdul Rahman (UTAR)
Centre for Extension Education (CEE)

Student Exchange Programme (SEP) Information Sheet for Academic Exchange and Internship

Name of University	Universiti Tunku Abdul Rahman (UTAR), Malaysia
SEP Coordinators & Contact Numbers	Name: Ir. Dr. Lim Jee Hock Email: limjh@utar.edu.my Contact Number: +603-90860288 Ext: 202 Mobile Phone No.: +6012-6267373 WeChat ID: limjeehock WeChat QR code: **Kampar Campus** Name: Ms. Choong Pik Sin (Sindy) Email: choongps@utar.edu.my Contact Number: +605-4688888 Ext: 2236 Address: Heritage Building, First Floor A178A, Jalan Universiti, Bandar Barat, 31900, Kampar, Perak, Malaysia. Name: Mr Chan Man Seong (Alvis) Email: chanms@utar.edu.my Contact Number: +605-4688888 Ext: 2236 Address: Heritage Building, First Floor A178A, Jalan Universiti, Bandar Barat, 31900, Kampar, Perak, Malaysia. **Sungai Long Campus** Name: Ms. Wong Shin Chet (Hely) Email: wongschet@utar.edu.my Contact Number: +603-90860288 Ext: 334 Address: KB008B, Ground Floor, KB Block, Jalan Sungai Long, Bandar Sungai Long, Cheras 43000, Kajang, Selangor, Malaysia.
Academic Calendar	**January Trimester:** Mid of January – Mid of June **May/June Trimester:** Mid of June – Mid of October **October Trimester:** Mid of October – Mid of January (subsequent year) UTAR has a total of 3 trimesters in 1 academic year UTAR Academic Calendar link: https://admission.utar.edu.my/Academic-Calendar.php
Available Duration of Programme	Student may enrol in any one trimester to a maximum of one academic year.

<table>
<tr><td rowspan="4">SEP Application Period</td><td>Trimester</td><td>Start Date</td><td>Due Date</td></tr>
<tr><td>January Trimester</td><td>1st Aug (previous year)</td><td>30th Sept (previous year)</td></tr>
<tr><td>May/June Trimester</td><td>1st Jan (current year)</td><td>28th Feb (current year)</td></tr>
<tr><td>October Trimester</td><td>1st May (current year)</td><td>30th June (current year)</td></tr>
<tr><td>SEP Application Procedure</td><td colspan="3">● Only submit softcopy of documents (hardcopy is not required).
● Student may email the necessary documents to mobility.cee@utar.edu.my</td></tr>
<tr><td>Documents Required for Application</td><td colspan="3">The following documents MUST be included to complete the application process:
1. Student Exchange Programme Application Form
2. A letter of recommendation from Head of Department / Dean from Home Institution who supports their application
3. A copy of Official Academic Transcripts (in certified English translation)
4. A copy of passport (only pages with passport number, photo, issuance and expiry date)

The following additional documents are required for Student pass and Visa Application:
5. A copy of passport size photo with size 4.5 cm x 3.5 cm (white background) – JPEG format
6. A letter of confirmation from Home Institution to prove that the applicant is enrolled as a full-time student at Home Institution
7. A copy of passport for all pages including blank pages (As per requirement by EMGS, the passport must be valid for at least 18 months from the expected date of entry.)
8. Health Declaration Form</td></tr>
<tr><td>When will students receive the offer letter?</td><td colspan="3">Within 1 month after student submits the softcopy of documents.</td></tr>
<tr><td>When will the official transcripts be ready?</td><td colspan="3">Within 1 month after result is released.</td></tr>
<tr><td>Cost of Tuition/ per Trimester</td><td colspan="3">Tuition fee is waived according to the agreed number of inbound exchange student stated in STUDENT EXCHANGE AGREEMENT.</td></tr>
<tr><td>Estimated Cost of Living per Month</td><td colspan="3">Accommodation: RM 400 to RM 900 (Off-Campus housing)
Food: RM 600 to RM1000 (Three meals per day)
Transport: RM 30 to RM 70 (UTAR or Public Transport)
Others*: RM 200 to RM 300
Estimated cost per month: RM1230 to RM2270

* Entertainment, clothes, mobile phone, utilities, books etc.</td></tr>
<tr><td>Website for SEP Information</td><td colspan="3">Website link: UTAR Student Exchange Programme</td></tr>
</table>

Language Requirement	There is no language requirement for exchange students, but it would be better if students have English proficiency equivalent to IELTS 5.0 or above, especially for English-taught courses. If students plan to take courses in English Language and English Education programmes, the English requirement is IELTS 6.0 or above.
UTAR Programmes	Undergraduate Programme: https://study.utar.edu.my/undergraduate.php All UTAR Undergraduate Programmes accept exchange students except for BACHELOR OF MEDICINE and BACHELOR OF SURGERY. These programmes are only for local students. Postgraduate Programme: https://ipsr.utar.edu.my/Programmes.php
Accommodation Information	**Kampar campus** **Danish House:** Contact Person: Ms. Rachel Website Link: https://www.danishhouse.com.my/ Email: danishhouse@gmail.com Contact Number: +605-467 1763 Mobile Phone No.: +6011-1060 1622 **Westlake Villas Home:** Contact Person: Ms. Kaycee Website Link: https://www.danishhouse.com.my/ Email: sadeptox.dh@gmail.com Mobile Phone No.: +6011-1060 1322 **Sungai Long campus** **Azalea Apartment:** Contact Person: Ms. Ho Email: azalea125.info@gmail.com Contact Number: +603-90112192 Operation Hours: Monday – Friday (10am – 5pm)
Immigration Highlight	**Immigration charges include** ● Immigration processing fees ● Insurance ● Post medical check-up fees ● I-card ● Student pass ● Entry VISA ● Caution Money (refundable upon completion of study in UTAR) ● Personal Bond Fund (refundable upon completion of study in UTAR)

	EMGS Information Link: https://educationmalaysia.gov.my
Pre-Arrival Procedure	1 • Exchange students are advised to visit the website link https://cee.utar.edu.my/About_CEE.php • Or email the Centre for Extension Education at mobility.cee@utar.edu.my for more information. 2 • Download and complete the application form. • Prepare all relevant and certified true copy documents. • Submit the application. 3 • Receival offer letter from UTAR. • Make your bill payment (non-refundable) for the "Student Pass" application. 4 • Department of International Student Services (DISS) will apply the "Student Pass" via online at "Education Malaysia Global Services (EMGS)", after students have made their bill payments. • 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 may result in students needing to reapply for the "Student Pass". 5 • Foreign students who receive eVAL must obtain Single Entry Visa (SEV) from the Malaysian High Commission / Embassy / Consulate Office overseas before entering Malaysia. SEV must be utilised within 3 months of issuance. • Failure to provide eVAL and SEV may result in denied entry to the country by the Immigration Department of Malaysia. 6 • Please consult DISS, UTAR before purchasing flight tickets. The preferable arrival time in Malaysia is either morning or afternoon during working days. Arrival time at night, or on Saturdays, Sundays and Public Holidays are not encouraged. • Students are advised to send their flight itinerary, minimum 10 days' prior arrival in Malaysia, in order for the university to arrange for a smooth pick up at the airport and immigration clearance. Kindly inform the university if there are any changes to your flight schedule, to ensure DISS, UTAR representatives can meet you at the airport's Immigration Department of Malaysia's office. 7 • Students must not consume any medication at least one week before arriving in Malaysia. Should there be real medical needs, please consult with your doctor.

	● Drugs are illegal possession and consumption of drugs are prohibited. ● 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.