2. Complete the registration process and upload the following documents (PDF with 300dpi or more):
   a. Academic certificate and transcripts (Both original and *English-translated copies.
   *English copies are needed only if original documents are not in English)
   b. Passport copy (full set)
   c. Passport-sized photograph (Strict compliance required. Check instructions on Page 2)
   d. Health Examination Report (Ensure relevant form for respective campus is submitted.
      Visit link for preferred EMGS panel clinics: http://is.gd/EMGSclinic).
   *Students from Bangladesh, India & Sri Lanka must complete check-up at the appointed clinics.
3. For Postgraduate Students, additional documents are required:
   a. CV (resume)
   b. Personal Statement/Essay
4. Pay Application Fee (Accommodation Deposit also, if accommodation is required).
5. Upon submission of documents, an Enrolment Number (ENR), Login ID and Password will be sent to your email.
6. Upon payment confirmation by the Finance Department, the Admission Office will issue a Conditional Letter of Offer (CLO) within 24 hours.
7. Sign and return Appendix 1 of the CLO to the university, along with the FIRST TIME PAYMENT receipt.
   The amount is mentioned in the Offer Letter and must be cleared in order to receive original VAL and CLO from university. These documents will not be dispatched if there is a pending payment.

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1. The university will receive the Visa Approval Letter (VAL) from the Malaysian Immigration Department and send to you, upon confirmation of clearance of FIRST TIME PAYMENT.
2. Submit VAL to the Malaysian Embassy/Consulate in your respective city/country for verification and to obtain an Entry Visa.
3. Make travel arrangements and fill your Immigration Clearance & Arrival Information Form ONLINE AT LEAST 7 DAYS PRIOR TO DEPARTURE DATE from home country.
   DO NOT travel to Malaysia without receiving Confirmation Email for your pick-up from the university.
4. Confirm your accommodation arrangements with the university.
5. Travel to Malaysia with the following documents:
   a. Original CLO
   b. Original VAL
   c. Original payment (TT) receipts
   d. Original documents to be verified by Registrar’s Office
6. Upon arrival at Kuala Lumpur (KLIA/KLIA2)/Kuala Terengganu/Sarawak Airport, wait for the University’s representative (for clearance) at the International Students Waiting Area.

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1. Report to the International Support Team (IST) office – located on the 2nd Floor, Block A, South Wing on the next working day at 9.00am & attend the Orientation/Arrival Briefing.
2. Submit the following documents to IST:
   a. Original CLO
   b. Passport
3. Complete Health Examination in Laurent Bleu Clinic.
   Collect the Health Examination receipt from clinic & pass it to IST.
4. Take the English Placement Test (EPT), if required.
5. Proceed with course selection & obtain the class time table.
6. Commence classes.
INTRODUCTION TO STUDENT ADMISSION PROCEDURE

1. **Online Registration Form** - completed and acknowledged by the applicant.

2. **Academic Qualifications**
   a) Academic certificate & transcripts (Highest level; both original & English-translated copies.
      *English-translated copies are needed only if original documents are not in English*
   b) Transfer students from other institutions (credit transfer): 1 set of syllabi / course content, credit hours and assessment scheme (English Version)
   c) For Postgraduate Application, please include:
      i) CV (resume)
      ii) Personal Statement / Essay (2-3 pages) to include:
         - Goals / Objectives
         - How will this programme meet or enhance those objectives?

3. **Passport** – all pages, in colour, including hard covers. Passport must have more than 18 months validity remaining.

4. **Passport-sized photograph** – Strict Compliance Required. Visit following link for guidelines from EMGS:
   (http://www.ucsiuniversity.edu.my/pdf/forms/KLCampus/RequirementsPhotographs.pdf)

5. **Medical Report Form** – Ensure relevant form for respective campus is submitted.
   (Completed by registered clinic/hospital in the home country). Refer to the list of countries requiring to submit the Yellow Fever Vaccination Certificate on our website.

6. **Accommodation Application Form (if required)** - enclosed with non-refundable booking fee of RM1,000 (USD 350).

7. **Additional Documents:**
   a) **Declaration Letter**: discrepancy of name on passport & academic transcripts; to be issued by home country’s Ministry of Education OR by home country’s commissioner for Oaths.
   b) **No Objection Certificate (NOC)**: for students with Sub Saharan Country’s results only.
   c) **No Objection Certificate (NOC - Sudan)**: for students with Sudanese passport only.
   d) **Eligibility Letter**: for Nigerian and Iranian passport holders only.

   Visit following link for the list of countries whose results require NOC submission for student visa.
   [http://educationmalaysia.gov.my/media/docs/NOC-Countriesv1.2.pdf](http://educationmalaysia.gov.my/media/docs/NOC-Countriesv1.2.pdf)

8. **Telegraphic Transfer (TT) receipt** of the application, EMGS processing and EMGS health examination fees: (receipt copies are to be uploaded into the Online Registration Form)

   *Application Fee (inclusive of EMGS Payment)

   **Programme Type** | **Kuala Lumpur / Kuala Terengganu** | **Sarawak**
   --- | --- | ---
   All Programmes except Music, Medicine, Pharmacy and Postgraduate | RM 2,630 | USD 877 | RM 1,370 | USD 457
   Music Programmes | RM 2,930 | USD 977 | N/A | N/A
   Medicine, Pharmacy and Postgraduate | RM 3,130 | USD 1,043 | N/A | N/A
   English Enrichment Programme | RM 2,280 | USD 760 | RM 1,020 | USD 340

   *Application Fee is based on the exchange rate of 1USD=RM3.00. This exchange rate is subject to change.

   EMGS payment applies only to application (1st Year) for Kuala Lumpur / Kuala Terengganu Campus. EMGS renewal payment for subsequent years varies with nationality of the student.

   Application Fee quoted above is inclusive of EMGS payment and is applicable to all international students. The University shall proceed with the visa application on behalf of the student once payment and all required documents are received.

   Any excess amount received shall be deposited to students account for future payments.

   In addition to Application Fee for respective programme, Indonesian students are required to pay RM 300 as payment of 2 years visa & I-Kad under EMGS guidelines. This condition applies to programmes that have duration of more than 1 year.

All fees MUST be SENT BY TELEGRAPHIC TRANSFER (TT) to one of the following accounts:

<table>
<thead>
<tr>
<th>BENEFICIARY’S BANK</th>
<th>BANKER’S ADDRESS</th>
<th>SWIFT CODE</th>
<th>BENEFICIARY BANK ACCOUNT NO.</th>
<th>BENEFICIARY INFORMATION</th>
</tr>
</thead>
</table>
UCSI University, No.1, Jalan Menara Gading,  
UCSI Heights (Taman Connaught),  
56000 Cheras, Kuala Lumpur, Malaysia.  
+6 03 - 9101 8880  
+6 03 - 9102 3606 |
| Bank of China (Malaysia) Berhad | Plaza OSK, Jalan Ampang 50450, Kuala Lumpur, Malaysia | BKCHMYKL | 1-00000-4000-25654 |
| Industrial and Commercial Bank of China (Malaysia) Berhad | Ground Floor, Wisma Equity, 150 Jalan Ampang, 50450 Kuala Lumpur, Malaysia | ICBKMYKL | 0129000-1000003-40593 |

Updated: February 2016