

INTERNATIONAL STUDENT ADMISSION PROCEDURE

Application

- 1 Visit our website, www.ucsiuniversity.edu.my, and click on the ONLINE REGISTRATION button.
- 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 with certain nationalities must complete check-up/medical form at the appointed clinics.
Visit link to check if your nationality is among those.*
- 3 For Postgraduate Students, additional documents are required:
 - a. CV (resume)
 - b. Personal Statement/Essay
 - c. Research Proposal (For DBA/PhD Programmes)
- 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.



Pre-Arrival

- 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.



Post-Arrival

- 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.

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- Online Registration Form** - completed and acknowledged by the applicant.
- Academic Qualifications**
 - Academic certificate & transcripts (Highest level; both original & English-translated copies.
**English-translated copies are needed only if original documents are not in English*)
 - Transfer students from other institutions (credit transfer): 1 set of syllabi / course content, credit hours and assessment scheme (English Version)
 - For Postgraduate Application, please include:
 - CV (resume)
 - Personal Statement / Essay (2-3 pages) to include:
 - Goals / Objectives
 - How will this programme meet or enhance those objectives?
 - Research Proposal (For DBA/PhD Programmes)
- Passport** – all pages, in colour, including hard covers. Passport must have more than 18 months validity remaining.
- Passport-sized photograph – Strict Compliance Required. Visit following link for guidelines from EMGS:**
(<http://www.ucsiuniversity.edu.my/pdf/forms/KLCampus/RequirementsPhotographs.pdf>)
- 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.
- Accommodation Application Form (if required)** - enclosed with non-refundable booking fee of RM 1,000 (US\$ 280).
- Additional Documents:
 - 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.
 - No Objection Certificate (NOC):** for students with Sub Saharan Country's results only.
 - No Objection Certificate (NOC - Sudan):** for students with Sudanese passport only.
 - 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>
- 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)

Programme Type	*Application Fee (inclusive of EMGS Payment)			
	Kuala Lumpur / Kuala Terengganu		Sarawak	
All Programmes except Music, Medicine, Pharmacy and Postgraduate	RM 2,790	USD 715	RM 1,370	USD 457
Music Programmes	RM 3,090	USD 792	N/A	N/A
Medicine, Pharmacy and Postgraduate	RM 3,290	USD 844	N/A	N/A
English Enrichment Programme	RM 2,440	USD 626	RM1,020	USD 340

* Application fee is based on the exchange rate of 1USD=RM3.90. 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:

BENEFICIARY'S BANK	BANKER'S ADDRESS	SWIFT CODE	BENEFICIARY BANK ACCOUNT NO.	BENEFICIARY INFORMATION	
STUDENTS OF ALL COUNTRIES EXCEPT THE PEOPLE'S REPUBLIC OF CHINA					
CIMB Islamic Bank Berhad	197 & 199, Jalan Sarjana, Taman Connaught, 56000 Cheras, Kuala Lumpur, Malaysia	CTBBMYKL	86-0213894-3	UCSI Education Sdn. Bhd. UCSI University, No.1, Jalan Menara Gading, UCSI Heights (Taman Connaught), 56000 Cheras, Kuala Lumpur, Malaysia. +6 03 - 9101 8880 +6 03 - 9102 3606	
STUDENTS OF THE PEOPLE'S REPUBLIC OF CHINA					
OPTION 1 Bank of China (Malaysia) Berhad	Plaza OSK, Jalan Ampang 50450, Kuala Lumpur, Malaysia	BKCHMYKL	1-00000-4000-25654		
OPTION 2 Industrial and Commercial Bank of China (Malaysia) Berhad	Ground Floor, Wisma Equity, 150 Jalan Ampang, 50450 Kuala Lumpur, Malaysia	ICBKMYKL	0129000-1000003-40593		