

Pre-Departure Briefing

By International Office, UCSI Univesity

Congratulations !

- ◆ Successful upon enrolment in UCSI University, we will send your Visa Approval Letter (VAL), followed by a pre-arrival email on things you can do to prepare before leaving your home country.



Step 1:

Clearance of pending payments

- ◆ Kindly make full payment stated in Letter of Admission (LoA), in order for us to send softcopy of Visa Approval Letter (VAL) to you
- ◆ If student have scholarship or organization is paying your tuition fees, please submit a letter of guarantee from your sponsor / awarding body.



Step 3:

Accommodation arrangements

- ◆ Make sure that you have booked and confirmed your accommodation before you arrive, either with counsellor or through own resources. Requests upon arrival may not be entertained due to unavailability of type of the room requested.

Accommodation options :

- ◆ North Wing hostel (On-campus)
- ◆ South Wing hostel (On-campus)
- ◆ Off-campus accommodation
- ◆ Own arrangement (stay with friends or relatives)

Step 4:

Arrival notification

- ◆ Complete the [Immigration Clearance & Arrival Information Form at IIS Student Portal](#), and ensure that you submit the completed form at least SEVEN (7) working days before your departure date to facilitate the complimentary pick-up & immigration clearance services. A penalty of **RM 200** will be imposed on late notifications.
- ◆ Students attending English course (or not fulfilled English requirement)
 - ◆ For **June 2017 class** , should arrive on **25 - 26 May 2017**
 - ◆ For **July 2017 class**, should arrive on **29 - 30 June 2017**
 - ◆ For **August 2017 class**, should arrive on **27 - 28 July 2017**
- ◆ Students joining University programme in **September 2017 semester** (fulfilled English requirement), should arrive on **20 August 2017 onward** (*avoid public holiday, Saturday and Sunday*)

Reminder

- ◆ Before depart, request your hostel's room number from your counsellor
 - ◆ For own arrangement accommodation, you may tell your friends/relatives to pick you up at South Wing hostel (Block D)
- ◆ Ensure you have received UCSI representative's name and contact number before departure, he/she is the person that will meet you at airport's immigration office, to assist you on immigration clearance.
- ◆ Ensure your passport has at least 18 months validity.
- ◆ Bring original transcript and certificate for certification purpose.
- ◆ Bring some Malaysia currency
- ◆ Necessary medication and required immunisation.

Have a pleasant flight,
and see you in Malaysia

Thank You !!