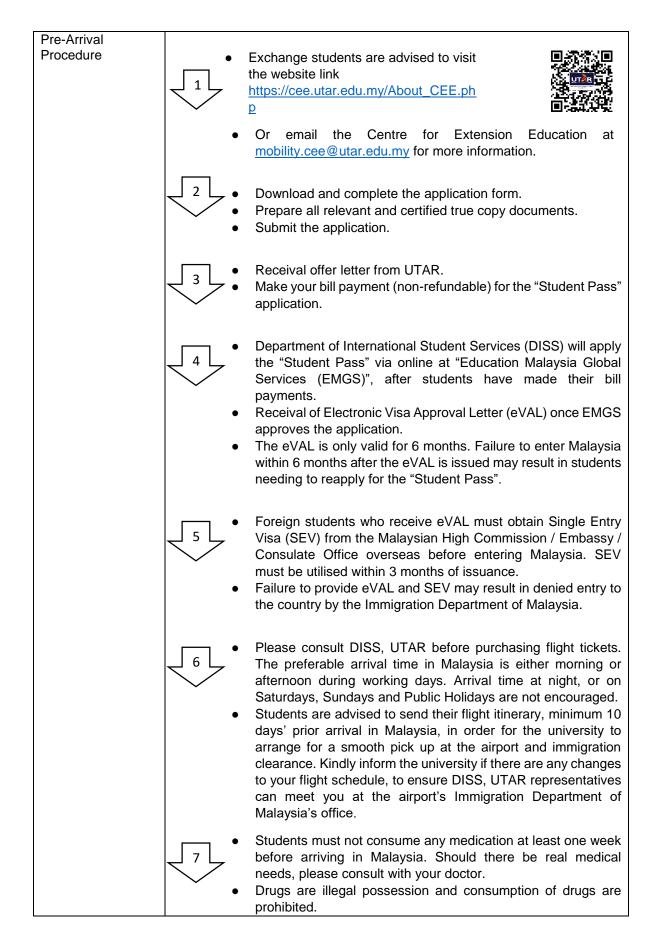**Universiti Tunku Abdul Rahman (UTAR)**
Centre for Extension Education (CEE)

Student Exchange Programme (SEP) Information Sheet
for Undergraduate Academic Exchange, Internship and
Project Attachment

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 Chee Cheng Jin Email: cheecj@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:** End of January – Mid of June **June Trimester:** Mid of June – End of October **October Trimester:** Mid of October – End 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.

SEP Application Period	Trimester	Start Date	Due Date
	January Trimester	1st Aug (previous year)	30th Sept (previous year)
	June Trimester	1st Jan (current year)	28th Feb (current year)
	October Trimester	1st May (current year)	30th June (current year)
SEP Application Procedure	● Only submit softcopy of documents (hardcopy is not required). ● Student may email the necessary documents to mobility.cee@utar.edu.my		
Documents Required for Application	**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) 4.and 7.Scan it in color. Please refer to the guideline as the format should be 2 pages in 1 sheet. **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 (*sample letter*) 6.Provided by Office of International Affairs at NIU. 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		
When will students receive the offer letter?	Within 1 month after student submits the softcopy of documents.		
When will the official transcripts be ready?	Within 1 month after result is released.		
Cost of Tuition/ per Trimester	Tuition fee is waived according to the agreed number of inbound exchange student stated in **STUDENT EXCHANGE AGREEMENT.**		
Estimated Cost of Living per Month	**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.		
Website for SEP Information	Website link: UTAR Student Exchange Programme		

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.
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.

NOTIFICATION OF THE RECOMMENDED FORMAT FOR THE SUBMISSION OF STUDENT PASSPORT COPIES FOR VAL APPLICATIONS.

1. PURPOSE

1.1. This information is intended to provide clarification to all Educational Institutions regarding the correct format for the submission of student passport copies for VAL applications.

1.2. In order to reduce the chances of rejection by Immigration department, EMGS recommends that this format be adhered to by all institutions.

2. IMPLEMENTATION

2.1. As advised by the Immigration department, we recommend that each application should have **a maximum of only 2 pages** of the student's passport visible on each photocopied sheet.

2.2. Failure to adhere to this may lead to rejection of VAL applications.

2.3. Please refer to the attached document for examples.

Education Malaysia Global Services

15 August 2017

1. Incorrect Format

2. Correct Format

Passport Photo Guidelines

Please find below the photo guidelines for submitting a passport photo to EMGS. Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad.

Institutions will be requested to adhere to the guidelines below to avoid any delay in processing as well as avoiding any untoward issues with law enforcement officials checking the iKad.
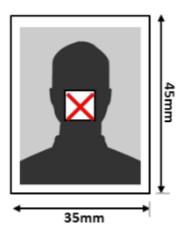
1. In colour and identical, not black and white

2. Taken against a **WHITE** background

3. Your photos must be **professionally printed** and **45 millimetres (mm) high x 35mm wide**. **Please do not use photos that have been cut down from larger pictures.** In the examples below, the one on the *left shows the correct proportions*. The image on the right shows incorrect proportions.

4. ***Note to Institutions:*** When scanning and uploading the passport picture in STARS please ensure that there is **no white border** surrounding the photo as this may affect the dimensions of the image. Therefore, please remove the white border before uploading the student's picture. In the examples below, the *one on the left shows the correct proportions*. The image on the right shows incorrect proportions.

5. Free from reflection or glare on spectacles, the frames of which must not cover the eyes. **We recommend photographs without spectacles to avoid the risk of rejection because of glare or reflection.**

6. Because clothing is visible in the passport photo, subjects should be careful to wear something modest. We recommend that you wear dark-coloured attire (this includes headscarves) so as to be in clear contrast to the white

background. A conservative top is best. **Do not wear something with open shoulders (such as a tank top).**

7. Free from shadows.

8. Digital enhancements or changes are not acceptable.

9. Taken with the eyes open and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes) - if possible.

10. With the subject facing forward, looking straight at the camera.

11. With a neutral expression with the mouth closed (no grinning, frowning or raised eyebrows).

12. Of each person on their own (no objects such as dummies or toys, or other people visible).

13. Taken with nothing covering the face.

14. In sharp focus and clear.

15. Free from "redeye".

16. Taken of the full head, without any covering unless worn for religious or medical reasons.

17. Make sure the facial features are clearly visible, from the bottom of the chin to the crown of the head.

18. Printed professionally or taken in a passport photo booth. Photos printed at home are unlikely to be of an acceptable standard.

19. Have the person's full name on the back of each photograph (when submitted manually).

Examples of background photos

Compare background photos with these examples before submitting an application.

Examples of acceptable photos

Examples of unacceptable photos

Guidelines ✚

Required Documents (https://visa.educationmalaysia.gov.my/guidelines/required-documents.html)

Medical Screening (https://visa.educationmalaysia.gov.my/guidelines/medical-screening.html)

Registered Malaysian Clinic (https://visa.educationmalaysia.gov.my/guidelines/registered-malaysian-clinic.html)

Insurance - New (https://visa.educationmalaysia.gov.my/guidelines/insurance-new.html)

Insurance - Old (https://visa.educationmalaysia.gov.my/guidelines/insurance.html)

Online Photo Checker (https://visa.educationmalaysia.gov.my/guidelines/online-photo-checker.html)

Passport Photo Guidelines

SEV Required Countries (https://visa.educationmalaysia.gov.my/guidelines/sev-required-countries.html)

(https://www.facebook.com/pages/Education-Malaysia-Global-Services/176820335796911)

(https://twitter.com/EduMalaysiaGS)

(https://www.youtube.com/user/educationmalaysia

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University letterhead

Date: _____

TO WHOM IT MAY CONCERN

CONFIRMATION LETTER

This is to certify that Mr/Ms (Student Name: _____), Passport Number: (_____) is a currently full-time undergraduate student of (Study Programme Name: _____) in (Home Institution Name: _____) and is expected to graduate in (Month, Year).

Mr/Ms (Student Name: _____) has been selected to join the Student Exchange Programme at Universiti Tunku Abdul Rahman (UTAR), Malaysia from (Commencement Date: _____). He/she will return to (Home Institution Name: _____) upon the completion of the exchange programme.

Should you need further information, please do not hesitate to contact the undersigned at (Phone number/Email).

Thank You.

Regards,

_____
Name
Position
Department
Institution Name
(Official seal/stamping)

Particular	Danish House @ Kampar	Westlake Villa @ Kampar	Azalea @ Sungai Long	Parkway Inn Hotel @ Sungai Long	Flora Green @ Sungai Long
Single Room	RM310 – RM495	RM550 - RM650	RM500 - RM850	RM1500	RM850
Double Room	-	RM750 – RM900	RM900	RM1500	-
Triple Room	-	-	-	RM1900	-
Quad Room	-	-	-	RM2500	-
Advance Booking Fee	-	-	1 month rental	1 month rental	1 month rental
Rental Deposit*	1 month	1 month	1 month	-	1 month
Utility Deposit*	1 month	1 month	-	-	1 month
Access Card Deposit*	-	-	RM100	-	-
Keys Deposit*	-	-	-	-	-
Air-con Deposit*	-	-	RM300	-	-
Admin/Registration Fees	RM50	RM50	RM200	-	RM100
Cleaning Fees	-	-	RM80	-	-
Facilities					
1. Air conditioning	√	√	√	√	√
2. Study Chair and Table	√	√	√	-	√
3. Wardrobe	√	√	√	-	√
4. Bedframe and Mattress	√	√	√	√	√
5. Dining Table	√	√	√	√	√
6. Refrigerator	√	√	√	√	√
7. Water Filter	√	√	√	√	√
8. Water Heater	√	√	√	√	√
9. Ceiling Fan	√	√	√	-	√
Accommodation Services					
1. 24 Hour Security with CCTV	√	√	√	√	√
2. 24 Hour Patrolling Guards	√	√	√	√	√
3. Car Park Upon Request	x	√	√	x	x
4. Access Card System	x	√	√	√	√
5. Management Office	√	√	√	√	√

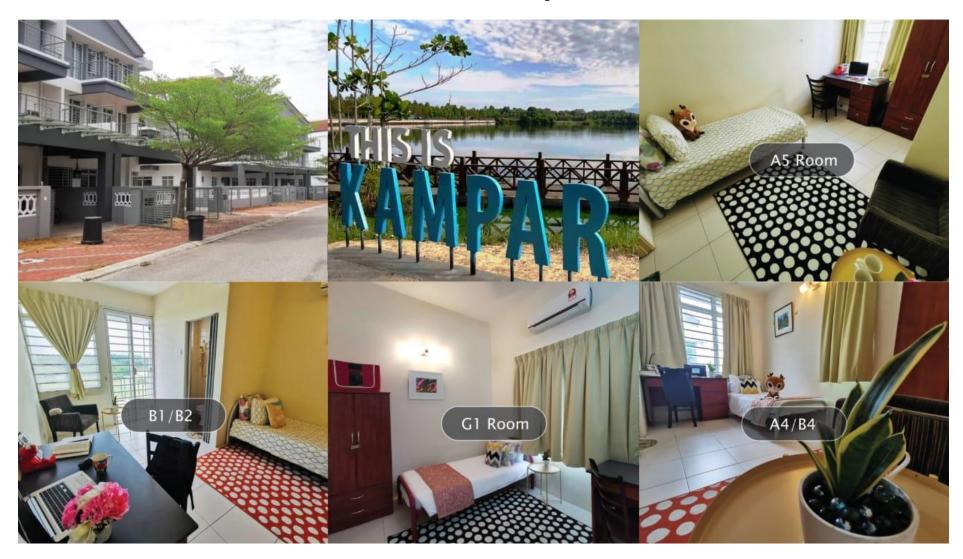|					
6. Shuttle Bus/Van to UTAR	√	√	√	√	x
7. Free Wifi Services	√	√	√	√	√
8. Coin-Operated Laundrette	x	x	√	√ (Outside)	x
9. Laundry Services	√	√	x	x	x
10. Periodic House/Room Cleaning Services	√	√	√	√	√

* Deposits will be refunded if rooms are used in accordance with all provisions of the rental agreement together with terms and conditions.

** All prices are subject to change without notice and are not guaranteed
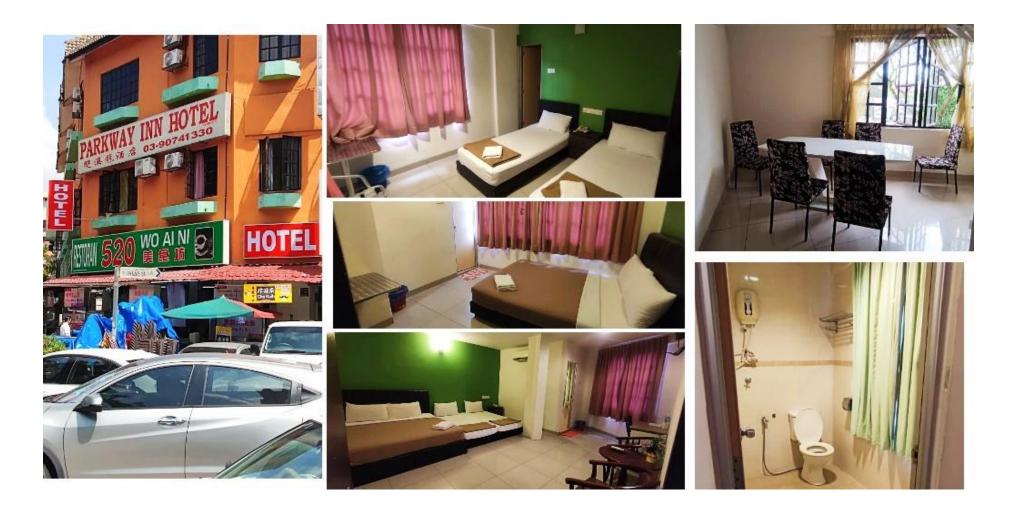
Last updated on 8 June 2023

Gallery

Danish House @Kampar

Westlake Villa @Kampar

Azalea @ Sungai Long

Master Room

Superior Single

Single Non Aircon

Living /Dining Area

Parkway Inn Hotel @ Sungai Long

Flora Green @ Sungai Long