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Be a global student

Experience Malaysia, a truly Asian country blessed with rich cultural heritage and diversity. Explore its wonders of nature, from pristine beaches, to diverse flora and fauna. It even has one of the oldest rainforests in the world! Start your adventure with the Student Exchange Programme at one of the fastest growing private higher education institutions in the country, UTAR, and be dazzled with natural beauty, vibrant cities, ancient traditions, and diverse local culture in Malaysia while studying abroad!

CONTACT US FOR MORE INFO

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- cee.utar.edu.my/StudentExchange
- @ mobility.cee@utar.edu.my
- facebook.com/UTARCEE
- instagram.com/UTAR_CEE

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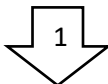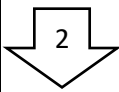
Universiti Tunku Abdul Rahman (UTAR)
Centre for Extension Education (CEE)

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

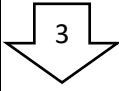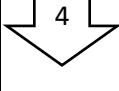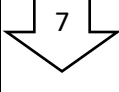|	
Name of University	Universiti Tunku Abdul Rahman (UTAR), Malaysia
SEP Coordinators & Contact Numbers	Name: Ir. Dr. Lim Jee Hock Email: limjh@utar.edu.my Contact Number: +603-90860288 Ext: 202 Mobile Phone No.: +6012-6267373 WeChat ID: limjeehock WeChat QR code: **Kampar Campus** Name: Ms. Choong Pik 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. **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) **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 (Passport Photo Guidelines) 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*) 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.
		- 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.

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	RM450 – RM1000	RM1500	RM850 – RM1200
Double Room	-	RM750 – RM900	RM1000	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	-	-	RM100	-	-
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 05 July 2024

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