



UNIVERSITY OF MALAYA  
STUDENT EXCHANGE PROGRAMME (UMSEP)

Application Form For Inbound Programme  
As Non-Graduating Student

Please attach a recent passport-sized photograph

Please read the form carefully and fill in all sections before submitting it to the **International Student Centre (ISC), Level 1, Block D, Perdanasiswa Complex, University of Malaya** in **two (2)** copies. Application must be accompanied with copies of relevant certificates/transcripts and supporting documents. Omissions and illegible applications will not be processed.

**A. APPLICANT'S PARTICULARS**

Full Name (in block letters): \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender: (M / F) \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Address: *china@um.edu.my*

<b>Proposed Host</b>	<b>Date of Issue</b>	<b>Place of Issue</b>	<b>Expiry Date</b>
<b>Parent or Guardian (in case of minor):</b>		<b>Relationship:</b>	
<b>Name:</b>	<b>Tel. No.:</b>	<b>Post. Add.:</b>	

**Signature of Applicant** \_\_\_\_\_  
**Name of Parent/Guardian** \_\_\_\_\_  
**Name of College to contact** \_\_\_\_\_ **Signature** \_\_\_\_\_  
**Tel. No. (Malaysia)** \_\_\_\_\_  
**Current Program of Study: Bachelor/ Master/ Ph.D** \_\_\_\_\_ **Year of Study:** \_\_\_\_\_  
**Belongs to any special facilities, if any:** \_\_\_\_\_  
**Are you a candidate of any national election?**  Yes /  No  
**Have you previously been an international student with the University of Malaya?**  Yes /  No  
**Name signed:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

Faculty	Course/Year	Course Title	Credit Hours

**Remarks:** \_\_\_\_\_  
**Signature of Applicant:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

#### D. AIRPORT PICKUP

Does your group need an airport pickup service when you arrive? **Yes / No**

If your answer is **Yes**, please fill up the details of your flight:

Date of Arrival:

Expected Time of Arrival:

Place to pick up: **KLIA / LCCT / KL SENTRAL**  
Others, please specify:

#### IMPORTANT\*

- Kindly take note that airport pickup service is arranged only for group consisting at least **10 or more students**.
- Please email the flight details at least one week before your departure date to:  
[useinwin@um.edu.my](mailto:useinwin@um.edu.my) or [noor\\_azam@um.edu.my](mailto:noor_azam@um.edu.my)

#### E. ON CAMPUS ACCOMMODATION

Do you need accommodation during student exchange programme? **Yes / No**

#### ACCOMMODATION INFORMATION

- The offer for accommodation comes with basic facilities (Matress, bed, study table, chair, cupboard and fan)
- Common facilities include toilet, bathroom and pantry which provides iron and kettle.

#### IMPORTANT\*

- Accommodation facilities are provided on the basis of student's arrival date, booking period and **NOT** on the preferences of individual student.
- If your answer is **NO**, University of Malaya will not be held liable or responsible for any other accommodation arrangements.
- The accommodation offered is subject to availability. By answering **YES** in this form does not mean that your accommodation is confirmed.

#### F. INSURANCE MATTERS

Please ensure that you provide proof of insurance from your Home Country which covers the following benefits:

- Death
- Personal Accident
- Repatriation

I certify that I:

- have read, fully understand and accept the conditions in the "Application Information for Admissions as a Non-Graduating Student";
- made true and correct statements in my application, or the application will be invalid and;
- understand and agree that the University of Malaya reserves the right to reject this application, withdraw the offer of admission or terminate my admission as a non-graduating student if there is any breach of these or any other conditions established by the University.

Signature

Date

## CHECKLIST

### INBOUND APPLICATION

- 1. Application Form for Admission as Non-Graduating/Exchange Student
- 2. A Letter of Support from the Home University
- 3. Two Photocopies of Academic Transcript
- 4. Two Photocopies of Passport
- 5. 2 Passport Size Photographs
- 6. Insurance from Home Country (Death, Personal Accident & Repatriation)
- 7. Reference Letter from Home University for Credit Transfer/Sit for Examination
- 8. TOEFL/IELTS Certificate (required for credit transfer)