

PUTRA INTERNATIONAL STUDENT HANDBOOK

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1.0 WELCOME TO PUTRA BUSINESS SCHOOL MALAYSIA

Hello and welcome to Putra Business School Malaysia!

The International Student Office is delighted that you have chosen to come to study at Putra Business School Malaysia, and we hope this guide will help you in your preparations for coming to study and live in Malaysia. Please note this guide is also available on our website: www.putrabusinessschool.edu.my

We are based at Universiti Putra Malaysia, 43400 UPM Serdang, Selangor and we provide information, advice and guidance to international students including immigration advice, tuition fee status enquiries or general advice pertaining to your studies and life in Malaysia.

We hope you find this guide helpful. If you need more information and assistance before or after you arrive, you can either contact us by email norhayati@putrabs.edu.my or telephone +603 89467441 or +60193712168.

2.0 PRE-ARRIVAL INFORMATION

The Malaysian government is committed to making the country a hub for world-class education and welcomes foreign students who want to pursue courses of study here. The government has made it convenient for foreigners with the genuine intention of studying in Malaysia to obtain a student pass and visa, a requirement by the country's Immigration Department.

From the 1st February 2013 foreign students who wish to apply to a private institution of higher education must apply to study in Malaysia through Education Malaysia Global Services (EMGS). This One Stop Application process allows the student to search and apply for multiple programmes at multiple institutions all at the same time. Foreign students must only study in programmes and institutions that are accredited and licensed - Education Malaysia only lists programmes that meet these requirements - this takes some of the burden from the student.

Getting ready to come to study overseas in a new country, whether for a short or long period of time can be a daunting experience; that is why this guide provides you with detailed information and advice regarding what you should do, pack and check before leaving your home country.

2.1 Submission of Documents/ Payment

2.1.1 Application Procedures

1. All International students should read the requirements for enrolment carefully and ensure all information is complete before submission.
2. Please fill up the online Application via www@putrabusinessschool.edu.my. To avoid delays, please ensure that all information is complete, with the following documents attached:
 - ✚ Four (4) recent passport type photos (4 x 5.5 cm)- blue background
 - ✚ Passport validity should be more than 1 year
 - ✚ One (1) set photocopy of your passport - include all pages, including blank pages. (Passport should be valid for at least one year from the intake date).
 - ✚ Certified true copies of all relevant academic transcripts and examination results.

- ✚ For African and sub Saharan countries, Non Objection Certificate (NOC)/eligibility letter from relevant embassy.
- ✚ If financed by scholarship / study loan, documented evidence must be attached.
- ✚ English translations of all documents submitted, if necessary.
- ✚ Application processing fee of USD60.
(Incomplete applications cannot be processed)

3. Please mail or courier to:-

Putra Business School
43400 UPM Serdang
Selangor
Malaysia
Tel: 603- 89467441
Email: norhayati@putrabs.edu.my

4. Please include the fee with the Application Form. Remittances by electronic transfers should be evidenced by a clear copy of the bank confirmation advice and referenced with the student's particulars – name, passport no., programme and intake month and year. Refer to Payment Instructions.
5. Offer Letters will be sent to successful applicants (please allow 2-4 weeks).
6. PUTRA will also apply for a Student Pass from the Malaysian Immigration Department. This may take about 4-6 weeks. We advise that all applications are submitted eight (8) weeks before the intake dates.

Additional Documents Required

1. If you graduated from an international high school in Malaysia:
 - ✚ School Leaving Certificate or Completion Certificate.
2. If you have previously studied in another higher education institution (college or university level) in Malaysia, additional documents needed are:
 - ✚ Release Letter (from former institution) and
 - ✚ Attendance Report (must be at least 80% attendance).
3. International students from other higher education institutions in Malaysia who intend to change institutions before successfully completing their programmes will need approval from the Ministry of Education and Immigration Department.

Payment Information

1. Upon accepting the admission offer, new international students are required to make payment of Admission Acceptance Fee and EMGS Fee (includes medical examination fee).
2. International students starting their first semester at PUTRA are required to make payment of Registration Fee, International Student Annual Fee, Personal Bond and tuition fee for 1 trimester/semester as stated in letter of offer on the registration day.
3. Please refer to the Payment Instruction section for bank details.
Important Note: Telegraphic Transfers may take up to (5) working days to reach our bank account. This should be taken into account when remitting funds.
4. If Malaysian Ringgit is not available, the equivalent amounts in international currencies are also acceptable (e.g. USD, AUD, SGD, EUR, GBP etc.). The difference in Malaysian Ringgit must be paid or refunded to the student after receipt by the bank.

Payment Instruction

Payment should be made to below bank details

Payable to: PUTRA BUSINESS SCHOOL
 Account No: 562142405860
 Bank Name: Malayan Banking Berhad (Maybank)
 Bank Branch : Taman Sri Serdang
 Pay to country : Malaysia
 Pay to city : Selangor
 Swift Code: MBBEMYKL

2.2 Obtaining Visa Approval Letter (VAL)

Upon receiving the VAL, students are required to proceed to the nearest Malaysian Embassy or High Commission to obtain an entry visa. Please note that the Visa Approval Letter is ONLY valid for three (3) months

2.2.1 In Home Country

Students must ensure that the required fees are paid before arrival. PUTRA will send the Airport Arrival Form for the students to complete and email it to norhayati@putrabs.edu.my at least seven (7) working days before arriving in Malaysia.

2.2.2 Preparation for Pre-Departure

Before the departure, students must bring along the following important documents:-

1. Original copies of previous qualifications, passport size photographs, spare photocopies of passport, etc.;
2. **Passport** (which is valid for at least 12 months before expiry); and
3. Original copy of **Visa Approval Letter** or **Valid Entry Visa** (for countries that require visas to enter Malaysia).

2.2.3 What to pack

Clothes and Weather

Malaysia is a tropical country and is situated near the equator. The average temperature ranges between 21°C and 34°C. Humidity is high and on the west coast of Peninsular Malaysia, the rainy season is from April to May as well as October to November. Light clothing such as T-shirts, slacks, Jeans, shorts, and shirts are ideal and will be most comfortable. In addition, cool clothing materials such as polyester and cotton are best suited to the climate.

Electrical Equipment

The standard capacity is a 240-volt, 50-cycle system. You may wish to purchase an adaptor for Malaysia's 3-square pin contact socket in order to use the electrical items from your home country. These are readily available for a reasonable price from convenience shops and supermarkets throughout Malaysia.

Luggage

Make sure you label all your items of luggage. It is also a good idea to include a note of your particulars and destination inside your luggage should labels be damaged during transit or baggage handling. Important documents and personal items to pack:

- Passport
- Flight Ticket
- Driving license
- Letter of Offer of Admission and immigration approval letter
- Original academic qualification transcripts – in English (Compulsory)
- Receipts/proof of payment for all fees
- Medical Health Report (In English). If you are currently suffering from an illness, it is advisable to bring along any necessary medication, and all documentation and written medical advice relating to the condition.
- Clothes and footwear (casual and formal)
- Personal items
- Towel
- Mobile phone
- Adapter plugs
- Basic stationery
- Dictionary if deemed necessary

2.2.4 Money Matters

The currency in Malaysia is the Ringgit Malaysia (RM). The exchange rate as of July 2014 is USD 1 to RM 3.19. Please check the latest currency rate for an up to date rate.

A credit card will be useful. It is advisable that funds should be brought into Malaysia in the form of travellers cheques. It is not advisable to carry a large amount of cash with you. We recommend that you open a bank account shortly after you arrive in Malaysia. For information about opening a bank account, please refer to page 8 of this guide.

You are advised to have sufficient funds for your expenses throughout the first 3 - 6 months of your studies.

2.3 Accommodation

Modern, spacious and safe living accommodation in close proximity to our campus is available. There are a variety of options to suit your personal budget. One of the options is the Academia Residences located in Sri Kembangan, 15 minutes away from the Campus. The Academia is a new development of serviced residences located in Seri Kembangan City Centre. The leasehold condominium consists of units measuring approximately 753 sq ft – 987 sq ft in size. The units come in 3 layouts consisting of 1-bedroom and 1 bathroom, 2-bedroom and 2-bathroom and 3 bedroom and 3-bathroom layouts.

Facilities at the condominium include a multi-purpose hall, swimming and wading pools, a tennis court, a barbeque area, a jogging track, a playground, ample parking spaces and 24-hour security surveillance with CCTV coverage and smart access card system.

The condominium is strategically located close to various amenities such as banks, retail outlets, restaurants, schools and clinics. South City Plaza and the Mines Shopping Fair are the nearest shopping centres to the condominium. It is also in close proximity to the Malaysia International Exhibition & Convention Centre, the Mines Beach Resort and Spa, the Mines Waterfront Business Park and the Mines Wonderland Recreational Park.

A 24 hours perimeter surveillance team with card identification system also enhances the security of your home.

Other accommodation near the campus are East Lake Condominium, Heritage Condominium and Fortune Park Condominium.

2.4 Entry into Malaysia

2.4.1 Fill out the Disembarkation Card (Arrival Card)

Please fill out the Disembarkation Card which will be provided by the airline. The card can also be obtained in the airport arrival hall. You will need to keep the card with you.

3.0 ARRIVING IN MALAYSIA

3.1 At the Airport

Upon arrival at Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2), students are required to find their way to the **Immigration Section**. If you are confused, please approach the airport staff in uniform for assistance.

3.2 At the Airport Immigration Counter

Arrivals at KLIA/KLIA2 - When arriving at the Immigration Counter, a PUTRA representative will pick you up at Student Waiting Area (in front of the Health and Quarantine Office – main terminal).

Notes:

- Our PUTRA representative will normally carry a signage of PUTRA or PUTRA pass. The representative will then accompany the student to the Immigration Counter for clearance.
- Students are reminded that Immigration Officer **WILL NOT** release any student without the presence of PUTRA representative to escort the student out of the airport.
- Therefore, prior notification of arrival is important. Only students with Visa Approval Letters may be cleared from the airport, otherwise our staff will be unable to clear them.

3.3 At Putra Business School Malaysia

The student must report to the International Student Office (located at Level 2, Putra Business School) upon arrival or the following day.

4.0 POST-ARRIVAL INFORMATION

4.1 Life at Putra Business School Malaysia

You will find a really friendly and welcoming community at Putra Business School Malaysia. Do not hesitate to approach any staff for help. You will also find you are well supported here. We have a range of services to help you make the best of your time at university and provide advice and support if you encounter any problems. Our website dedicated to prospective students will give you an overview of life at Putra Business School www.putrabusinessschool.edu.my

4.2 Welcome and Social Events

International Student Orientation and Social Events

There are a number of welcome events specifically for international students, and these take place across the University during registration day and into the start of the first session.

Student Societies

If you have a hobby or special interests, you might be able to find like-minded students in the University through the Putra Students Association. This club is also a great way to meet new people and make new friends, both local and international.

4.3 Life in Malaysia

In multi-cultural Malaysia, you will have the opportunity to experience different practices and experiences that are unique to Malaysia. Our International Student Office will be happy to help you if you have any questions.

Malaysia is one of the safest countries worldwide and absolutely safe to travel to any part of the country. Nevertheless, we still have to take these precautionary steps;

- STREET CRIME: Particularly in tourist areas: pickpockets and bag snatchers. Self-defence is the same anywhere: wear your purse/bag strap over your chest (not just dangling from your shoulder) and hold your bag close.
- Women travellers should be sensitive to local customs and attitudes.
- Do not leave your laptop in a vehicle parked in a car park.
- It is always safer to travel with an acquaintance than alone.
- Do not enter a taxi if someone is already in the taxi in addition to the driver.
- Be observant with everything around you.
- If you are travelling late at night, go in a group. If the distance is a long walk, use a taxi.
- Don't visit cash-points alone at night.
- Do not use your mobile phone or personal stereo when walking alone in the street at night.

4.3.1 Opening a Bank Account

Before leaving home it is a good idea to check whether your existing bank either has branches in Malaysia, or has reciprocal arrangements with a Bank which would allow you to continue using their banking services when you arrive in Malaysia.

For the longer term, most students will find opening a Malaysia bank account as the most efficient way to manage their finances. In order to open a bank account in Malaysia, you will need the following:

- The Letter of Student Status Verification from Putra Business School Malaysia to confirm your status as a student in Malaysia.
- Original Passport
- Minimum deposit: Must be in Ringgit Malaysia (RM). Most banks require deposit of RM250 in order to open a new bank account.
- If you are under 18 years old, you will need an indemnity form signed by your parents and witnessed by the relevant authority from your home country.

Most banks will issue debit cards or withdrawal cards to be used at automated-teller machines, or ATMs. You may use these cards to withdraw money from your account instantly from ATMs machines available 24 hours a day. Online banking is also widely used in Malaysia and offers another convenient platform for your banking needs.

Reminder: Never share your personal identification number (PIN) issued by your bank or your password for online banking with anyone, and take care not to lose your card. If you do, notify the bank immediately to cancel your cards and apply for a replacement card.

Banks in Malaysia normally operate from Monday to Friday, 9.30am to 4pm. The opening times may differ from one bank to another. It is best to check with the respective banks on their opening times.

4.3.2 Healthcare

Healthcare costs in Malaysia are relatively high compared to other countries in South East Asia. A sudden illness or accident requiring hospitalisation can quickly result in medical bills totalling thousands of Ringgit. In compliance with the Malaysian Ministry of Education's Code of Ethics, all international students must have medical insurance coverage throughout their period of study in Malaysia. This insurance coverage is not applicable to part-time students. Refer to page 17 for details on Health and Insurance.

To enjoy more benefits or premium coverage, all international students are advised to purchase their own personal medical health insurance at their own cost.

In case of any emergency, Malaysia's Emergency Services for ambulance, fire and police services can be contacted by dialling 999. You are advised to check with our International Student Office for the locations of emergency centres close to you. Also ensure that you are aware of which hospital is your insurance policy's preferred provider and where it is located. Carry your medical card in your wallet. Should you need to be admitted to the hospital, the Medical Card will ensure you can be admitted without unnecessary delay. Please contact the International Student Office and inform them of any emergency situation that has arisen, and of admission into the hospital.

4.3.3 Living Expenses in Malaysia

The cost of living in Malaysia is comparatively cheaper than in Western countries. Indications of the monthly living expenses in Malaysia are as follows:

Items	Estimated cost
Rental	RM600 – RM1500 (depends on location, facilities and sharing)
Food	RM800 - RM1300 per month. The amount varies and depends on your food preferences.
Study Expenses	RM1000 – RM1500 per year. Costs will depend on the subject you are studying. Many books can be found in the library.
Travel Cost	RM100+ per month. Travel expenses will be incurred when there is an emergency where you need to take a taxi or when you travel out of town by taking public transportation. However, if you own a vehicle such as a car or motorcycle, then you need to budget for daily travel expenses including fuel and toll charges.
Social Life	How much you spend depends on your interests and how much socialising you do. Some of the common activities are listed below: Movies – RM10 – RM13 per person Bowling – RM4 – RM6 per game, rental of shoes RM2 – RM3 Gym/Dance – RM60 - RM150 per month (depends on packages available)

4.3.4 Transportation Services

Plane	The nearest airport is Kuala Lumpur International Airport or (KLIA) or Kuala Lumpur International Airport 2 (KLIA2). A coupon or metered budget taxi to or from KLIA/KLIA2 will take 45 minutes and cost around RM80. Alternatively, you can take the KLIA Transit from the airport to Putrajaya station and transfer to a taxi.
KLIA Transit Train	The KLIA-KL Sentral Transit Train stations are: KLIA2 - KLIA -- Salak Tinggi – Putrajaya -- Bandar Tasik Selatan -- KL Sentral The station nearest to Putra Business School Malaysia is the Putrajaya Station. For KLIA-KL Sentral route, trains start operation from KLIA2 at 5.48am. The last train leaves KLIA2 at 12.59am. It takes about 17 or 20 minutes to reach Putrajaya from KLIA or KLIA2 with a train frequency of 30 minutes. The fare from KLIA/KLIA2 to Putrajaya station is RM6.20/adult and RM3.00/child. For KL Sentral-KLIA route, trains start operation from KL Sentral at 4.33am. The last train leaves KL Sentral at 12:03am. It takes about 19 minutes to reach Putrajaya from KL Sentral with a train frequency of 30 minutes. The fare from KL Sentral to Putrajaya station is RM9.50/adult and RM4.50/child.

	If you use this service frequently, there are monthly travel packages that you can purchase from the station.
Taxis	<p>Taxi Coupons from Kuala Lumpur's KL Sentral cost a fixed RM35, but otherwise you'll have to try out your bargaining skills - plan for RM30-50, and expect to pay more at night.</p> <p>If you are taking taxis from any bus/taxi station, the meter starts at RM2 the moment you step into the taxi.</p>
Buses	<p>Campus Bus Buses are provided to ferry students to various destinations around campus as well as surrounding areas including residential colleges, Serdang Commuter station, the apartments near South City Plaza mall and Heritage Condominium. Students need to purchase a season pass at Bursar Counter at a very reasonable monthly fee of RM15.</p> <p>The daily campus bus service starts at 7am and runs until 11pm.</p> <p>Out-Campus Bus Service The most common and easily recognisable out-campus bus service in UPM is the Rapid KL bus. The fee you need to pay when using this bus service to go to destinations such as Serdang, Putrajaya, Sungai Besi, Kajang and Cheras are very economical at only RM3.</p>

4.3.5 Telecommunication Services

The country code for Malaysia is +60.

Landline:

The area codes for landline are:

- 02 – Singapore (There is no need to include Singapore country code when calling from Malaysia to Singapore)
- 03 – Kuala Lumpur, Putrajaya and Selangor
- 04 – Kedah, Penang and Perlis
- 05 – Perak
- 06 – Melaka, Muar district of Johor and Negeri Sembilan
- 07 – Johor (all districts except for Muar)
- 08x – Sarawak and Sabah
- 09 – Kelantan, Pahang and Terengganu

To call a Malaysia number:

- From overseas: dial the country code for Malaysia, followed by the area code without the '0' and lastly the phone number. For example: +6 03 12345678 or 006 03 12345678
- From outside the local area: Dial the full area code, followed by the phone number. For example: 03 12345678
- From within the local area: Direct dial the phone number. For example 12345678

Mobile phones:

Malaysia has a number of mobile telephone service providers. The 3 largest providers include Digi, Maxis and Celcom which utilise codes 010, 011, 012, 013, 014, 016, 017, 018, 019.

To call a mobile number:

- From overseas: Dial the country code for Malaysia, the mobile telephone provider's code without the '0' and then the telephone number. For example +6 012 12345678
- From within Malaysia: Dial the provider's code with the '0' and then the telephone number. For example 012 12345678

5.0 IMMIGRATION RULES AND REGULATIONS**5.1 Immigration & Visas**

In line with Malaysia's aspiration to become a Regional Education Hub and a Centre of Educational Excellence, the Immigration authorities have instituted a hassle-free entry procedure to welcome international students to study in Malaysia.

5.2 Entry into Malaysia

You will need to obtain an approval letter from the Malaysian Immigration Department prior to entering the country. Please check with the Malaysian Embassy/High Commission in your home country whether you need a visa to enter into Malaysia before you purchase the air ticket. If you do, please proceed to the nearest local Malaysian diplomatic mission (i.e., Malaysian Embassy/Consulate Office) and show them the approval letter in order to obtain your single-entry visa. Students are not allowed to enter Malaysia prior to the receipt of an approval letter from the Malaysian Immigration Department.

It is advisable to remain in your home country until your Student Pass application is approved.

Note:

1. Students from NON VISA REQUIRED COUNTRIES TO ENTER Malaysia may proceed to entry by producing the 'visa approval letter' (VAL) upon entry. Please visit the Malaysian Embassy/Consulate Office for the list of country.
2. Students from the following VISA REQUIRED COUNTRIES WITH MALAYSIA REPRESENTATIVE OFFICE must obtain visa prior to their entry into Malaysia. Students must produce the 'visa approval letter' (VAL) upon entry before entering Malaysia. Please visit the Malaysian Embassy/Consulate Office for the list of country.
3. Students from the following VISA REQUIRED COUNTRIES WITHOUT MALAYSIA REPRESENTATIVE OFFICE ARE PERMITTED TO ENTER WITHOUT VISA. Students must produce the 'visa approval letter' (VAL) upon entry. Please visit the Malaysian Embassy/Consulate Office for the list of country.
4. Nationals from the People's Republic of China are prohibited from entering Malaysia without an Entry Visa. Please apply for an Entry Visa from the Malaysian Embassy in Beijing, Guangzhou or Shanghai.
5. A visa is required for social/business visits not exceeding three months for nationals of Albania, Argentina, Austria, Bahrain, Belgium, Bosnia Herzegovina, Brazil, Chile,

- Croatia, Cuba, Czech, Republic, Denmark, Egypt, Finland, France, Germany, Hungary, Iceland, Italy, Japan, Jordan, Kyrgyzstan, Kuwait, Lebanon, Luxembourg, Norway, Oman, Peru, Poland, Qatar, Romania, Saudi Arabia, South Korea, Spain, Sweden, Slovakia, Tunisia, Turkey, Turkey, Turkmenistan, U.A.E., Uruguay and Yemen.
6. No entry visa is required for social/business visits - not exceeding one month for nationals of all ASEAN countries, Hong Kong SAR, British National Overseas (BNO) and North Korea. For a stay exceeding one month a visa will be required for nationals of Brunei, Singapore and Vietnam.
 7. Nationals of Bangladesh, India, Pakistan, Sri Lanka, Nigeria, Taiwan, Myanmar, Nepal, Bhutan, and People's Republic of China, Certificate of Identity (CI) holders, Laissez-Passer holders and Titre De Voyage holders must obtain a visa before entering Malaysia.
 8. Nationals of Israel, Yugoslavia, Communist Independent State (CIS) and People's Republic of China are required to apply for a Special Approval from the Ministry of Home Affairs before entering Malaysia.
 9. These regulations are subject to change from time to time.

The Entry Visa is usually a Single Entry Visa. All levies charged by the Malaysian Immigration Department are to be borne by the student.

5.3 Validity of Student Pass/Visa

The Student Pass/Visa is endorsed onto your passport. The endorsement indicates your visa type, the length of stay in Malaysia, the number of entries permitted and the validity of the Student Pass. It is mandatory for you to submit your passport to our International Student Officer two (2) months in advance of the expiry date in order for us to either extend or apply for your new Student Pass/Visa on your behalf.

It is your responsibility to check the expiry date of your passport and have it extended at least six (6) months before it expires. Students who fail to submit their passport, or fail to inform our officer about their expiry dates would be considered as overstaying. Overstaying is considered a federal offence and therefore prosecutable by court. Punishment imposed will vary from prison sentence to caning followed by immediate deportation back to country of origin depending on the severity of the case. It is strongly encouraged for all international students to be alert and wary of their Student Pass expiry date in order to avoid this.

5.4 Payment for Student Pass/Visa

The Malaysian Immigration Department charges all students a fee of RM60-RM150 (depending on country) per year for student passes. Additionally, students who come from countries where entry visas into Malaysia are required will need to pay for an entry visa in Malaysia. The fees for entry visas vary – please check with the Malaysian Embassy in your home country for more information.

5.5 Personal Bond

All international students (except Diplomatic Pass holders, Permanent Residents, Malaysia My Second Home (MM2H) applicants, and students from the People's Republic of China) are required to pay a Personal Bond, the amount of which is fixed by the Malaysian Immigration Department and varies from country to country.

This amount is totally refundable upon completion of studies if the student has not violated the rules and regulations of the Malaysian Immigration Department.

5.6 Dependant Pass

If you are a Dependant Pass holder, you will need to surrender your Dependant Pass to obtain a Student Pass to study full time in Malaysia as no one is allowed to hold two passes at any one time.

5.7 Employment

International students who enter Malaysia on a Student Pass have few opportunities to undertake paid employment. Malaysia Immigration allows foreign students to work part-time in Malaysia (on a case-by-case basis), with the following conditions:

- a) You are allowed to work during semester breaks or public holidays which are more than seven (7) days duration;
- b) You are not allowed to work more than 20 hours per week;
- c) You are only allowed to work in any of these places:
 - Hotel
 - Petrol station
 - Mini-mart
 - Restaurant
- d) You are not allowed to work in the following positions:
 - Cashier
 - Singer
 - Masseur
 - Musician
 - Guest Relations Officer
 - Any activity deemed to be immoral
- e) Applications must be made to Malaysian Immigration Headquarters in person and with one (1) representative from Putera Business School;
- f) All travel costs to be borne by the student;
- g) Prior approval is obtained from Malaysian Immigration.

For your further information, the hourly wage for part-time employment in Malaysia is minimal [and you are subjected to conditions a) & b) noted above]. As such, The University strongly advises that international students have sufficient funds and do not rely on part-time employment in Malaysia to support your studies and living costs in Malaysia.

5.8 Transfer of Studies from other Institutions in Malaysia

Provided that your current Student Pass is at least six (6) weeks from expiry, you may withdraw from your current institution and proceed with visa curtailment by the institution. Upon curtailment of your visa, you are normally given a Special Pass to allow time for you to transfer to Putra Business School (the maximum will depend on your initial

Student Pass expiry). You MUST request your current institution to provide Putra Business School with a "Release Letter" upon curtailment of your current Student Pass, in order for us to commence application for a new / substituting Student Pass for you.

5.9 Withdrawal/Deferral of Studies

- If you intend to withdraw/defer from your studies, you must report to the International Student Office one month prior to leaving for your home country.
- You are required to obtain an approval/release letter from the University.
- You must bring along a confirmed air ticket or an offer letter from a different college/university for a Student Pass cancellation.
- Failure to comply with this procedure will necessitate the University notifying the Immigrations Department and the Ministry of Education to cancel your Student Pass.

5.10 Returning Home During Holidays

If you are planning to return to your home country during the semester break or holidays, you need to inform the International Student Office for advice on your next Student Pass renewal.

5.11 Dependant Pass for Family members

Candidates who wish to bring their family members to Malaysia need to complete registration first. Putra Business School will issue a letter of invitation to the candidate's family so that they can get an entry visa from the nearest Malaysian Embassy in their country. Upon the arrival of the family members, the candidate is required to submit the following documents for visa/pass applications:

- Two (2) certified photocopies of passport (inclusive of the front page, hard cover and all used pages)
- For spouse - Marriage Certificate or letter from the respective embassy
- For children - Birth Certificate for children
- Two (2) passport-size photographs of each family member

Family members who enter Malaysia before receiving the dependant pass from Malaysia will have to pay the sum of RM500.00 for each person (over and above the normal fees for a dependant pass).

5.12 Extension of Student Pass/Dependant Pass

An application for the extension of a Student Pass/Dependant Pass must be made at least two (2) months before the expiry date of the existing - pass/visa. The application must include a photocopy of the passport, the original passport, and Immigrations fee for Student Pass (they are according to countries within the range of RM60–RM150) and advance tuition fee payment. It will take approximately 30 days to obtain renewal from the Immigration. Any penalty imposed by the Immigration Office for overstay or other penalties must be borne by the applicant.

The Immigration has the right to cancel a student pass based on poor attendance and poor academic results.

All international students are to be covered by an insurance adhere throughout their duration of studies. This will be organised by Education Malaysia Global Services (EMGS).

5.12.1 Immigration Requirements

- You must satisfy programme requirements by **attending 80% of all your scheduled classes and achieve satisfactory academic results**. Failing to do so can result in your Student Pass being revoked.
- Students who are absent from classes for three (3) consecutive days will be reported to the Malaysian Immigration Department. International students whose attendance are below the required percentage will be reported for non-attendance in accordance with Malaysian Government requirements and the Student Pass will not be renewed.
- Attendance in class is compulsory at all times unless you are able to provide a Medical Certificate (MC) from a certified doctor. Consistent failure to do so will result in your Student Pass being revoked.
- You are required to take responsibility for monitoring the expiry dates of your passport and Student Pass.
- Where an extension of the Pass is required, students must submit their passports to the International Student Office at least two (2) months before the expiry of the Pass in order to facilitate the extension. Failing to do so would result in paying an extra RM100.00 to obtain a Special Pass.
- All penalties imposed by the Malaysian Immigration Department in the event of late extension or expiry of the Student Pass are to be borne by the student.
- Two (2) weeks before completion of your education at Putra Business School, you are required to inform the International Student Office so that your Student Pass can be cancelled or it might lead to forfeiture of the Personal Bond Deposit.

5.13 Social / Tourist Pass

- It is illegal to study in Malaysia under a social / tourist pass.
- A Special Pass **MAY BE** granted at the discretion of the Director-General of Immigration or person acting on his behalf.
- The Director-General has the right to reject any Special Pass application without giving any reasons.
- The University strongly discourages the use of Social Visas to enter Malaysia before receiving your Visa Approval Letter. Please be reminded that as the University cannot guarantee your application for Student Pass will be approved, it may place your studies at high risk.

5.14 When you have a new passport

- If you renew or change your passport for any reason, please transfer your Student Pass sticker from the old passport to the new passport immediately.
- Your Student Pass will not be valid in the old passport.
- You need to bring your old and new passports to the International Student Office to prepare the necessary documents for the sticker transfer.
- There will be charges for a Single/Multiple entry visa based on the entry country.
- The duration for transferring the sticker would be 14 working days upon submission to the Immigration.

5.15 If you lose your passport

In the event that you lose your passport, you need to do the following steps:

- Lodge a police report. With the police report, proceed to your Embassy or High Commission to apply for a new passport.
- Upon obtaining your new passport, proceed to the International Student Office with a copy of your police report and a letter from the Embassy as the support document to obtain your new Student Pass sticker for your new passport.

Please be reminded that you are required to carry your passport at all times when travelling in Malaysia.

6.0 HEALTH AND INSURANCE

Medical Health Examination

The Malaysian Ministry of Education requires all international students to undergo a set of medical health examinations upon approval of their Student Pass in selected panel clinics/hospitals in Malaysia. Medical examination has to be done within seven (7) days upon arrival.

Students coming from Yellow Fever Endemic Zones such as Africa and South America in particular must ensure that they have been vaccinated before entering Malaysia. A Yellow Fever Vaccination Certificate, valid only if the vaccine is approved by the World Health Organisation (WHO) and administered at an approved Yellow Fever Vaccinating Centre is required from those who come from these zones.

YELLOW FEVER ENDEMIC COUNTRIES

SOUTH & CENTRAL AMERICA

Bolivia
 Suriname
 Brazil
 Venezuela
 Colombia
 Trinidad & Tobago
 French Guiana
 Guyana
 Panama
 Peru
 Ecuador

AFRICA

Angola
 Mali
 Benin
 Niger
 Burkina Faso
 Nigeria
 Burundi
 Rwanda
 Cameroon
 Sao Tome & Principe
 Central Africa Republic
 Senegal
 Sierra Leone

Congo
 Sudan
 Ivory Coast
 Somalia
 Ethiopia
 Togo
 Gabon
 Uganda
 Gambia
 Mauritania
 Ghana
 Democratic Republic Of Congo (Zaire)
 Guinea
 United Republic of Tanzania
 Bissau
 Guinea Equate
 Kenya
 Liberia

(Note: The list of endemic countries will be updated by Ministry of Health Malaysia based on World Health Organisation (WHO) list)

The Malaysian Ministry of Health will quarantine students from these zones without a valid Yellow Fever Vaccination Certificate upon arrival for two (2) weeks. The certificate is valid for 10 years and effective 10 days after the date of vaccination.

Medical and Health Insurances

Medical and health insurance is mandatory and must be procured through EMGS for foreign students who aged more than 18 years old and intend to apply for a Student Pass in Malaysia.

General terms and conditions of the medical and health insurance:

- Cashless for inpatient medical treatment at network hospitals in Malaysia and full reimbursement for inpatient medical treatment at non-network hospitals in Malaysia, up to the maximum limit cover per annum.
- Full reimbursement for outpatient treatment less deductible of RM50 per visit in accordance with schedule of benefits.
- The insurer is connected to more than 70 hospitals and 2,000 clinics in Malaysia.
- Insurance cover commences from the date of entry. In the event that the foreign students applied in Malaysia, they will be covered from the date of Visa Approval Letter (VAL).
- No health declaration is required upfront for foreign students to obtain medical and health insurance cover but they are required to attend a medical screening in Malaysia within 7 working days from the date of entry or the date of VAL if the students applied in country.
- DOWNGRADE of insurance package is NOT ALLOWED but foreign students are allowed to UPGRADE his/her insurance package and the insurance company reserves the right not to cover for pre-existing conditions that are currently covered in the existing insurance package. The additional insurance premium for UPGRADE of insurance package can only be determined after the upgrade request is made to EMGS.
- Medical card will be made available within 14 working days from the date of insured.
- Insurance claims reimbursement will be processed within 14 working days from the date of claim submitted with complete documents.
- 24/7 medical and health insurance helpdesk is available to provide assistance to foreign students.