



TAYLOR'S UNIVERSITY

Wisdom • Integrity • Excellence

**INFO PACK FOR STUDENT EXCHANGE
STUDENT PASS AND VISA SELF - APPLICATION
(UNDERGRADUATE)
AUGUST 2018 INTAKE**

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1. IMPORTANT NOTE

- **Please read this info pack carefully before applying for the Student Exchange Programme.**
- All the documents for admission must be submitted to Global Mobility Office within the stipulated timeline. Any late application will not be accepted.
- All applications are subject to the approval of the respective faculty and the issuance of the Visa Approval Letter (VAL) from the Department of Immigration Malaysia.
- During your application for the Student Pass and Visa, you are not allowed to stay in Malaysia.
- **International students are not allowed to pursue their studies in Malaysia using a Tourist/ Social Pass. If you are detected to be in Malaysia via a tourist/ social pass, your application for the Student Pass will be denied indefinitely.**
- **PLEASE DO NOT MAKE ANY TRAVELLING PLANS OR BOOK YOUR FLIGHT TICKET UNTIL THE VISA APPROVAL LETTER (VAL) HAS BEEN ISSUED. PLEASE NOTE THAT THE ISSUANCE OF THE VAL IS UNDER THE JURISDICTION OF THE DEPARTMENT OF IMMIGRATION MALAYSIA.**
- **Should a flight ticket be required, please have it as an open ticket as the issuance of the VAL is not guaranteed and is subject to the approval of the Department of Immigration Malaysia.**

2. APPLICATION GUIDELINE

Criteria for Admission

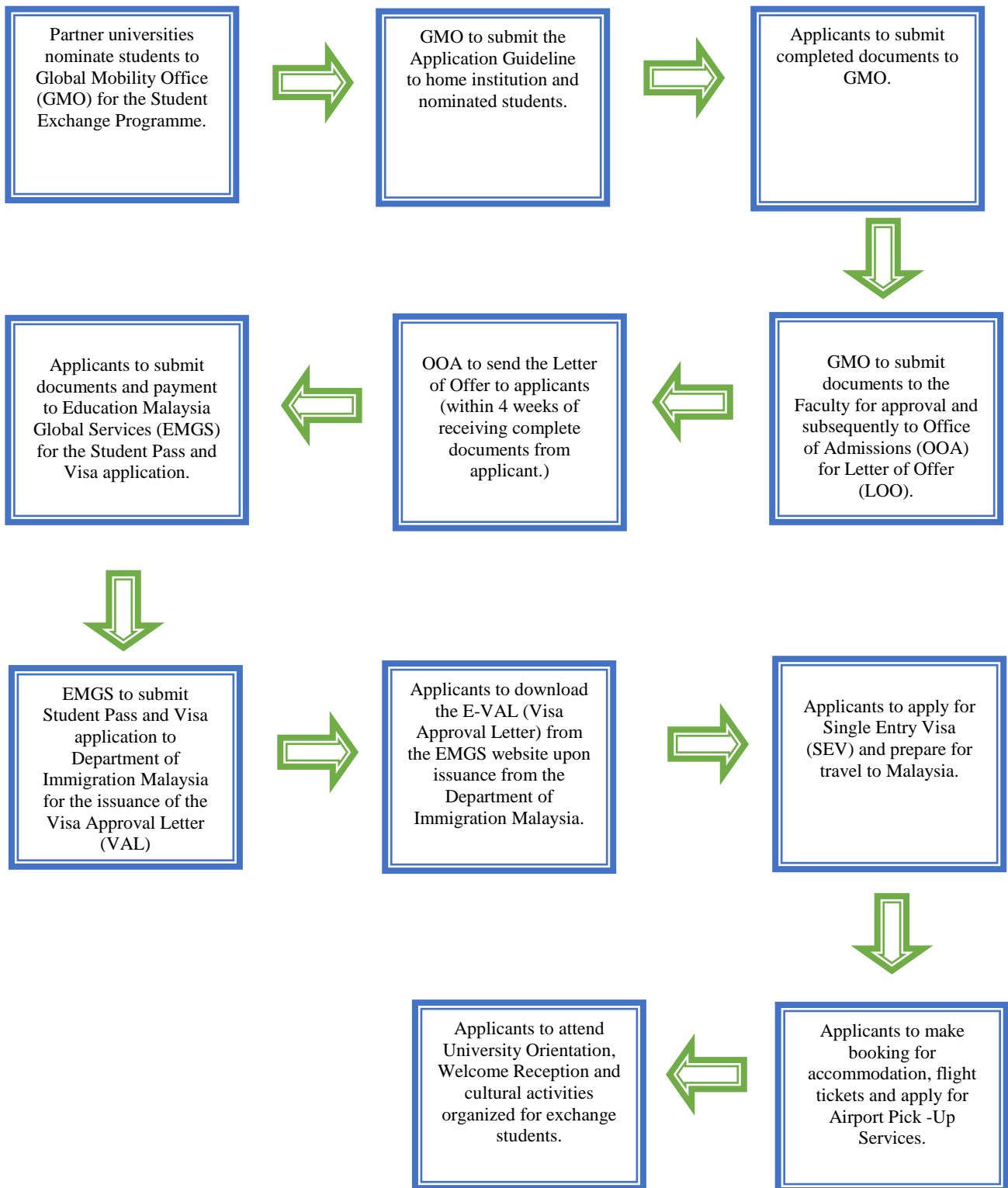
- Second year students who are presently enrolled as an undergraduate student in your home institution. Your Home Institution need to be an exchange partner of Taylor's University.
- English Language proficiency of minimum TOEFL iBT 61, IELTS 6.0 or equivalent
- CGPA of 2.5 and above.
- **Postgraduate students are not allowed to undertake modules from the undergraduate level.**

Closing Date for Application

August Intake

- Nomination deadline: **February 28 of the same year**
- Document submission deadline: **March 30 of the same year**

3. PROCESS FLOW FOR APPLICATION OF STUDENT EXCHANGE PROGRAMME



4. ACADEMIC INFORMATION

Duration of Student Exchange

- One semester or two semesters (one academic year).
- For programmes from the Faculty of Hospitality, Food & Leisure Management, the exchange duration is limited to 1-semester only.

Academic Calendar

	1st Intake (March - July)	2nd Intake (August - December)
Orientation Programme	21 March 2018	23 August 2018
Teaching period starts	26 March 2018	27 August 2018
Teaching period ends	29 Jun 2018	23 November 2018
Examination period	12 -28 July 2018	6 – 22 December 2017

- Each semester is approximately 18 weeks long. This comprises of 14 teaching weeks, 1 week semester break, 1 week study leave, and 2 weeks final examinations.
- Attendance to University Orientation and Welcome Reception is compulsory.

Academic Credits

Descriptions	Taylor's University
No. of credits per course	4 credits
For each credit, number of contact hours in a week	1 hour
No. of teaching week in a semester	14 weeks
Example of total number of contact hours in a semester for each module	56 hours (4 credits x 1 hour x 14 wk)

- Modules offered at Taylor's University are equivalent to 4 credits.
- Minimum: 16 Credits
- Maximum: 20 Credits
- 1 credit is equivalent to 1 hour of contact per week
- Please liaise with your home institution on the no. of credits required for your semester exchange at Taylor's University.
- **All re-sit of final examination must be done within Taylor's University in Malaysia. All exam papers are not allowed to be transferred out to your home institution.**

- **Any request for the re-sit examination to be done at your home institution will not be accepted.**

Credit Transfer

Please download your examination results from the Taylor's University Student Portal and send it to your home institution.

Academic Grading

Grade	Marks	Grade Points	Definition	Description
A	80-100	4.00	Excellent	Evidence of original thinking; demonstrated outstanding capacity to apply, analyze, synthesize and evaluate information; outstanding grasp of subject matter; evidence of outstanding command of relevant knowledge base.
A-	75-79	3.67	Very Good	Evidence of some original thinking; demonstrated very good capacity to apply, analyze, synthesize and evaluate information; very good grasp of subject matter; and evidence of very good command of relevant knowledge base.
B+	70-74	3.33	Good	Demonstrate good capacity to apply, analyze, synthesize and evaluate information, good grasp of subject matter, and evidence of good command of relevant knowledge base.
B	65-69	3.00		
B-	60-64	2.67	Pass	Demonstrate adequate capacity to apply, analyze and synthesize information, adequate grasp of subject matter, and evidence of adequate command of relevant knowledge base.
C+	55-59	2.33		
C	50-54	2.00		
D+	47-49	1.67	Marginal Fail	Demonstrate inadequate capacity to apply and analyze information, insufficient grasp of subject matter, and evidence of limited command of relevant knowledge base.
D	44-46	1.33		
D-	40-43	1.00		
F	0-39	0.00	Fail	Demonstrated very weak capacity to apply and analyze information, very weak grasp of subject matter, and evidence of very weak command of relevant knowledge base.
WD	-	-	Withdrawn	Withdrawn from a module before census date, typically mid semester. [please refer to Description 1 below]
F(W)	0	0.00	Fail	Withdrawn from a module after census date, typically mid semester. [please refer to Description 2 below]
IN	-	-	Incomplete	An interim notation given for a module where a student has not completed certain requirements with valid reason or it is not possible to finalise the grade by the published deadline.

Add/Drop Module

Deadline: 2-weeks upon programme commencement. Please visit the Campus Central counter located at Block A, Level 2 for the Add/Drop Form. Please seek the approval from your home institution before you add/ drop any module.

Deferment and Withdrawal as Exchange Student

All deferments are subject to the approval of the School. Once you are deferred, you need to re-apply for your admission and Student Pass and Visa. Please inform Taylor's University Student Exchange Coordinator and the Exchange Coordinator of your Home Institution.

Academic Programmes for Student Exchange

Faculty	Programmes
Faculty of Business & Law	<ul style="list-style-type: none">• Bachelor of Business (Hons) International Business
Faculty of Hospitality, Food & Leisure Management	<ul style="list-style-type: none">• Bachelor of International Hospitality Management (Hons)• Bachelor of International Tourism Management (Hons) (Travel & Recreation Management)• Bachelor of International Tourism Management (Hons) (Events Management)
Faculty of Built Environment, Engineering, Technology & Design	<ul style="list-style-type: none">• Bachelor of Engineering (Hons) Mechanical Engineering• Bachelor of Engineering (Hons) Electrical & Electronic Engineering• Bachelor of Arts (Hons) in Graphic Communication Design• Bachelor of Arts (Hons) in Interactive Multimedia Design
Faculty of Arts & Social Sciences	<ul style="list-style-type: none">• Bachelor of Mass Communication (Hons) (Advertising)

5. DOCUMENTS FOR ADMISSION: TO BE SUBMITTED TO TAYLOR'S UNIVERSITY

Please find below a list of documents to be submitted to Taylor's University for admission into the Student Exchange Programme:

- Duly filled Global Mobility Online Application Form at http://bit.ly/exchange_EMGS
- Professionally taken passport-size photographs with **WHITE** background, size: 3.5cm (Width) x 4.5cm (Height)
- Scanned copy of Passport Data Page

Example:



- Your passport must have a minimum of one year validity from the programme's commencement date at Taylor's University.
 - Please scan in color and make sure the profile page, passport number and page no. is visible and with a maximum of 2 passport page per A4 sheet.
 - If your passport is due to expire, please renew your passport and send us the copy of your new passport.
- d. Academic Transcripts with grading systems in English or translated into English with certified true copy stamp from your university.
- Please include modules that you have completed and those that you have undertaken but have yet to be graded.
 - All copies must be **certified true copies** (signed and stamped by your Home Institution Exchange Coordinator or Faculty Members). Please refer to the sample below:

THIS IS TO CERTIFY THAT THIS
IS A TRUE COPY OF THE
ORIGINAL WHICH I HAVE
SIGHTED

Jane Doe

.....
Name: JANE DOE
Student Experience
Taylor's University
Date: 24/5/2012

- e. Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 6.0 or TOEFL iBT 61.
- f. Taylor's University Academic Module Registration Form
- g. Student Exchange Application Declaration

Please scan and submit all documents in color copy only.

6. DOCUMENTS FOR STUDENT PASS AND VISA APPLICATION: TO BE SUBMITTED DIRECTLY TO EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)

- For the August 2018 intake onwards, exchange students from United Kingdom, Netherlands and Germany can apply for the student pass and visa directly using the online system of Education Malaysia Global Services (EMGS).
- **Exchange students can submit the student pass and visa application upon receiving the Letter of Offer (LOO) from Taylor’s University.**
- **Please find below the list of documents required for the student pass and visa application:**
 - a. Letter of Offer from Taylor’s University.
 - b. Professionally taken passport-size photographs with **WHITE** background, size: 3.5cm (Width) x 4.5cm (Height) in JPEG format.
 - c. Scanned copy of Passport Data Page and Observation Page.
 - d. Confirmation letter from your home institution stating that you are enrolled as a full-time student (please print on university’s letter head) or copy of your student matriculation card.
 - e. Duly completed EMGS Declaration of Health Status Letter (this is only for countries that are exempted from the Pre-Arrival Medical Screening)

*The following countries have been exempted from the Pre – Arrival Medical Health Examination. Please note that you are still required to undergo the **Post – Arrival Medical Screening** upon arrival in Malaysia.*

Belgium	Finland	France
Germany	Netherlands	Spain
Sweden	Switzerland	Turkey
United Kingdom	Japan	United States of America
Australia	Korea	Denmark

- f. Payments for the student pass and visa application.

Please refer to the STUDENT PASS AND VISA SELF-APPLICATION GUIDELINE for step-by-step information on submitting your direct application to Education Malaysia Global Services for student pass and visa application.

7. Post-Arrival Medical Screening (COMPULSORY FOR ALL INTERNATIONAL STUDENTS)

- Once you have reported to Taylor's University, all international students are required to undergo the Post-Arrival Medical Screening.
- The Immigration Department of Malaysia will only endorse your Student Pass once you have passed the post arrival medical screening.
- **Please ensure that you are free from any drugs substance at least 4 months prior to arrival in Malaysia. If you fail the Post Arrival Medical Screening, your student pass application will be rejected and you are required to return to your home country.**

8. SINGLE ENTRY VISA (SEV)

- All international students are required to apply for the SEV prior to arrival in Malaysia.
- The SEV has to be applied in at the Embassy/ Consulate of Malaysia in your country.
- The payment for the SEV has to be made directly to the Embassy/ Consulate of Malaysia.

9. MISCELLANEOUS

Location and Campus Map

<http://university.taylors.edu.my/sites/default/files/images/about-contact-01-enlarge.jpg>

Accommodation

- a) On-Campus Private Accommodation on single / twin sharing basis:
<https://hostel hunting.com/my/en/home>
- b) U – Residence (On-Campus University Residence on single occupancy)
<https://taylors hostel.taylors.edu.my/>

Further details regarding the accommodation will be sent to you closer to the intake dates.

Estimated Living Expenses

Accommodation:	USD 400 (per month)
Meal:	USD 300 (per month)
Miscellaneous (Transport, Book, etc)	USD 100 (per month)
	Average: USD 800 per month

Support Services

Arrival Pick-up service	Application can be made via online 7 days before arrival: http://campuscentral.taylors.edu.my/eServiceRequest/PreBoarding/_layouts/agg/preboarding/pbchecklist.aspx
Orientation Guide	http://university.taylors.edu.my/campus-life/student-experience/orientation

CONTACT PERSON

INBOUND STUDENT EXCHANGE / STUDY ABROAD COORDINATOR

Ms Shamila Ganapaty

Assistant Manager | Global Mobility

Email: Shamila.Ganapaty@taylors.edu.my

Website: www.taylors.edu.my

Student Exchange Application: www.taylors.edu.my/exchange