



INFO PACK FOR STUDENT EXCHANGE (UNDERGRADUATE) AUGUST 2019 INTAKE

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IMPORTANT NOTE

- Please read this info pack carefully before applying for the Student Exchange Programme.
- Complete documents for admission must be submitted to the Global Mobility Office within the stipulated deadline. 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.

PART A: STUDENT EXCHANGE APPLICATION

1. ADMISSION REQUIREMENTS

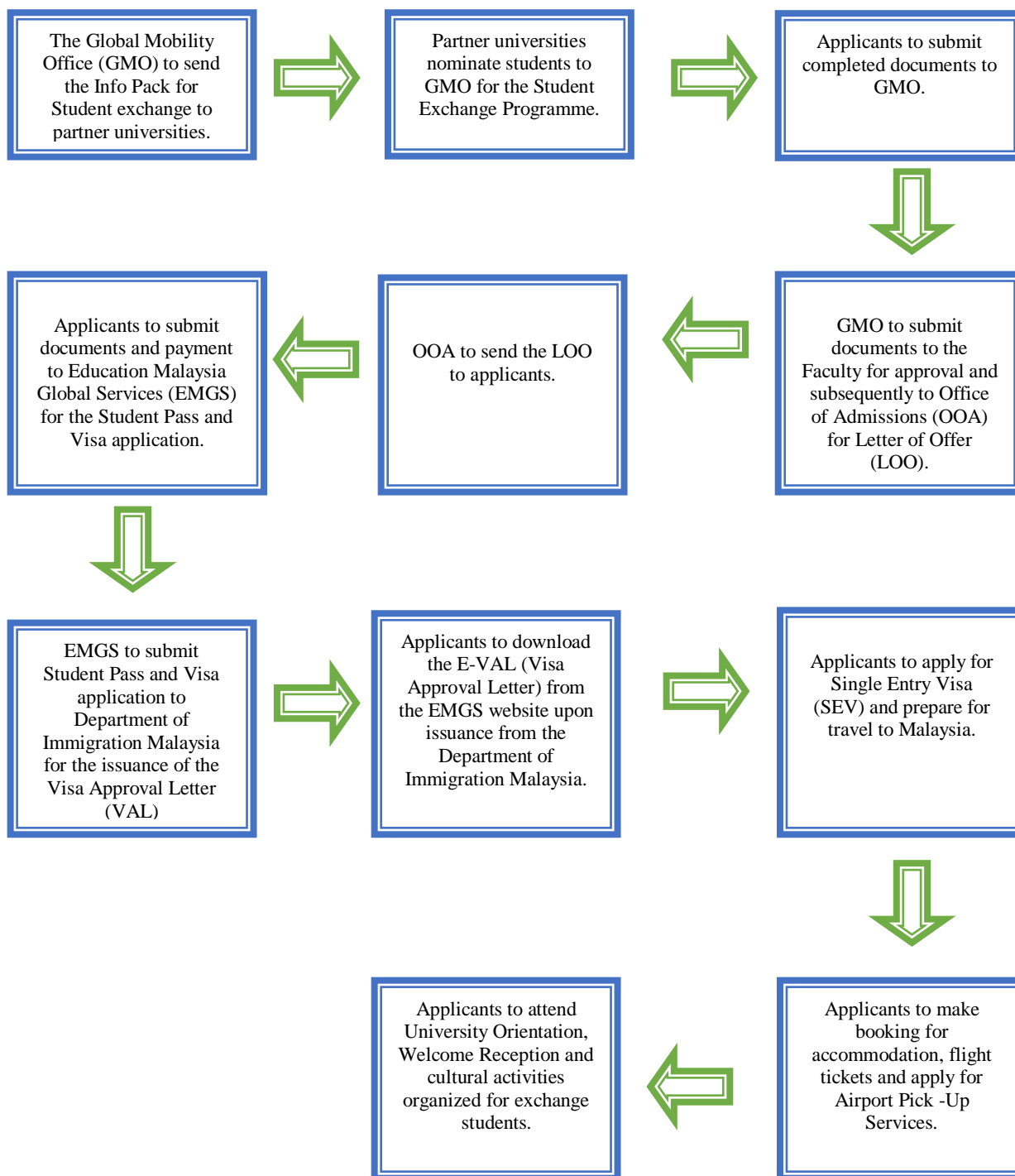
- Second year students who are presently enrolled as an **undergraduate student** in your home institution. Your Home Institution has to be an exchange partner of Taylor's University.
- English Language proficiency of minimum TOEFL iBT 61, IELTS 6.0 or equivalent
- CGPA of 2.5 and above.
- **Postgraduate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

Closing Date for Application

August 2019 Intake

- Nomination deadline: **28 February 2019**
- Document submission deadline: **30 March 2019**

2. PROCESS FLOW FOR APPLICATION OF STUDENT EXCHANGE PROGRAMME



3. 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	27 – 29 March 2019	21 – 23 August 2019
Teaching period starts	1 April 2019	26 August 2019
Teaching period ends	5 July 2019	29 November 2019
Examination period	11 – 27 July 2019	5 – 21 December 2019

- Each semester is approximately 18 weeks long. (including study leave and final examinations)
- Attendance to University Orientation and Student Exchange Meet & Greet is compulsory.

Academic Credits

Descriptions	Taylor's University
No. of credits per course	2, 3 or 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 2, 3 or 4 credits.
- 1 credit is equivalent to 1.5 ECTS.
- 1 credit is equivalent to 1 hour of contact per week
- Minimum: 16 Credits
- Maximum: 20 Credits
- Please liaise with your home institution on the no. of credits required for your semester exchange at Taylor's University.

- **Students can choose modules from one programme only.**
- **The module selected is subject to approval by the respective faculties**
- **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.**

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 analyse 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. The request to add/ drop modules is subject to the approval by the faculty and also timetable availability.

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 Offered for Student Exchange

Faculty	Programmes
Faculty of Business & Law	<ul style="list-style-type: none">• Bachelor of Business (Hons) International Business & Marketing
Faculty of Social Sciences & Leisure Management	<ul style="list-style-type: none">• Bachelor of International Hospitality Management (Hons)• Bachelor of International Tourism Management (Hons) (Events Management)• Bachelor of Culinary Arts & Foodservice Management (Hons)• Bachelor of Mass Communication (Hons) (Advertising)• Bachelor of Mass Communication (Hons) (Broadcasting)• Bachelor of Mass Communication (Hons) (Public Relations & Event Management)• Bachelor of Mass Communication (Hons) (Public Relations & Marketing)
Faculty of Built Environment, Engineering, Technology & Design	<ul style="list-style-type: none">• Bachelor of Design (Hons) In Creative Media• Bachelor of Information Technology (Hons)
Faculty of Health & Medical Sciences	<ul style="list-style-type: none">• Bachelor of Biomedical Science (Hons)• Bachelor of Science (Hons) (Food Nutrition)

4. 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:

- a. Duly filled Global Mobility Online Application Form at <http://bit.ly/InboundExchange>
- b. Professionally taken passport-size photographs with **WHITE** background, size: 3.5cm (Width) x 4.5cm (Height)
- c. Scanned copy of Passport Data Page
 - Your passport must have a minimum of 12 months validity from the programme's commencement
 - If your passport is due to expire, please renew your passport prior to submitting your application to Taylor's University and Education Malaysia Global Services (EMGS).
- 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

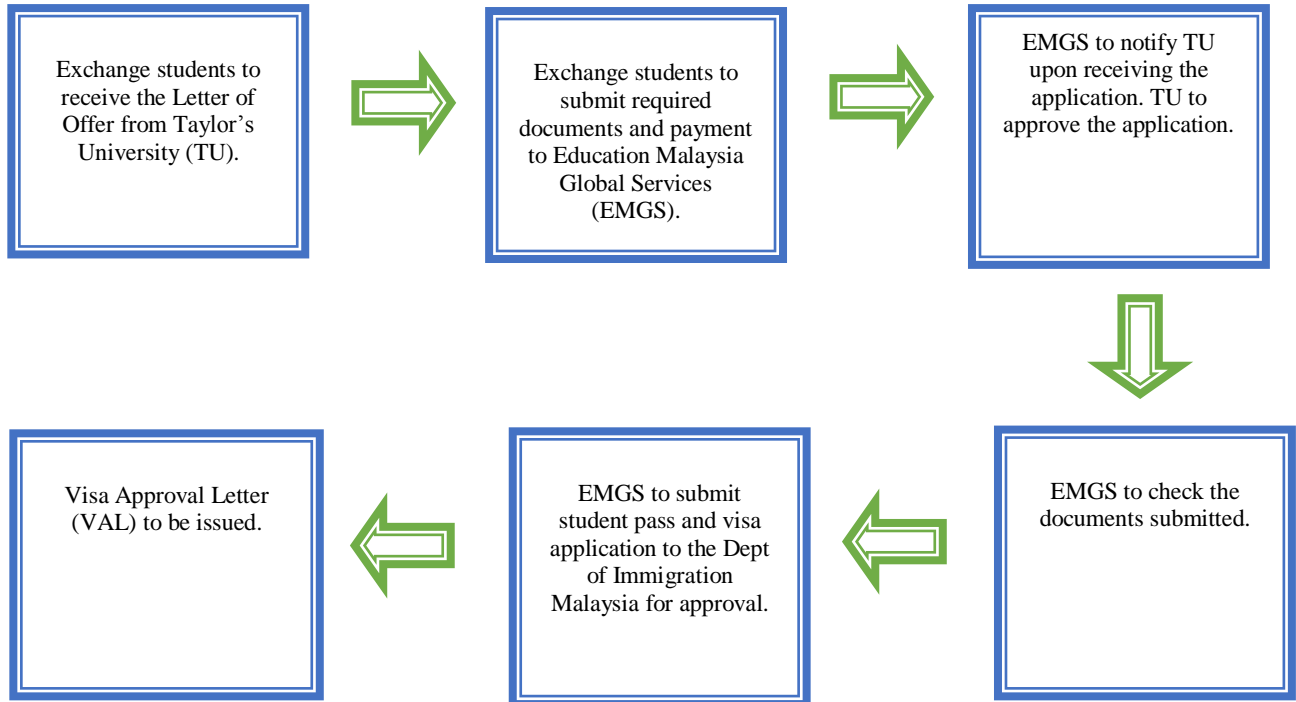
- e. Evidence of English Language Proficiency or Verification Letter from Home Institution equivalent to IELTS 6.0 or TOEFL iBT 61.
- f. Taylor's University Academic Module Registration Form
- g. Student Exchange Application Declaration
- h. If you have any long-term medical condition, disability or impairment, please submit a supporting letter from your medical practitioner together with your application. The Counselling & Psychological Services Centre (CPSC) at Taylor's University may contact you to discuss regarding the support that is needed to assist you during your exchange semester.

Please scan and submit all documents in color copy only.

PART B: STUDENT PASS AND VISA APPLICATION

For the March 2019 intake onwards, exchange students 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 directly to EMGS upon receiving the Letter of Offer (LOO) from Taylor's University.**

1. PROCESS FLOW FOR STUDENT PASS AND VISA APPLICATION



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

- 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 your home university’s letter head)
- e. Duly completed EMGS Declaration of Health Status Form or Pre – Arrival Medical Screening Report.

*Citizens from the following countries are exempted from undergoing the Pre-Arrival Medical Screening. 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

*Citizens from countries not listed above are required to undergo the **Pre-Arrival Medical Health Screening**. While undergoing this Medical Screening, you must bring along the Health Examination Report (EMGS version) to be completed by the medical practitioners with their signatory and official stamp.*

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

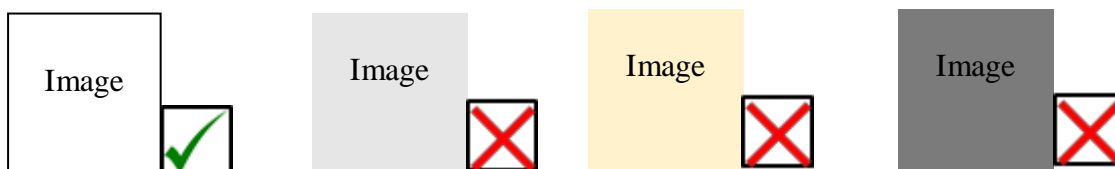
Please refer to the STUDENT PASS AND VISA SELF-APPLICATION GUIDELINES for step-by-step information on submitting your direct application to Education Malaysia Global Services (EMGS) for student pass and visa application.

3. REQUIREMENT FOR PASSPORT SIZE PHOTOGRAPH

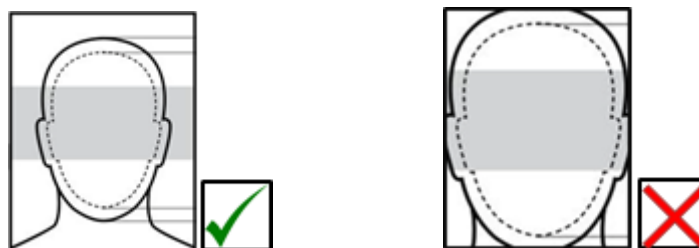
Kindly note that this is important since the same picture will be used on the Immigration System as well as printed on the iKad. Please ensure that the passport photograph is submitted according to the requirements below in order to avoid rejection from Education Malaysia Global Services. Please check your passport photo using the Online Photo Checker prior to submission.

Online Photo Checker: <https://educationmalaysia.gov.my/how-to-apply/online-photo-checker.html/>

- Your photos must be in color and identical, not black and white
- Your photos must be taken against a **WHITE** background. Example as below:



- Please use professionally taken photo or those from the passport photo booth.
- Please label your file name according to your passport name and save it in the JPEG format.
- Your photos must be **professionally taken** and be in **45 millimeters (mm) height x 35mm width**. 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.



Do's	Don't
Free from reflection or spectacles' glare. We recommend photographs without spectacles.	The frames must not cover the eyes.
Please wear T-shirt with collar and in dark colors (including head scarf).	Digital enhancements or changes made digitally are not acceptable.
Your eyes must be open and clearly visible. For those with long hair, please tuck it neatly behind your ears.	No sunglasses or tinted spectacles, and no hair across the eyes. No "red-eyes".
Please look straight at the camera.	No side view is permitted. Do not tilt your head to one side.
Please have a neutral expression with the mouth closed.	Please do not grin, smile, frown or raised your eyebrows.
Please ensure that the photo is sharp and clear.	No Blur images.
Take your full head without any covering unless it is for medical or religious reasons.	
Make sure the facial features are clearly visible, from the crown of the head to the bottom of the chin.	

4. REQUIREMENT FOR PASSPORT COPY

- Please scan all pages in **color** and single sided only.
- The page number must be clearly visible and with a maximum of 2 passport page per A4 sheet. Please refer to the sample below.
- The photo and passport number on the profile page must be clearly visible.
- If your passport is nearing the expiry date, please renew your passport prior to submitting your application.



5. TEMPLATE FOR CONFIRMATION LETTER

This letter is a SAMPLE only. This letter must be printed on your home university's letterhead and must be signed.

Date

To Whom It May Concern

Confirmation of Student

This is to confirm that the following student is currently enrolled in our university:

Name: *(Please state full name as per passport)*

Gender:

Name of Home Institution:

Programme Enrolled in Home Institution:

If you require further information, please do contact me by (Please include your Email Address)

Thank you.

Yours sincerely,

(Signature)


Name:

Position:


6. PRE – ARRIVAL MEDICAL SCREENING REPORT

- All international students who are not exempted from the Pre-Arrival Medical Screening are required to undergo the medical screening prior to arrival in Malaysia.
- The requirement for the Pre – Arrival Medical Screening is based on the student’s nationality and not location of study.
- Please fill in ALL sections in the EMGS Pre – Arrival Medical Screening Report.
- Please attach the Laboratory Results for Section 3 together with the report. **The Laboratory Results must be submitted in English language only.**
- Please ensure that the Pre-Arrival Medical Screening Health Examination Report is completed by the medical practitioner with their signatory and official stamp.
- A valid yellow fever vaccination certificate is required from all international students coming from or who have transited for more than 12 hours through countries with a risk of yellow fever transmission. Please refer to https://educationmalaysia.gov.my/media/docs/YFV_countries.pdf for the list of countries.
- Citizens from India, Sri Lanka, and Bangladesh must attend the pre-arrival medical screening at a registered overseas clinic.
- For Section 3, please state the results as Positive/ Abnormal or Negative/ Normal. Please do not state “√” or “/”. Example as below:

URINE TEST		
ITEM	POSITIVE/ ABNORMAL	NEGATIVE/ NORMAL
a. ALBUMIN		Negative
b. SUGAR		Negative



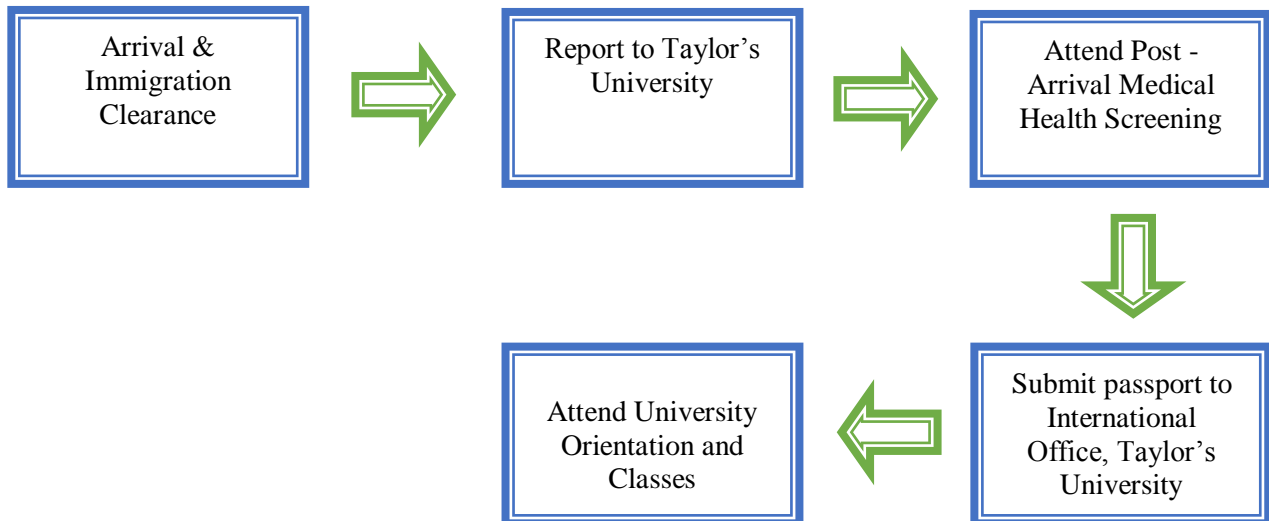
URINE TEST		
ITEM	POSITIVE/ ABNORMAL	NEGATIVE/ NORMAL
a. ALBUMIN		√ or /
b. SUGAR		√ or /



7. SINGLE ENTRY VISA (SEV)

- The SEV usually has to be applied in at the Embassy/ Consulate of Malaysia in your country.
- Please check the validity of the SEV prior to submitting the application to the embassy
- The payment for the SEV has to be made directly to the Embassy/ Consulate of Malaysia.

8. POST – ARRIVAL PROCESS FLOW



9. POST-ARRIVAL MEDICAL SCREENING

- Once you have reported to Taylor's University, it is compulsory for all international students to undergo the Post-Arrival Medical Screening within **7 days of arrival in Malaysia**.
- The medical screening has to be done at the EMGS appointed panel clinic.
- 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.**

10. STUDENT PASS ENDORSEMENT

- Upon immigration clearance in Malaysia, you will be issued with a Special Pass. The Special Pass is not a Student Pass and is only valid for 30 days from the date of entry to Malaysia. **You are not allowed to travel to another country or East Malaysia with the Special Pass and prior to endorsement of your Student Pass.** You can only travel once your Student Pass has been endorsed by the Department of Immigration Malaysia.
- Upon reporting to Taylor's University, all international students are required to submit their passport for the Student Pass endorsement. Your passport must be submitted to the International Office once you have completed the Post – Arrival Medical Health Screening.
- The endorsement process will take 4 weeks and your passport will be submitted to the Department of Immigration Malaysia.
- Please do not make any travelling plan to another country until your passport is returned by the Immigration Department of Malaysia.

11. STUDENT PASS CANCELLATION

- It is **compulsory** for all international students to cancel the Student Pass prior to departure from Malaysia.
- The cancellation process will take 4 weeks and your passport will be submitted to the Department of Immigration Malaysia.
- **You are not allowed to travel to East Malaysia or any other country once you have submitted your passport for the Student Pass cancellation.**
- **You are required to travel back directly to your home country once the Student Pass has been cancelled. You are not allowed to travel to any other country prior to returning to your home country. This is a requirement set by the Department of Immigration Malaysia.**

12. MISCELLANEOUS

Location and Campus Map

<https://university2.taylors.edu.my/about-taylors/contact-us>

Accommodation

- a) On-Campus Private Accommodation on single / twin sharing basis:
DK-MY Properties Management: karenlai@dkgroup.com.my
Uncle James Hostel: dinoloh3@gmail.com
- b) U – Residence (On-Campus University Residence on single occupancy):
<https://taylorshostel.taylors.edu.my/>

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

Estimated Living Expenses

Accommodation:	USD 400 (per month)
Meal:	USD 300 (per month)
Miscellaneous (Transport, Book, etc)	USD 150 (per month)
	Average: USD 850 per month

Support Services

Arrival Pick-up service	Application can be made via online 7 days before arrival: https://campuscentral.taylors.edu.my/StudentSupport/iss/PreBoarding/SitePages/Home.aspx)
Orientation Guide	https://university2.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:

<https://university2.taylors.edu.my/international/student-exchange-and-study-abroad/inbound-exchange-programmes>