

**Universiti Putra Malaysia (UPM)
Mobility Student Programme**

Information Sheet

Name of Institution: Universiti Putra Malaysia (UPM), Malaysia	
Vice Chancellor	Prof. Datin Paduka Dr. Aini Ideris Vice Chancellor Office of the Vice Chancellor Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: +603 8946 6001/ 6002 E-mail: nc@upm.my
Deputy Vice Chancellor (Academic & International)	Prof. Dr. M. Iqbal Saripan Deputy Vice Chancellor (Academic & International) Office of the Deputy Vice Chancellor Administration Building, 4 th Floor Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel: +603 8946 6024
Type of University	Public
Year Established	1931
Total of UPM Students	24, 874

Mobility Student Programme Contact Information

Address	<p>Putra International Centre Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan, Malaysia</p>
Contact Person	<p>Assoc. Prof. Dr. Zelina Zaiton Ibrahim Director</p> <p>Tel: +603 8946 8656 Email: dir.intl@upm.my</p>
	<p>Assoc. Prof. Dr. Noritah Omar Deputy Director</p> <p>Tel: +603 8946 7258 Email: depdir.intl@upm.edu.my</p>
	<p>Mrs. Saliza Mustafa Head of Division, Putra International Centre</p> <p>Tel: +603 8946 6942 Email: head.intl@upm.my</p>
	<p>Ms. Nadia Hazwani Hussin Administrative Assistant Officer, Putra International Centre</p> <p>Tel: +603 8946 7446 Email: zawani@upm.edu.my</p>
	<p>Mrs. Rahayu Ridzuan (Inbound) Administrative Assistant, Putra International Centre</p> <p>Tel: +603 8946 7808 Email: rahayu.ridzuan@upm.edu.my</p>
	<p>Ms. Iylia Mardhiana Mohamed Fauad (Inbound) Administration Assistant, Putra International Centre</p> <p>Tel: +603 8946 7808 Email: iylia@upm.edu.my</p>
	<p>Ms. Suhana Johan (Outbound) Administration Assistant, Putra International Centre</p> <p>Tel: +603 8946 7808 Email: hanaiohan@upm.edu.my</p>
	Website

Mobility Related Information		
Semester in UPM	1st Semester/ Term	2nd Semester/ Term
	September	Februar v
Duration of Mobility	1 Semester	
Mobility Application Submission Deadline	1st Semester/ Term	2nd Semester/ Term
	30 April	30 Sep
Application Materials	Please refer to the following link. www.intl.upm.edu.my	
Language Requirement	English, Malay or others	
Documents required to apply for mobility student in UPM	<ul style="list-style-type: none"> • Completed form of (SOK/INTL/BR01/INBOUND): <ul style="list-style-type: none"> ▪ Application for Study in UPM Form, ▪ Credit Transfer Form (if any) • 2 recent passport sized picture (White background only) • Latest transcript/ semester result <p>The above documents must be sent via email to: mobility@upm.edu.my</p> <p>Email subject must be: MOBILITY APPLICATION IN UPM – Your name/ Passport</p>	

Academic/ Course-related Information

Person In-charge	Mr. Idris Johari Senior Assistant Registrar, Enrolment, Scheduling and Infrastructure Unit, Division of Admission & Academic Governance, UPM Tel: +603 8946 6057 Email: idrisj@upm.edu.my	
Academic Calendar (2017/2018)	1st Semester/ Term	2nd Semester/ Term
	September	February
Application Submission Deadline	30 April	30 September
Expected to receive offer letter (if approved)	30 May	30 October
Course Information	Undergraduate – Faculty and Academic Division http://www.upm.edu.my/academic/undergraduate/programmes_courses-8252?L=en	
	Postgraduate – Faculty and School of Graduate Studies (SGS) http://www.sgs.upm.edu.my/programme_of_study-1872	
Courses taught in English for exchange students	Most courses are taught in English for all local and international students.	
Course/ Credit Requirement	Please refer to the following link: http://www.akademik.upm.edu.my/dokumen/BGAKA1_Specific_Program_Requirements_(Bachelor).pdf	
Cross-faculty Courses	Only minor/ elective courses are offered for students.	
Courses of different levels E.g. Year 2 students taking Level 3 courses	Depend on the agreement of the student's supervisor and faculty.	
Academic transcripts of exchange students	Yes, the academic transcript of exchange students will be sent to the students after the results are out upon request.	

Accommodation		
On-Campus Accommodation	<p>On-campus accommodation will be reserved for mobility students based on first come first serve basis.</p> <p>1) UPM Colleges 2) UPM Guest House</p>	
Person In Charge	<p>UPM Colleges Mr. Azlan Ibrahim Head of Students Accommodation Section, Student Affairs Division Tel: +603 8947 1325 Email: zlan_ibrahim@upm.edu.my</p> <p>UPM Guest House Mrs. Rozlinawati Abdul Wahab Tel: +603 8946 7972 Email: upmguesthouse@upm.edu.my</p>	
Application Deadline	1st Semester/Term	2nd Semester/Term
	30 April	30 September
Accommodation Application	Application for accommodation please refer Ms. Iylia Mardhiana Mohamed Fauad	

Visa Requirement

You are required to apply for Visa Approval Letter (VAL) by **yourself** through Education Malaysia Global Services Malaysia (EMGS) website before coming to Malaysia. Please be informed that EMGS will take approximately two months to issue the VAL. After receiving the VAL, you are required to apply for a Single Entry Visa (SEV) from the Malaysian Embassy/ High Commission in your country before coming to Malaysia. Kindly present the VAL to support your visa application to the Malaysian Embassy/ High Commission in your country.

We suggest you to pay the VAL payment using **credit card**. If the payment of VAL is made through institution, please submit the receipt via courier to:

Mrs. Rahayu Ridzuan
 Putra International Centre
 Universiti Putra Malaysia
 43400 UPM Serdang Selangor Darul Ehsan Malaysia

Upon arrival, please submit your passport together with payment receipt of UPM processing fee (RM270.00) to Putra International Centre in order to get your visa from Immigration Department.

Payment must be made through CIMB Counter or Online Transaction to UPM Account:

Account No: 8002155042
Account Name: UPM COLLECTION

VAL Application deadline	End of June	End of November
Working during mobility	On campus	Off campus
	Not allowed	Not allowed

Health & Medical Insurance

<p>Medical Insurance Plan (for exchange program with the duration of one semester and above only)</p>	<p>It is compulsory for mobility students to purchase a medical insurance plan (6 months and more). The insurance details are:-</p> <ol style="list-style-type: none"> 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation <p>Do purchase a medical insurance from EMGS.</p>
<p>Health/ Medical Examination</p>	<p>It is a compulsory for students to have their health/ medical examination done at UPM Health Centre only. This is to ensure that the student is fit to go under the Mobility Student Program at UPM.</p> <p>Please refer to the front page of UPM Medical Check-up Form for check-up instruction. For your information, medical check-up report will only valid for 2 months from the date of the check-up.</p>

Services for Mobility Students

Recommended arrival date	1st Semester/ Term		2nd Semester/ Term																					
	2 weeks before September		2 weeks before February																					
<p>Airport pick-up service</p>	<p>Putra International does not provide an airport pick-up service.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> </div> <div style="width: 35%; padding-left: 20px;"> <p style="text-align: center;">GETTING TO YOUR ACCOMMODATION ON THE ARRIVAL DAY</p> <p style="text-align: center; font-size: small;">www.intl.upm.edu.my</p> <p style="text-align: center; font-size: x-small;">NOTE TO NIGHT ARRIVAL</p> <p style="text-align: center; font-size: x-small;">Above transportation suggestion is only applicable during operation for each transportation services and university accommodation, if you arrive at the airport during night time, we advise you to stay at the nearest hotel for your safety and convenience and to continue with your accommodation arrangement the next day.</p> <p style="text-align: center; font-size: x-small;">Please find below hotel list for your own reference and self-booking</p> <table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th colspan="4" style="text-align: center;">KLIA (30MIN FROM AIRPORT)</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">Sama Sama Hotel KLIA**</td> <td style="width: 25%;">Tune Hotel KLIA 2**</td> <td style="width: 25%;">Reservations: +603-8782 3333</td> <td style="width: 25%;">Reservations: +603-8782 1720</td> </tr> <tr> <td>reservations@samasamahotels.com</td> <td>www.tunehotels.com</td> <td></td> <td></td> </tr> <tr> <td>CapSpace - Capsule by Container Hotel**</td> <td>Tune Hotel KLIA Aeropolis**</td> <td>Reservations: +603-8782 2759</td> <td>www.tunehotels.com</td> </tr> <tr> <td>info@capsulecontainer.com</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center; font-size: x-small;">* The hotel list above is just a sample, UPM does not have any agreement with any of the above hotel.</p> </div> </div>				KLIA (30MIN FROM AIRPORT)				Sama Sama Hotel KLIA**	Tune Hotel KLIA 2**	Reservations: +603-8782 3333	Reservations: +603-8782 1720	reservations@samasamahotels.com	www.tunehotels.com			CapSpace - Capsule by Container Hotel**	Tune Hotel KLIA Aeropolis**	Reservations: +603-8782 2759	www.tunehotels.com	info@capsulecontainer.com			
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<p>Cost of orientation</p>	<p>Please refer Estimated Expenses Section</p>																							
<p>Orientation Program</p>	1st Semester/ Term		2nd Semester/ Term																					
	September		February																					

Tuition and service fee		
Non – Recurring Fee (Paid only once)	Tuition fee	MYR 5000 – MYR20000
	Registration and service fees	MYR 382.50
Estimated Expenses		
University-administered Accommodation	Hall lodging fees	Compulsory hall meal charges (if any)
	MYR500 to MYR600/ month	
Private Accommodation (Off-campus)	MYR 1500 – MYR 3000 / month *Disclaimer: Arrangement is made by student	
University Bus Services	MYR15.00/ month	
Food/ Meals	MYR 400 – 600 / month	
Personal expenses (e.g. laundry, sundries, local transportation, etc)	From MYR 200 – MYR 200 Depending on the usage of each student	
Academic Expenses (e.g. books)	MYR 200- MYR 500/ per semester Depending on the courses taken	

Dress Code for Students	
	All students are required to wear an appropriate and decent clothes during class session. Shorts, miniskirts, sleeveless top, tight clothes and flip flop are NOT allowed