



UNIVERSITI PUTRA MALAYSIA
AGRICULTURE • INNOVATION • LIFE

MOBILITY INBOUND: A STEP GUIDE

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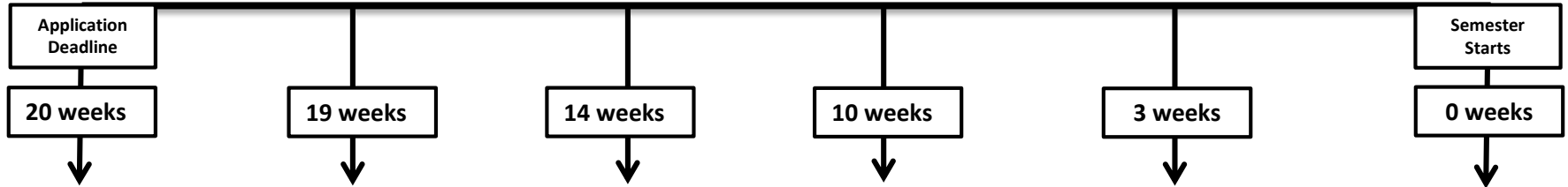
Inbound Application Timeline

Semester 1 (2018/2019)

i-Putra & faculty

EMGS & Immigration process

i-Putra & Student



Application Deadline

20 weeks

Deadline
23 APRIL 2018

1. Receive all complete applications
2. i-PUTRA check application documents.

Faculty to process application

1 MAY – 3 JUNE 2018

- Faculty receives complete documents from i-PUTRA.
- Faculty to submit application recommendation to i-PUTRA by June

14 weeks

Offer letter issued
4 JUNE – 1 JULY 2018

- i-PUTRA to issue offer letter to students by 1st July 2018

10 weeks

Student apply VAL
2 JULY- 25 AUGUST 2018

1. Student to apply VAL in EMGS system, after receiving offer letter, at least 7 weeks before entry to Malaysia

3 weeks

E-VAL Approval from EMGS/JIM
20 - 26 AUGUST 2018

1. Student receives E-VAL and obtains SEV at Malaysian Embassy at their home country.
2. Student makes travel arrangements.

2 weeks
Student arrives at UPM and registration period
27 AUGUST – 9 SEPTEMBER 2018

1. Student registers at i-PUTRA.
2. Medical check-up
3. Make payment
4. Student to attend 2 days of orientation programme.

Semester Starts

0 weeks

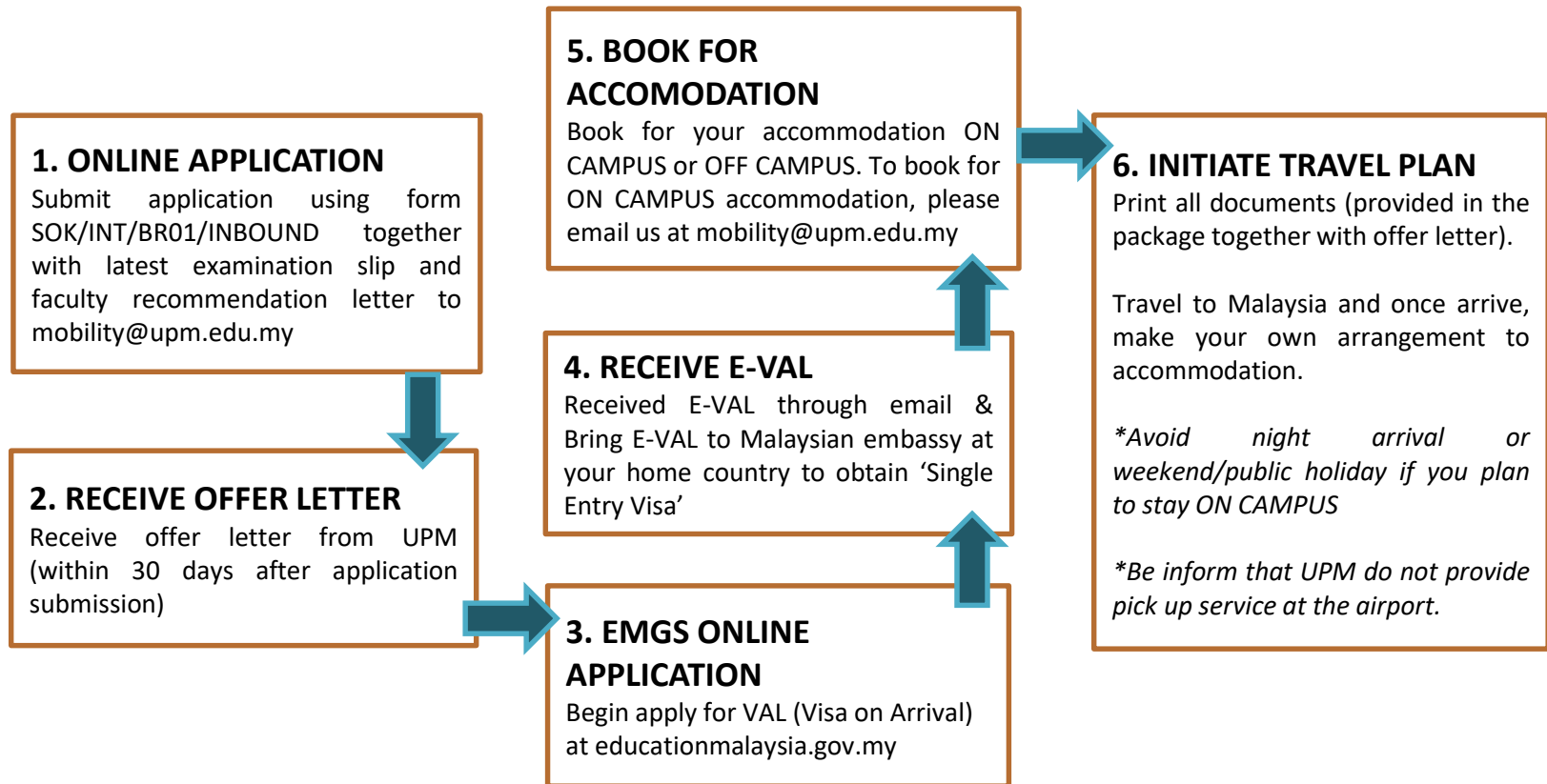
Semester starts
10 SEPTEMBER 2018

1. Student registers courses.
2. Class begins, 10 September 2018.

Updated: 23 February 2018 -NZH
Mobility Section
Putra International Centre UPM

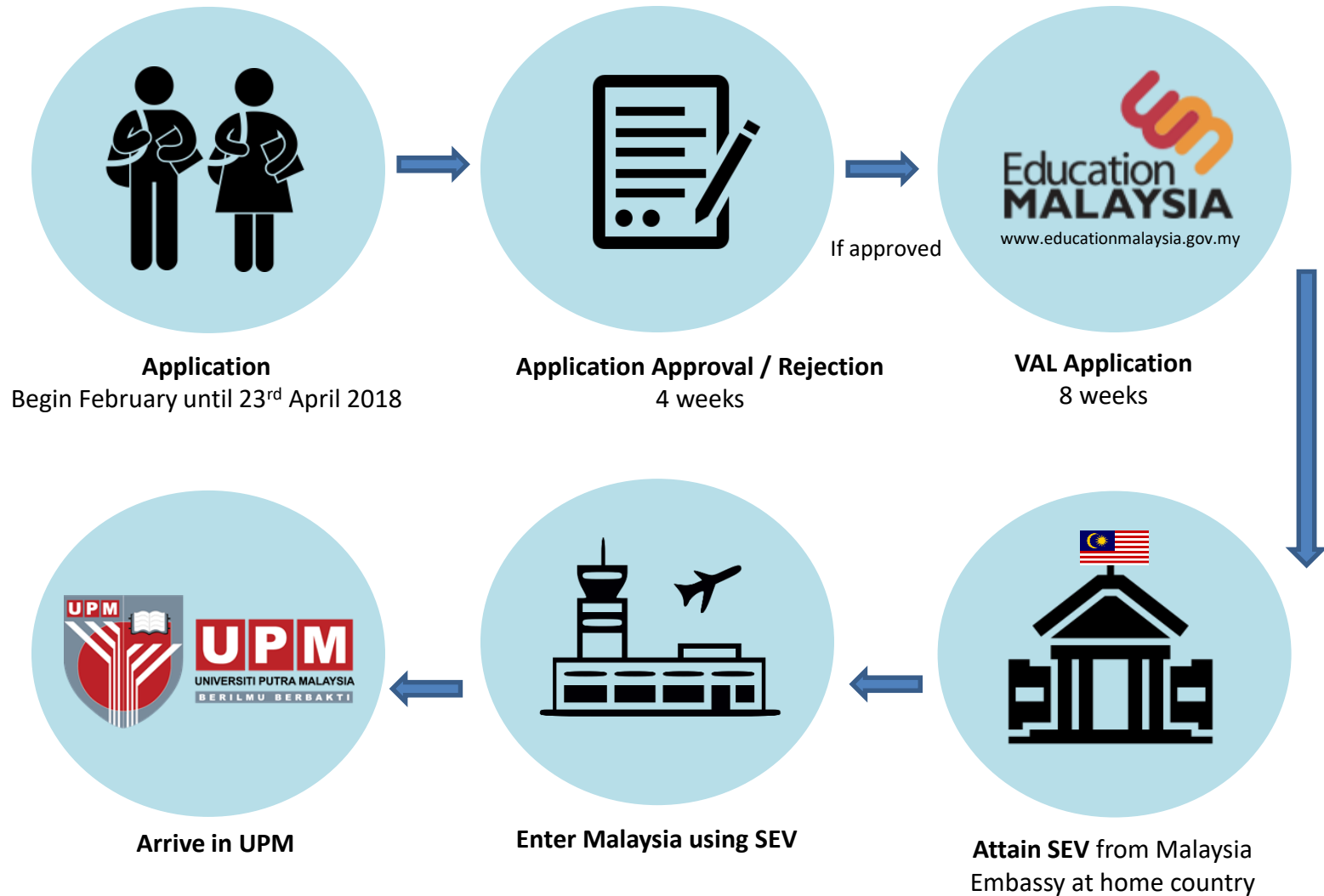


Inbound Application Steps

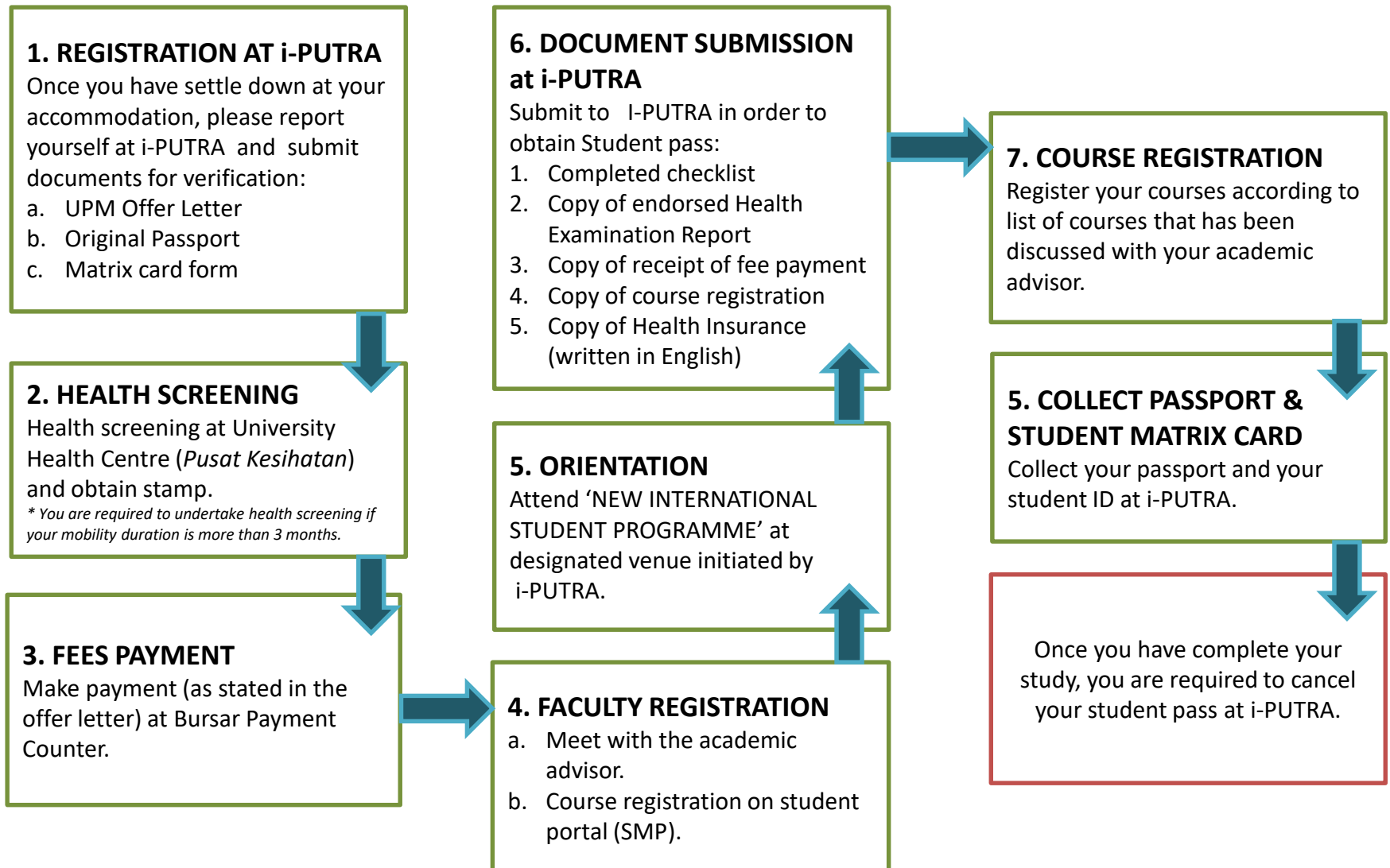


* Download SOK/INT/BRO1/INBOUND form ([HERE](#))

Info Graphic: Inbound Application



Student Arrival at UPM



Student Pass Cancellation

Mobility students are required to cancel Student Pass 30 days before returning to your home country. This important step is a requirement from Malaysian department of Immigration.

1. CANCELLATION FEE

Make student pass cancellation to bank counter or online payment to UPM and EMGS:

A. CIMB BANK

Account name: UPM Collection
Account number: 800 215 5042
Payment amount: RM60.00

B. MAYBANK

Account name: Education Malaysia
Global Services
Account number: 5140 5766 2341
Payment amount: RM53.00

2. SUBMIT PASSPORT

Submit passport together with receipt payment made at 2 bank in the first step and flight ticket to home country.

** Student pass cancellation takes maximum 2 week to process. Please plan your travel accordingly.*

3. COLLECT PASSPORT & CERTIFICATE OF ATTENDANCE

Collect your passport, certificate of attendance and fill up feed back form at i-PUTRA.



Mobility Fee According to Programme Duration

RATE A: 1 SEMESTER

CODE	FEE DETAILS	WITH MOU/WHITOUT MOU
		UNDER GRAD SEM 1
	TUTION	DEPEND ON MoU
1420	REGISTRATION	85.00
1422	MISCHELLANEOUS	5.00
1423	COMPUTER	100.00
1430	LAB	22.50
1431	HEALTH	20.00
1440	LIBRARY	50.00
1450	CO-CURICULUM	20.00
1493	ORIENTATION	200.00
	STUDENT PASS PROCESSING	275.00
	HEALTH SCREENING	250
	STUDENT PASS CANCELLATION	60.00
TOTAL		1087.50

RATE B: 1 - 3 MONTHS

CODE	FEE DETAILS	WITH MOU/WHITOUT MOU
		UNDER GRAD
	REGISTRATION	DEPEND ON MoU
	BENCH FEE	DEPEND TO FACULTY
1420	REGISTRATION	85.00
1422	MISCHELLANEOUS	5.00
1423	COMPUTER	100.00
1430	LAB	22.50
1431	HEALTH	20.00
1440	LIBRARY	50.00
TOTAL		282.50

RATE A: SEMESTER 2 CONTINUATION

CODE	FEE DETAILS	WITH MOU/WHITOUT MOU
		UNDER GRAD SEM 2
	TUTION	DEPEND ON MoU
1420	REGISTRATION	85.00
1422	MISCHELLANEOUS	5.00
1423	COMPUTER	100.00
1430	LAB	22.50
1431	HEALTH	20.00
1440	LIBRARY	50.00
1450	CO-CURICULUM	20.00
1493	STUDENT PASS PROCESSING	-
	STUDENT PASS CANCELLATION	60.00
TOTAL		362.50

RATE C: 15 - 30 DAYS

CODE	FEE DETAILS	WITH MOU/WHITOUT MOU
		UNDER GRAD
	TUTION	DEPEND ON MoU
	BENCH FEE	DEPEND TO FACULTY
1420	REGISTRATION	85.00
1423	COMPUTER	100.00
1431	HEALTH	20.00
1440	LIBRARY	50.00
TOTAL		255.00

RATE D: BELOW 14 DAYS

CODE	FEE DETAILS	WITH MOU/WHITOUT MOU
		UNDER GRAD
	BENCH FEE	DEPEND TO FACULTY
1420	REGISTRATION	85.00
1431	HEALTH	20.00
1440	LIBRARY	50.00
TOTAL		155.00





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Terima Kasih | *Thank You*