

# **INTERNATIONAL STUDENT**

# **Get Connected!**



**PUTRA INTERNATIONAL CENTRE (i-PUTRA)**



## **Welcome to Putra International Centre (i-PUTRA)!**

Welcome to Malaysia and the green campus of Universiti Putra Malaysia, or UPM, in short. Thank you for choosing us to pursue your tertiary education.

We hope that your educational experience with UPM will broaden your horizons and prepare you for your future career. We believe that the exploration and dissemination of knowledge will contribute towards wealth creation, nation-building and universal human advancement.

Towards this, UPM is committed to  
enhancing the quality and competitiveness of its graduates;  
creating value through a strong and sustainable Research, Development, and Commercialisation Environment (RDCE); boosting industry and community networking services;  
strengthening UPM as a centre of excellence in Agriculture; and  
enhancing the quality of governance.

As an international student we hope that you will take part in our exciting journey as a university of international repute.



The staff at the Putra International Centre (i-PUTRA) are here to help provide you with the support for complying to legal requirements as well as advice on other matters.

Please utilise your time here to engage in both learning and intercultural collaborative activities. We hope that this International Student Survival Guide will be a reference to help you navigate around the campus and to assist you in adjusting to life at the university.

**Thank you!**

**Contact us:**  
**Putra International Centre (i-PUTRA)**  
Universiti Putra Malaysia  
43400 UPM Serdang  
Selangor Darul Ehsan Malaysia

Tel +603 9769 7972  
Email [intl@upm.edu.my](mailto:intl@upm.edu.my)

 [putrainternational\\_upm](https://www.instagram.com/putrainternational_upm)  
 [www.intl.upm.edu.my](http://www.intl.upm.edu.my)

# CONTENTS

<b>About UPM</b>	<b>1</b>
<b>About Malaysia</b>	<b>3</b>
<b>Registration for New International Students</b>	<b>5</b>
Pre-Departure Preparation	
Upon Arrival Preparation	
Travel From The Airport	
New International Students Welcoming Programme (NISWP)	
<b>Pass and Visa Procedures</b>	<b>8</b>
General Information	
EMGS VAL Online Application	
New Student Pass with VAL	
Health Insurance	
<b>Support Systems</b>	<b>10</b>
Putra International Centre	
School of Graduate Studies	
Student Affairs Division	
Peer Group Support	
Centre for Entrepreneurship Development & Graduate Employability (CEM)	
UPM International Students' Association	
<b>Accommodation</b>	<b>13</b>
On-campus	
Off-campus	
Hotel	
<b>Transportation</b>	<b>14</b>
On-campus	
Off-campus	
Driving in Malaysia	
<b>Services and Facilities</b>	<b>15</b>
University Facilities	
Medical Services	
Financial Services	
Postal Services	
Security	
Places of Worship	
<b>Recreational Activities</b>	<b>19</b>
<b>Dress Code</b>	<b>22</b>





## When was UPM established?

Universiti Putra Malaysia (UPM) was first established on 21st May 1931 by John Scott, an administrative officer of the Straits Settlements. Then named the School of Agriculture, only two kinds of programmes were on offer: a three-year diploma programme and a one-year certificate course. The School was then renamed the College of Agriculture Malaya by Sir Edward Gent, the Governor of the Malayan Union, on 23rd June 1947. Just a year later, it was proposed that the college be upgraded to a university, but the declaration of an Emergency later that put the plan on hold. Nevertheless, the role of the college began to become more significant, in line with the rapid growth of the country's agricultural sector - leading to the then Prime Minister, Tun Abdul Razak Hussein envisioning the establishment of an agricultural university when officiating extensions to the college structure in 1969. This vision eventually came to fruition with the founding of Universiti Pertanian Malaysia in 1973.

This borderless campus, reflected in the name change from Universiti Pertanian Malaysia to Universiti Putra Malaysia in 1997, by the then Prime Minister Dato' Seri Dr. Mahathir Mohamad. Today, UPM is on its way to becoming a university of international repute, boasting the highest percentage of academic staff with PhD qualifications among local universities in Malaysia, and students from over 70 countries around the world. For more information about Universiti Putra Malaysia, visit this website:

 [www.upm.edu.my](http://www.upm.edu.my)

## What are UPM's vision, mission and goals?

**Vision** : To become a university of international repute

**Mission** : To make meaningful contributions towards wealth creation, nation building and universal human advancement through the exploration and dissemination of knowledge

### Goals

- Enhancing the Quality and Competitiveness of Graduates
- Creating Value through a Strong and Sustainable RDCE
- Boosting Industry and Community Networking Services
- Strengthening UPM as a Centre of Excellence in Agriculture
- Enhancing the Quality of Governance



## What is the meaning behind UPM's logo and official anthem?



**Shield** - Strong principles, stability and preservation of knowledge of the good mankind

**Red water droplet** - University's commitment to the preservation of the environment

**Thin lines from the bottom of the logo** - Represent electronic circuit, indicating university's sophisticated approach in the era of information and knowledge

**Branching out lines** - Symbolises a tree, signifying the importance of agriculture to the identity of UPM

**Three lines to the right and left** - Refer to UPM's three functions, namely teaching, research and services, as well as the first three faculties (Agriculture, Forestry, and Veterinary Medicine and Animal Science - when the University establishment in 1973)

### **Two main colours (red and grey):**

- Dominant red hue symbolises the quest for knowledge, and a courageous and pioneering spirit in the face of any challenge
- The background indicates the emphasis on information technology, neutrality, versatility and consistency
- While the dynamic marriage of both colours embodies harmony, stability, happiness and maturity

## Putra Gemilang

**Universiti Putra Malaysia  
Gedung ilmu menara budi  
Di sinilah berhimpun warga siswa  
Menjunjung amanat berilmu berbakti**

**Teguh setia mengisi harapan  
Insan bertaqwa penunjang peribadi  
Berpada tenaga mencapai kejayaan  
Sehati sejiwa berhemah tinggi**

**Universiti Putra Malaysia Pembina  
wawasan gemilang Universiti Putra  
Malaysia Pembentuk siswa  
cemerlang**

**Semarak namamu di sinar zaman  
Semerbak namamu di suara sanjungan  
Penyumbang bakti ke anak bangsa  
Pewaris sejati negara tercinta**

**Di damai desa di permai kota  
Tersemat citramu semegah kenangan  
Di darjat bangsa di daulat negara  
Tersurat jasamu menjana kemajuan**

Putra Gemilang was composed by Dharmawijaya and Dato Ahmad Nawab. It centres on the University's motto, 'Berilmu Berbakti', which translates as "With Knowledge We Serve"

# ABOUT MALAYSIA



## What are the major cultural features of Malaysia?

Malaysia is comprised of a myriad ethnic and cultural groups, all of whom maintain distinct cultural identities to a large extent. The major ethnic groups in the country are Malays, Chinese and Indians, with the majority practising the official religion, Islam. Although these ethnic groups still preserve their own languages and dialects, Malay is spoken by all Malaysians, and English by many. Malaysia also houses people from a wide variety of other cultures from around the world, who are in the country for business, work or study purposes - as a case in point, UPM alone has students from over 70 countries.

## What is the weather like?

Given that Malaysia is located on the equator, the country has a tropical climate, with an annual average temperature of about 27 degree celcius, as well as high rainfall (250cm) and humidity (70-90%) throughout the year.

## What about travel and clothing?

Given the weather, it is impractical to travel long distances by foot. As such, a number of public transportation services are available, from taxis and buses, to intra- and inter-city trains. While intra-city trains, such as the RapidKL Light Rail Transit and Monorail trains mostly serve dwellers within the capital city of Kuala Lumpur, many townships and cities are connected by the KTM Komuter trains, including Serdang.

As for the clothing, Malaysians generally dress in light clothing in non-formal contexts, due to the hot climate. It must be noted, however, that modesty is a prized virtue in Malaysia, and wearing clothes that are too revealing in public is not recommended.

## What are some other cultural do's and don'ts?

Many of politeness rituals that are practised in many countries throughout the world are also practised in Malaysia. However, one very important aspect of interpersonal communication among Malaysians is 'face' - try to avoid making the person you are talking to 'lose face' by deliberately humiliating, embarrassing or berating them in public, even if you feel there is cause and opportunity for you to do so. Another important point of departure from interpersonal communication in many countries is touching. Besides shaking and other hand greetings, touching from people who are not close friends or family members - especially if both parties are from opposite sexes - is generally considered rude. One of the most important cultural aspect that must be adhered to is the removal of shoes in homes and places of worship, unless explicitly told that it is not necessary. This is rivalled only by mocking people's religious or cultural beliefs, which should not be avoided at all costs.

The practice of gift-giving is also governed by certain cultural rituals. For the most part, gift giving is usually reserved for close friends and family, but a token door gift - usually in the form of food items - is acceptable when invited to a person's home. As is the case with any cash transactions within the country, it is of great significance that gifts be given with the right hand instead of the left. The choice of packaging is also highly symbolic - it is safest to avoid the colours white, black and yellow, as these signify mourning, death and royalty respectively. Additionally, avoid giving gifts that are likely to offend religious sensibilities, such as giving alcohol to Muslims, or beef dishes to Buddhists and Hindus.

## **If Malaysia is such a melting pot of cultures, there must be many public holidays.**

This is true, since Malaysia is famous (or to certain employers, infamous) for having many public holidays. In addition to Independence Day (Hari Merdeka, 31 August) and certain universal public holidays, such as Labour Day and New Year's Day, two days are generally given for Hari Raya and Chinese New Year, as well as a day each for Hari Raya Haji (Eid ul-Adha), Awal Muharram, Maulidur Rasul, Deepavali and Christmas. Other holidays are determined at the state level, with each state having power to decide which days to take off. For instance, the Hindu festival of Thaipusam is celebrated in Selangor, while the Dayak harvesting festival Hari Gawai is celebrated in East Malaysia. As is the case with any other country's celebrations, expect productivity to come to a standstill and shopping malls to be filled to capacity in the days leading to major holidays!

## **What do Malaysians eat?**

Malaysian dishes are diverse, reflecting the many cultures that make up Malaysia. Also, the different regions of the country have signature dishes that are identifiable by the names of the dishes themselves. Overwhelmingly, however, these dishes are rice-based - and contain a lot of chili! Food is available at all price ranges, depending on where you are expect to pay anywhere you are - expect to pay anywhere between RM 4 and RM 30 for a full meal, depending on the quality and location of the restaurant. Additionally, dishes from neighbouring countries, especially Thailand and Indonesia, can be found all over the country, as well as basic Western dishes. And of late, an increasing number of Arabian, Persian and African restaurants can be found in the larger towns of Malaysia.





## Pre-Departure

### Checklist before arrival:

- ☐ Accept university form by sending confirmation and check the date you are expected to register at UPM
- ☐ Check that you have health insurance coverage for you and your family members if you are bringing along your family.
- ☐ Obtain any necessary student visa/entry clearance
- ☐ Book your trip. You should try to arrive on the arrival day(s) recommended by the university
- ☐ Attend the New International Student Welcoming Programme (orientation programme)
- ☐ Prepare original copies (and certified translation) of relevant certificates and examination result

### Checklist of documents or information in hand luggage:

- ☐ Passport with any necessary student visa
- ☐ Travel/ flight tickets
- ☐ Malaysia currency/ travelers cheque
- ☐ Travel/ personal insurance documents
- ☐ Offer letter from Universiti Putra Malaysia (UPM)
- ☐ Evidence of your finances (bank statement/ sponsor's letter)
- ☐ Address and phone number of Putra International Centre, hotel/ hostel that you have booked or any onward journey itinerary information (cost/ journey route)

## Upon Arrival

You may arrive at Kuala Lumpur International Airport (KLIA)/ Kuala Lumpur International Airport 2 (KLIA2) terminal depending on your flight carrier. On arrival at KLIA/ KLIA2, please take note of the following:


### Disembarkation Card

Complete a disembarkation card and hand it to the immigration officer together with your passport and visa.

### Declaration and Prohibited Items

Under the provision of the Customs Act 1967, travellers entering Malaysia are required to declare all dutiable or prohibited goods in their possession. Failure to declare dutiable or prohibited goods or making false declaration is an offence.

After completing the immigration inspection procedure, please take careful note of Malaysia immigration stamp on your passport. The stamp will indicate the last date of allowed stay in Malaysia. You must submit your passport to the Putra International Centre two weeks before the last date (expiry date) of the stamp in your passport. You may have to pay extra charges for processing your student pass if you cannot submit the passport on time. For further information:

 [www.imi.gov.my](http://www.imi.gov.my) and [www.customs.gov.my](http://www.customs.gov.my)



## Travel From The Airport

Students may follow the instruction below to make their own transport arrangements to Kuala Lumpur/ UPM Serdang/ your hotel upon your arrival at KLIA/ KLIA2. There are several options available and you are open to choose the most suitable way that fits your journey.

### Train (KLIA Ekspres/ KLIA Transit)



### KLIA Ekspres Fares

KL Sentral - KLIA/ KLIA2	Adult	Child (2-12 years)
One-way	55	25
Return	100	45

### KLIA Transit Fares

One-way Fares (RM)					
Sector	KL Sentral	Bandar Tasik Selatan	Putrajaya & Cyberjaya	Salak Tinggi	KLIA
Bandar Tasik Selatan	6.50 2.90				
Putrajaya & Cyberjaya	14.00 6.30	8.00 3.60			
Salak Tinggi	18.30 8.20	12.40 5.60	4.70 2.10		
KLIA	55.00 25.00	38.40 17.30	9.40 4.20	4.90 2.20	
KLIA2	55.00 25.00	38.40 17.30	9.40 4.20	4.90 2.20	2.00 1.00
Adult Child (2-12 years)					

[www.kliaekspres.com](http://www.kliaekspres.com)

### Instruction to Universiti Putra Malaysia:

#### KLIA Ekspres

- 1) KLIA/ KLIA2 > Take KLIA Ekspres to KL Sentral > Take metered taxi to UPM (Cost depends on the traffic)
- 2) KLIA/ KLIA2 > Take KLIA Ekspres to KL Sentral > Take commuter train (KTM) from KL Sentral to Serdang (Fare: RM2.90) > Take metered taxi to UPM (Maximum fare: RM20.00)

#### KLIA Transit

- 1) KLIA/ KLIA2 > Take KLIA Transit to Putrajaya Sentral > Take metered taxi to UPM
- 2) KLIA/ KLIA2 > Take KLIA Transit to Bandar Tasik Selatan > Take commuter train (KTM) from Bandar Tasik Selatan to Serdang (Fare: RM1.90) > Take metered taxi to UPM

## Bus

**SkyBus** : KLIA/ KLIA2 to KL Sentral/ One Utama (Fare: RM10 - one-way)

**JetBus** : KLIA/ KLIA2 to Bandar Tasik Selatan (Fare: RM12.00 - one way)

*\*Prices shown are subject to change. Please refer to service provider website to check recent prices.*

## Taxi

### KLIA (Taxi Limo)

Call: +6011-10604810 for special request



[www.kliataxilimo.com](http://www.kliataxilimo.com)

### KLIA2 (Taxi Limo)

Available at Transportation Hub (Level 1 - Gateway@KLIA2 Building)

Three types of taxi services from KLIA2:

- 1) Coupon taxi
- 2) Metered taxi
- 3) Premier taxi

## New International Students Welcoming Programme (NISWP)

NISWP is a special programme organised by Putra International Centre and it is designed to:

- Introduce the non-academic support services and facilities offered at UPM
- Help you to adjust new life at UPM
- Assist you to be familiar with matters pertaining to health, finance, banking, housing, visa and student pass, security, academic orientation pre-briefing, guided tour around the campus, library, Serdang and Putrajaya, facilities offered and preparation for your academic registration.



## What to prepare before entering Malaysia?

### When Should I Come?

First week of registration/ After first week of registration  
(Do refer Putra International Website IMMEDIATELY)

Consequences if you delay will incurred some extra charges due to:

- Special Pass; required 7 days before end of Visa On Arrival (VOA)
- Overstayed; required after end of Visa On Arrival (VOA) - penalty



### Important notes:


- As international students, you may require to follow the rules and regulations imposed by the Malaysian immigration department during your studies. The offer of admission does not come with a student pass. Students must obtain a 'Single Entry Visa' from the nearest Malaysian embassy before entering Malaysia if it is required by their countries.
- IRAN (New applicants from this country have to fill in the "LETTER OF ELIGIBILITY" (LOE) form as it is compulsory to submit the complete form to UPM.
- SUDAN - NOC (NO OBJECTION CERTIFICATE).
- Applicants who have previously applied in any institution in Malaysia are required to cancel their application from the previous institution. Universiti Putra Malaysia (UPM) is unable to apply the student pass for an applicant unless that institution has made the cancellation with the EMGS. Applicants are also required to get an original release letter from the previous institution.
- For applicants holding a student/ employment/ dependent or other pass from another institution/ organization/ company, please ensure that the existing pass period is shortened by the previous institution/ organization/ company.

## E-VAL

### VAL (Visa Approval Letter)

All international applicants must apply Visa Approval Letter (VAL) before entering Malaysia. The visa is approved by the Immigration Department Headquarters in Malaysia. VAL is a visa issued by the Malaysian Representative Office abroad to a non-citizen to enable the individuals to legally enter Malaysia. You must not enter Malaysia before the VAL issued to you.

### For new students:

- Please make your all your application through EMGS by online application.  
 [www.educationmalaysia.gov.my](http://www.educationmalaysia.gov.my)
- The VAL process may take 30 - 60 days

### For existing students (already in Malaysia):

- Students who deferred their studies are required to obtain the VAL before their re-entry to Malaysia
- If your pass expired when you are in your home country, for MORE THAN 60 DAYS, you must obtain VAL before entering Malaysia. If you do enter Malaysia without VAL, you will have to return back to your country to obtain the VAL
- However, if the existing is at his/her home country and the student pass expiry date is LESS THAN 60 DAYS, students can enter Malaysia with a social visit pass. Upon arrival, you must immediately apply for an extension of student pass 30 days before the student pass expires. A delay will result in extra charges and penalty fees



## **New Student Coming With VAL (Application for Students With Valid Malaysian Pass)**

### **Categories of Valid Passes:**

- 1) Employment Pass
- 2) Professional Visit Pass
- 3) Dependent Pass
- 4) Guardian Pass
- 5) Student Pass
- 6) Other related passes from other institution/ company

### **What you should do:**

- Applicant who is holding a valid pass has to ensure the institution or company to shorten the valid pass. The shorten pass should have at least 30 days of validity.
- Applicant who has been offered to further their study to a higher level of education (Example: Master to PhD) must make cancellation of their current visa and apply for New Student Pass (Progression).
- Applicant is not allowed to leave Malaysia before obtaining the student pass into the passport.
- Don't wait until the valid visa is going to be expired in a few weeks' time or has expired. If a Special Pass has to be done make sure its pending decision for student pass.
- If a Special Pass "making arrangement to leave the country" was given, there would be no other choices but to leave Malaysia.

### **Health Insurance**

All students and dependant are required to have a valid policy cover for medical insurance throughout their studies. Medical Insurance can be purchased through EMGS or directly from Education Institution.

#### **EMGS (AXA & AIA Insurance)**

Three (3) Medical Insurance packages:

- Silver
- Gold
- Platinum

In addition Putra International Centre also accept insurance cover from:

**Great Eastern (Takaful Malaysia)** at Complex Academic A UPM

Operation Day : Monday & Thursday

Oeration Hour : 9.30 am - 4.30 pm

Telephone No. : 011-1428 4976



## Putra International Centre (i-PUTRA)

### What is the function of the Putra International Centre?

Back in 1994, this portfolio was initially handled by the Public and International Affairs Division. Since then, there were several restructuring processes involving the changing of names, functions and job scopes. On March 2013, it is known as International Division but after following the implementation of PG 200 strategy, it underwent some improvisation and was rebranded as Putra International Centre (PIC) in May 2014. I-PUTRA is responsible to support and monitor the university's internationalisation activities such as visa and pass, global engagement and mobility (inbound and outbound).



[www.intl.upm.edu.my](http://www.intl.upm.edu.my)

### Putra International Centre

Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 7972  
Fax : 03 9769 3539  
Email : intl@upm.edu.my

## UPM Buddy Programme

### What is the function of the UPM Buddy?

The UPM Buddy Programme is a volunteer platform which current UPM students (local and international) helping out new mobility students (inbound) throughout their programme at UPM's Campus. Buddy will act as peer support in finding ways to be well adjusted in the campus by sharing experiences, providing insights into university life and responding to any enquiries.

## Admission Division & Academic Governance Division

### What is the function of the Admission & Academic Governance Division?

In an effort to ensure that UPM is a leading and renowned centre of education and research, UPM emphasizes that the content of programmes offered is in accordance with the requirements of the current job market. To fulfill its vision of becoming a reputable international university, UPM offers courses in various fields and disciplines. From its website, you can find information regarding academic; academic calendar, lecture timetable and examination timetable.



[www.akademik.upm.edu.my](http://www.akademik.upm.edu.my)

### Admission & Academic Governance Division

1st Floor, Canselor Putra Building, 43400 UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 6060  
Email : akd@upm.edu.my

## School of Graduate Studies

### What is the function of the School of Graduate Studies?

The Graduate Studies Office was formally established in 1993 to coordinate all postgraduate study programmes within the university. Now known as the School of Graduate Studies (Sekolah Pengajian Siswazah - SGS), the School is responsible for assisting all postgraduate students in all academic and administrative matters, from coordinating subject requirements, processing graduate study progress reports, processing the submissions of theses, coordinating fee payments and financial assistance packages, to providing graduate skills courses under the Putra Sarjana programme.



[www.sgs.upm.edu.my](http://www.sgs.upm.edu.my)

### School of Graduate Studies

Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 4225  
Fax : 03 9769 4232  
Email : [dean.sgs@upm.edu.my](mailto:dean.sgs@upm.edu.my)

## Putra Sarjana Programme

### What is the Putra Sarjana programme?

The Putra Sarjana learning support programme is designed to help graduate students in Universiti Putra Malaysia develop a range of necessary skills that they can apply in their research activities and subsequent careers, academic or otherwise. Besides seminar and workshops that target specific research skills, Putra Sarjana also encompasses skills training in the cognitive, affective, psychomotor and social domains.

## Peer Support Group

### What is the function of the Peer Support Group?

The Peer Group Support (PSG) assists postgraduate students with accommodation, immigration requirements, cultural differences, and academic expectations and challenges are amongst the main concerns. PSG's student advice service is a free, impartial and confidential service.

Update on PSG members that represent your country or region can be found on the SGS website.

## Student Affairs Division

### What is the function of the Student Affairs Division?

Division of Student Affairs is responsible for managing the affairs of the students related to the implementation of extra-curricular activities, discipline, counseling, cultural, accommodation, financial aid, academic progress, student welfare, and off-campus students.



[www.hep.upm.edu.my](http://www.hep.upm.edu.my)

### Student Affairs Division

Ground Floor, Cancellory Putra's Building, 43400 UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 6075  
Fax : 03 9769 6482  
Email : [bhep\\_web@upm.edu.my](mailto:bhep_web@upm.edu.my)



## **UPM International Students' Association (UPM ISA)**

### **What is the function of the UPMISA?**

UPM International Student Association (UPM ISA) is a student association for international students studying at UPM and is basically responsible for fostering good relationships among all international students of UPM by organizing various interaction programmes and activities.



[www.upmisa.org](http://www.upmisa.org)

Tel : 03 9769 1323

Email : [UPM\\_ISA@yahoogroups.com](mailto:UPM_ISA@yahoogroups.com)

Facebook : <https://www.facebook.com/UPMISA.page/>

## **Centre for Entrepreneurship Development and Graduate Employability (CEM)**

### **What is the function of the CEM?**

The CEM was established on January 25, 2013. It was established in the line with the Entrepreneurial Development Policy so that each institute Higher Learning (HL) in Malaysia have a responsibility centre of entrepreneurship and graduate employability at IHL. This is intended to promote and enhance the developmeny of entrepreneurship and employability of graduates in a more structured and holistic approach among local institutions of higher learning in line with the ministry to produce quality human capital.



[www.cem.upm.edu.my](http://www.cem.upm.edu.my)

### **Centre for Entrepreneurship Development and Graduate Employability**

Level 1, Student Complex, Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 1408

Fax : 03 9769 1124

Email : [cem@upm.edu.my](mailto:cem@upm.edu.my)

# ACCOMMODATION

## On-Campus

### University Residential College

- Only for full-time undergraduate student
- Dormitory (sharing basis)
- Duration stay will be advised by the Residential College Management
- Rental fee is RM9.00/day

#### Contact Person:

- 1) Encik Mohamed Shukri bin Mohamed Nor (+603 9769 8056/mshukrimn@upm.edu.my)
- 2) Encik Mohd Husaini Amir Nik (+603 9769 6073/ma\_husaini@upm.edu.my)

### UPM Guest House



Located in UPM Serdang Main Campus (near bus stop, convenience store, restaurant, bank and cafe)

#### Who can apply?

- 1) Mobility student who undergo mobility program in UPM (1 day - 1 year)
- 2) Visitors from local/international universities who take sabbatical/ visit/ seminar in UPM
- 3) Full time international student/ staff and employees (Maximum 7 days depending on availability)

#### How to apply?

Kindly fill in the reservation form at ([www.intl.upm.edu.my](http://www.intl.upm.edu.my)) and email to: [upmguesthouse@upm.edu.my](mailto:upmguesthouse@upm.edu.my)/ +603 9769 7335

### KMR OnePutra Residence



#### Who can apply?

- 1) All Students (Full Time & Part Time)
- 2) Expatriates
- 3) Short-courses & Special function participants
- 4) Parents
- 5) Staffs

#### How to apply?

Kindly fill in the reservation form at (<https://www.upmholdings.com.my/>) and email to: [oneputraresidence@gmail.com](mailto:oneputraresidence@gmail.com)/ +603 8959 9146/+6016 2246009

#### Contact Person:

- 1) En. Shahman (+60 16977 3627)

## Off-Campus

### Apartment

- Duration stay: 1 year (minimum)
- New UPM full-time student (Individual and Family)
- First come first serve basis
- Rental fee depends on the type of apartment (approx. MYR1200-MYR2000 per month)
- 

### How to apply?

- A) **The Academia, South City Plaza Apartment** (5 km from campus)
- B) **The Heritage Residence** (3.9 km from campus)
- C) **Mutiara Residency** (5 km from campus)
- D) **UNIV 360 Students** (4.6 km from campus)

### Contact Person:

- 1) Mr. Kumar (+60 10212 5064) KPK Room Enterprise (Uroom)



## UPM Bus Service

Each student can get around with UPM bus services for RM15.00/ month with unlimited ride around UPM. Student can make the payment at Bursar Payment Counter. Campus bus route in UPM:

ROUTE		TIME	DAY	WAITING AREA
FROM	TO			
K5/ KTP/ KPZ/ K13	Academic Area	7.00 - 11.00	Mon - Sun	Bus Stop KTP/ K13
K12/ 14/ 15/ 16/ KMR	Academic Area	7.00 - 11.00	Mon - Sun	Bus Stop K12/ 14/ 15 /16/ KMR
K10/K11	Academic Area	7.00 - 11.00	Mon - Sun	Bus Stop K10/ K11
K17	Academic Area	7.00 - 11.00	Mon - Sun	Bus Stop K17
KTP/ K12/ 13/ 14/ 15/ 16/ KMR	Agrobio Complex Faculty of Agriculture	7.00 - 8.00	Mon - Sun	Bus Stop KTP/ K13/ K12/ KMR
K12/ 14/ 15/ 16/ KMR	Graduate School Office	7.00 - 7.00	Mon - Fri	Bus Stop K12/ 14/ 15 /16/ KMR
South City Plaza (Academia)	Serdang Comuter - UPM	7.00 - 10.00	Mon - Sun	<ul style="list-style-type: none"> <li>• Sky Villa/ South City Academia Bus Stop</li> <li>• Central parking</li> </ul>

**\*Friday: Discontinued temporary at 12.30pm - 2.30pm for Friday prayer**



## Private Bus (UPM to Kuala Lumpur)

### Metro

Operating hours/ days: 6am - 8.30pm/ Every 25 minutes (Everyday)

### Rapid KL T-416

Operating hours/ days: 5.30am - 12.30am/ Every 20 minutes (Everyday)

Waiting area: KAA (in front FBMK) & in front UPM CIMB Bank bus stop

### **KTM Commuter Train (Serdang Station)**

Route: Seremban - KL Sentral - Rawang (6am - 10pm) / Every 15 minutes

### **Star LRT Train**

Bandar Tasik Selatan - Kuala Lumpur (6am - 11.30pm) / Every 15 minutes

### **Taxi**

Application: Myteksi, Grab Car, EzCab, Easy Taxi, Uber

Waiting area: KAA (in front FBMK), UPM CIMB Bank and Serumpun College bus stop

### **Car**

Transferring driving license:

- Only for class D (car) and B2/B (motorcycle) driving license
- Student from the list stated can submit application at the nearest Road Transport Department (RTD) office

Charges:

- Conversion process RM20.00
- Malaysian driving license fee RM30.00/ year



[www.jpj.gov.my](http://www.jpj.gov.my)

- |                      |                    |                           |                      |
|----------------------|--------------------|---------------------------|----------------------|
| • <b>Australia</b>   | • <b>Iraq</b>      | • <b>Finland</b>          | • <b>Egypt</b>       |
| • <b>Belgium</b>     | • <b>Italy</b>     | • <b>Hong Kong</b>        | • <b>New Zealand</b> |
| • <b>Holland</b>     | • <b>Japan</b>     | • <b>Iran</b>             | • <b>Nigeria</b>     |
| • <b>Brunei</b>      | • <b>German</b>    | • <b>Papua New Guinea</b> | • <b>France</b>      |
| • <b>China</b>       | • <b>Korea</b>     | • <b>Poland</b>           | • <b>Russia</b>      |
| • <b>Denmark</b>     | • <b>Laos</b>      | • <b>Spain</b>            | • <b>Singapore</b>   |
| • <b>Fiji</b>        | • <b>Libya</b>     | • <b>Switzerland</b>      | • <b>Thailand</b>    |
| • <b>Philippines</b> | • <b>Mauritius</b> | • <b>Turkey</b>           | • <b>Taiwan</b>      |

Students from countries that are not listed above, do not have to apply for conversion to Malaysian Driving License

Required Documents:

- Passport
- Visa (Valid for no less than 3 months)
- Valid foreign driving license. Translation letter for driving license (if the foreign driving license is not in English)
- Endorsement from embassy of country of origin or endorsement from the licensing authority. (Embassy means the embassy of the license' country of origin located in Malaysia, or other country nearest to Malaysia)
- Passport photo (25mmx35mm)
- Completed Form JPJ L1 ([www.jpj.gov.my](http://www.jpj.gov.my))
- Additional documents if required



## University Facilities

### How do I use the facilities in the UPM main library?

UPM library has been named as Perpustakaan Sultan Abdul Samad (PSAS) on 2002. The library building comprises of two (2) blocks with a total floor area of approximately 19,000 square meters and it could accommodate about 2000 users at any one time. Besides the main library, branch libraries are located at the Faculty of Medicine and Health Sciences, Faculty of Veterinary Medicine, Faculty of engineering & Architecture and the Bintulu (Sarawak) Campus library. It located at the heart of the UPM campus and is accessible via the University bus services. Besides its collection of over 670,000 volume of books and reading materials. the library has been upgraded with its own high-speed WiFi network, a designated working room for postgraduate students, self-check-outs, vasr research data bases, as well as power points for the nearly 2,000 tables that students can plug their laptops into. Note that the PSAS WiFi requires you to register for use beforehand, so bring along your matric card and laptop for serial number registration in your first visit.

 [www.library.upm.edu.my](http://www.library.upm.edu.my)

#### **Sultan Abdul Samad Library**

Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 8642  
Fax : 03 9769 4747  
Email : [lib@upm.edu.my](mailto:lib@upm.edu.my)

### Are they any other places on campus with free WiFi?

Yes. Given that research is becoming more digital-based by the day, every faculty and college in UPM comes equipped with its own free access WiFi network that students can log into with their mobile devices. If it is your first time login, do complete your UPM-ID registration at: <http://upm-id.upm.edu.my/sso/login>

### What activities take place in the UPM main hall?

Besides official ceremonies, exhibitions, student elections, and convocations, the 2,800 capacity Sultan Salahuddin Abdul Aziz Shah Culture and Arts Centre (Pusat Kebudayaan dan Kesenian Sultan Salahuddin Abdul Aziz Shah) also regularly hosts cultural and arts events, mostly performed by the students of the University. These events usually take place in the Culture Porch, Budaya site, Cultura Park, Art Gallery, Training Studio, Sudut Karyawan, Cak Lempong Room and Gamelan Room sections. Upcoming events can be found on the PKKSSAAS.

 [pkkssaas.upm.edu.my](http://pkkssaas.upm.edu.my)

#### **Arts and Cultural Center Sultan Salahuddin Abdul Aziz Shah**

Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 7327  
Fax : 03 9769 7328  
Email : [pkkssass@upm.edu.my](mailto:pkkssass@upm.edu.my)



## Medical Services

### Does UPM provide medical services for its students?

Yes it does. This is provided by the University Health Centre (Pusat Kesihatan Universiti, PKU), which caters to the medical needs of the University's students. Besides being equipped to perform full medical examinations and basic health and dental check-ups, the centre also offers physiotherapy, ambulance dispensary and laboratory services. The University Health Centre is located within the residential college area for students' convenience. For a full list of services provided by the PKU, see its website:



[www.pku.upm.edu.my](http://www.pku.upm.edu.my)

#### **Pusat Kesihatan Universiti**

Universiti Putra Malaysia, 43400, UPM Serdang, Selangor Darul Ehsan

Tel : 03 9769 7333

Fax : 03 9769 8878

Email : [pku@upm.edu.my](mailto:pku@upm.edu.my)

### Do I have to pay for these medical services?

The medical fees are included by default into your semester fees (for full-time student only), and cover outpatient clinic services provided by PKU. Also keep in mind that your semester fees also includes a health insurance scheme. All new and current international students are required by the Ministry of Education Malaysia (MOE) and the Immigration Department Malaysia (IMI) to take up this comprehensive health insurance scheme, which covers personal accident and death, hospitalisation at private hospitals, and repatriation. Students also have the option to include accompanying family members/ dependants in this scheme.

### Does the PKU offer specialist treatment?

As it is a medical centre and not a hospital per se, the PKU does not provide specialist treatment. However, students can obtain specialist treatment at public and university hospitals with referral from PKU. Note that additional charges may be incurred for specialist treatments at these hospitals.

### Where are these hospitals located?

There are a number of public and private hospitals and clinics located around Serdang/ Bangi/ Putrajaya:

#### **Hospital Serdang**

Jalan Puchong, 43000 Serdang, Selangor

Tel: 03 8947 5555

#### **Health Clinic Putrajaya**

No 1. Jalan P9E, 62250 Putrajaya

Tel: 03 8888 3057/ 0080 (Emergency)

#### **Klinik Ho**

1514B, Main Street, 43300 Seri Kembangan, Selangor

Tel: 03 8948 6360

#### **Poliklinik Penawar**

3347, Jalan 18/32, Taman Sri Serdang, 43300 Seri Kembangan, Selangor

Tel: 03 8948 1991

#### **Hospital Putrajaya**

Presint 7, 62502 Putrajaya

Tel: 03 8888 0080

#### **Az-Zahrah Islamic Medical Centre**

34 Medan Pusat Bandar 1, Sec 9, 43650 Bandar Baru Bangi, Selangor

Tel: 03 8925 2525

#### **Poliklinik Zul & Rakan-Rakan**

229, Jalan 18/23, Taman Sri Serdang, 43300 Seri Kembangan, Selangor

Tel: 03 8948 6570

#### **Klinik R Daya**

No. 9, Jalan Desa Serdang, Taman Desa Serdang Lama, 43300 Seri Kembangan, Selangor

Tel: 03 8945 6976

## Financial Services

### What about financial services? Are there any banks located on campus?

All monetary transactions between students and the University are done through CIMB Bank. As such, there is a CIMB Bank branch on campus, located just next to the Bursar's office at the main Administration building. If you need to use ATM machine that is located nearer to the residential colleges, you can head to Maybank, CIMB or Agro Bank, which is located at Serumpun Food Court. Note that all banks are open during office hours on weekdays, and all ATMs operable between 6 am to 12 am daily. You can also enjoy the convenience of online banking from anywhere and anytime with CIMB Clicks and Maybank2u.

#### **CIMB Bank**

Ground Floor, Block B, Bangunan Pusat Pelajar, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor Darul Ehsan  
Tel: 03 8948 6018



[www.cimbclicks.com.my](http://www.cimbclicks.com.my)

#### **Maybank Berhad**

Lot 231-3, Jalan 18/23, Taman Seri Serdang, 43300 Seri Kembangan, Selangor Darul Ehsan  
Tel: 03 8943 9867



[www.maybank2u.com.my](http://www.maybank2u.com.my)

#### **Bank Simpanan Nasional**

No. 226, Jalan 18/23, Taman Seri Serdang, 43300 Seri Kembangan, Selangor Darul Ehsan  
Tel: 03 8948 2585



[www.bsn.com.my](http://www.bsn.com.my)

### I brought some foreign currency with me. Are there money changers on campus as well?

At present, there are no money changers on campus, but quite a number are in operation in the areas of Serdang and Seri Kembangan in case you need to exchange foreign currency to ringgit. The addresses for these money changers are listed below:

#### **Bintang Duit Sdn Bhd**

Lot L1-07A, Level 1, The Mines Shopping Fair, Jalan Dulang, The Mines Resort City, 43300 Seri Kembangan, Selangor Darul Ehsan

#### **GMT Money Changer**

No. LG-34C, IOI City Mall, Lebuhr IRC, IOI Resort City, 62502 Putrajaya

#### **Suria Muhabat Sdn Bhd**

Lot No G.43, Ground Floor, South City Plaza, 43300 Seri Kembangan, Selangor Darul Ehsan

Remember to always keep your wits about you when carrying large amounts of currency, so as to avoid any unfortunate circumstances. Also, remember to always check for the latest exchange rates before carrying out any transactions. The latest rates can be found on the Bank Negara website.



[www.bnm.gov.my](http://www.bnm.gov.my)

## Postal Services

### How about postal services?

There is a mini post office which is a branch of Pos Malaysia office on campus, which is located within the Mohamad Rashid Residence College. Keep in mind that counter services run during office hours on weekdays only, and that the counter dedicated to the sending of parcels via the post office's courier service, PosLaju, closes a little earlier. For a full list of services offered by Pos Malaysia, do visit:



[www.pos.com.my](http://www.pos.com.my)

#### **Pos Malaysia Bhd**

Kolej Mohamad Rashid, Universiti Putra Malaysia, 43400 Serdang,  
Selangor Tel: 03 8948 6517  
Operating hours: Monday - Friday (8.30 a.m. - 5.00 p.m.)

## Security

### I am new in the country, so who do I turn to in case anything unfortunate occurs?

Your first stop for any security concerns and issues should always be the Security Department of UPM (Bahagian Keselamatan Universiti, BKU). BKU, which is in charge of on-campus security, is the only service entity that has managed to achieve MS ISO 9001:2000 certification. And as noted above, BKU also handles the registration of vehicles that are allowed in campus, so as to ensure that no undesirable elements from the outside are able to threaten the well-being of students.

#### **Bahagian Keselamatan Universiti**

Universiti Putra Malaysia, 43400 UPM Serdang, Selangor



[www.bku.upm.edu.my](http://www.bku.upm.edu.my)

Pusat Kawalan: 03 9769 7990/ 7470/ 1999 (24 hours)

Tel : 03 9769 6114

Fax : 03 9769 7930

Email : [bahagiankeselamatan@upm.edu.my](mailto:bahagiankeselamatan@upm.edu.my)

## Places of Worship

### Are there any mosques on campus?

The main University mosque is located near the Faculty of Modern Languages and Communication, and is visible from the main entrance of UPM. It is also one of the more identifiable features of the University. All affairs related to the upkeep of the mosque are handled by the University Islamic Centre, in addition to organising religious, spiritual and educational activities, such as Quranic Studies class as Maghrib Lectures, Fardhu Ain classes, seminars, worship, and the distribution of newsletters. See the Islamic Centre website:



[www.pic.upm.edu.my](http://www.pic.upm.edu.my)

### What about places of worship for students of different faiths?

The University and its surrounding areas contain quite a number of places of worship. For instance, there is a Catholic church located on campus grounds, and several Protestant and Evangelical churches located in nearby towns, such as the St Anne's Chapel in UPM, or Putra Christian Centre in Sri Serdang. For Hindus, the Sri Sivasubramaniyar temple is located on campus near the Sekolah Kebangsaan Serdang primary school, and the Sri Maha Kalliamman temple is located just outside the University perimeters in Sri Serdang. Additionally, there is also a Buddhist temple located on Jalan Muhibbah in Serdang.



## **I can't stay indoors and study all of the time. Are there any sport activities in UPM that I can take part in?**

There are almost too many to mention! Most of the sporting facilities are located in the UPM Sports Complex, which are usually free for use for all students of UPM, provided there are no official activities or events taking place at the time. The UPM Sports Complex boasts an Olympic running track, a football stadium, badminton courts, squash courts, sepak takraw courts, tennis courts, hockey fields, swimming pools, an archery range, and a gym. More information on the range of facilities available, conditions for use, and a location map can be found on the UPM Sports Complex website:



[www.i-sukan.upm.edu.my](http://www.i-sukan.upm.edu.my)

Besides the Sports Complex, however, sports activities are also take place in other parts of the university. Most of these activities are centred in the residential college areas, where students regularly partake in football, rugby, basketball, futsal, volleyball and badminton, or use the jogging tracks and gyms to keep fit. Additionally, the Faculty of Educational Studies boasts a swimming pool and wall-climbing activities.

Of course, the UPM sporting activities is arguably most famous for are gold and horse-riding. All UPM students are eligible to become members of the UPM's sprawling 9-hole fold course, or can hire the course for one-off daily usage, at prices that are just a fraction of golf clubs elsewhere in the country. Horse-riding lessons, meanwhile, are conducted by the Equine Unit. There are 12 horses brought in from Australia that fit for riding at the Unit. See the Gold and Equine Unit pages on the main UPM website:



[www.upm.edu.my](http://www.upm.edu.my)

## **What about other recreational activities?**

It would be remiss of you not to visit the UPM Agricultural Park, so as to have a better feel for the historical significance of agriculture to the University. Also, you can choose to take a stroll through the many farms and pastures of UPM and MARDI, or even visit one of the many exhibitions (not all agriculture-related) at the Malaysia Agro Exposition Park Serdang (MAEPS). One additional feature that has become synonymous with UPM is popularly known as 'One Tree Hill' on Bukit Expo, which is a favourite of many photographers (even wedding photographers!).

If you're looking to take your kids to atheme park for a fun weekend, the closest would be The Mines Wonderland in the Mines Resort City. You can also visit the Sunway Lagoon theme park in Sunway, as well as the Desa WaterPark and Berjaya Times Square Theme Park. Or if you're in the mood for some nature in the midst of the urban sprawl, you can visit the many parks and gardens in nearby Putrajaya, or even the bird, butterfly and deer parks next to the Titiwangsa Lake Gardens in Kuala Lumpur.



**If Malaysians enjoy shopping so much, there must be a lot of shopping malls nearby.**

There are so many, that there is a Wiki page on the list of shopping malls in Malaysia! Kuala Lumpur itself is inundated with many shopping malls, from more exclusive, high-end stores such as Pavilion, to all-inclusive malls such as Midvalley, to novelty and bargain shopping malls, such as Sungei Wang Plaza. The second largest convergence of malls is in the neighbouring city of Petaling Jaya, whose malls include 1Utama, Paradigm and The Curve.

There are a number of malls that should fulfil all your basic shopping needs closer to the University, namely IOI City Mall, The Mines, South City and AEON in Seri Kembangan, as well as Alamanda Shopping Centre in Putrajaya. As for your daily grocery shopping, there are also a number of retail supermarkets nearby, such as BIG Super Market in Sri Serdang, the Giant supermarkets in Equine Park, Alamanda and The Mines, as well as Cold Storage in Alamanda. Or if you're looking for something smaller to do your daily shopping, there are mini marts and sundry shops in almost every commercial area in Serdang, as well as the 'pasar malam' (night market) in Sri Serdang on Monday and Friday evenings.





## What is the dress code in UPM?

- Each student must be appropriately attired as a university student by demonstrating neatness, tidiness, cheerfulness and modesty in their dressing
- A student is required to dress modestly (collared t-shirts, shoes, long pants, skirt hemline below the knee)
- A student is **not allowed** to wear:
  - Skirt above the knee or shorts
  - Collarless t-shirt
  - Sleeveless shirt
  - Tight trousers/ skirt
  - Slippers
  - Purdah/ veil
  - Shabby jeans
  - Piercing for male and excessive piercing for female
- A student is not allowed to wear a hat/ bandana during an official activity or in a lecture hall except during recreational activities
- A male student is not allowed to dress like a woman and vice versa
- A student is not allowed to display any tattoo in any body part
- A student is required to wear the matric card when in university. The student card must be worn and displayed on the body front



**International Student Survival Guide  
PUTRA INTERNATIONAL CENTRE  
(i-PUTRA)  
2019**